

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, 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 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero 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 it include line items or 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 your 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office:	NATIONAL MUSEUM	Agency Account Code: F050	Contact Person:	Ana Concepcion E. Mallari
Region:	MAIN & NCR	Organization Type: National Government Agency (NGA)	Position:	Administrative Officer V
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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	4	7	15	26	3,623.36	2		8	10	1,393.60	10		1	11	1,532.96	2		1	3	418.08	50.00	139.36	6,968.00
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	38	13	43	94	4,135.25	31	11	20	62	2,727.50	41	7	37	85	3,739.32	23	5	15	43	1,891.66	284.00	43.99	12,493.73
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	12		11	23	566.43				0	0.00	1			1	24.63	10			10	246.27	34.00	24.63	837.32
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1	1	1	3	2,211.71	3			3	2,211.71	1			1	737.24	1			1	737.24	8.00	737.24	5,897.88
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	208.52				0	0.00	1			1	208.52				0	0.00	2.00	208.52	417.04
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1			1	208.52	1			1	208.52	1			1	208.52	1			1	208.52	4.00	208.52	834.08
Paper Materials and Products																										

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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	
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	5		1	6	436.68	1		5	6	436.68	5		5	10	727.79	1		5	6	436.68	28.00	72.78	2,037.82	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00	
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00	
10	14111506-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	1,300.00	0.00	
11	14111506-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	765.44	0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	596.80	0.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	3			3	3,104.40	1			1	1,034.80				0	0.00				0	0.00	4.00	1,034.80	4,139.20	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00			2	2	1,341.39			2	2	1,341.39			2	2	1,341.39	6.00	670.70	4,024.18	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	14	4	43	61	1,965.37	10			10	322.19	31	4		35	1,127.67	5			5	161.10	111.00	32.22	3,576.33	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	16	3	10	29	1,625.62	8		2	10	560.56	15	4	2	21	1,177.18	3		2	5	280.28	65.00	56.06	3,643.64	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10	9	13	32	1,327.87	10	7		17	705.43	20	4		24	995.90	5			5	207.48	78.00	41.50	3,236.69	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	20	2	2	24	289.04	12		50	62	746.68	17	2	100	119	1,433.14	12		50	62	746.68	267.00	12.04	3,215.53	
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	46	37	45	128	16,943.51	66	42	50	158	20,914.65	76	28	52	156	20,649.91	52	23	45	120	15,884.54	562.00	132.37	74,392.61	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	81	49	64	194	30,021.89	87	44	60	191	29,557.63	89	30	60	179	27,700.61	60	23	56	139	21,510.53	703.00	154.75	108,790.66	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	28	8	46	82	9,390.18	59	25	59	143	16,375.56	62	20	49	131	15,001.39	54	25	52	131	15,001.39	487.00	114.51	55,768.51	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	38	8	40	86	11,178.21	56	26	56	138	17,937.13	68	21	52	141	18,327.07	49	26	56	131	17,027.28	496.00	129.98	64,469.68	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	10			10	173.47	2	5		7	121.43	8	5		13	225.51				0	0.00	30.00	17.35	520.42	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	3	10	2	15	1,443.00	15		5	20	1,924.00	14		7	21	2,020.20	14		5	19	1,827.80	75.00	96.20	7,215.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1			1	48.78	2			2	97.55	2			2	97.55				0	0.00	5.00	48.78	243.88	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	12		14	26	1,838.72	10		3	13	919.36	5		1	6	424.32			2	2	141.44	47.00	70.72	3,323.84	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	14		8	22	2,242.24	10			10	1,019.20	15			15	1,528.80			1	1	101.92	48.00	101.92	4,892.16	
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	15	13	29	57	4,890.60	13	11	31	55	4,719.00	16	10	37	63	5,405.40	12	3	28	43	3,689.40	218.00	85.80	18,704.40	
Batteries and Cells and Accessories																											
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	37	5	8	50	986.44	12	2	4	18	355.12	25	2	5	32	631.32	2		3	5	98.64	105.00	19.73	2,071.52	
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	24		10	34	663.00	11	3	3	17	331.50	13	1	3	17	331.50	4		2	6	117.00	74.00	19.50	1,443.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	8			8	707.20				0	0.00	5			5	442.00				0	0.00	13.00	88.40	1,149.20	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	13	2	18	33	1,578.03	2		5	7	334.73	8	1	12	21	1,004.20	3		2	5	239.10	66.00	47.82	3,156.07	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	13	2	1	16	330.80	14	2	1	17	351.48	16		1	17	351.48	14		1	15	310.13	65.00	20.68	1,343.89	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	31	5	27	63	1,263.23	51	7	23	81	1,624.15	57	6	16	79	1,584.04	18		10	28	561.43	251.00	20.05	5,032.85	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	9			9	163.80	2			2	36.40	2		3	5	91.00	2			2	36.40	18.00	18.20	327.60	

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36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	30	6	15	51	2,811.12	30	3	13	46	2,535.52	33	2	7	42	2,315.04	15	2	5	22	1,212.64	161.00	55.12	8,874.32	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	28	2	14	44	4,690.40	19		8	27	2,878.20	23		10	33	3,517.80	9		7	16	1,705.60	120.00	106.60	12,792.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	26	1	6	33	600.60	20		4	24	436.80	25		4	29	527.80	19		4	23	418.60	109.00	18.20	1,983.80	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	28	7	20	55	500.50	28	3	10	41	373.10	37	2	10	49	445.90	20	1	5	26	236.60	171.00	9.10	1,556.10	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	27	7	7	41	746.20	21	1	4	26	473.20	27	1	4	32	582.40	21	1	4	26	473.20	125.00	18.20	2,275.00	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	3		4	7	356.72	1			1	50.96	1			1	50.96				0	0.00	9.00	50.96	458.64	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	974.48	0.00	
43	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	1,192.88	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	1			1	1,006.39			4	4	4,025.55			4	4	4,025.55			4	4	4,025.55	13.00	1,006.39	13,083.03	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	669.66	0.00	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	25			25	1,014.00				0	0.00				0	0.00				0	0.00	25.00	40.56	1,014.00	
47	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	52			52	3,769.38				0	0.00				0	0.00				0	0.00	52.00	72.49	3,769.38	
Measuring and Observing and Testing Equipment																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	18		6	24	371.40	4		2	6	92.85	5			5	77.38				0	0.00	35.00	15.48	541.63	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	10	8	16	34	2,926.04	4	2	7	13	1,118.78	14	6	9	29	2,495.74	2	2	7	11	946.66	87.00	86.06	7,487.22	
50	47131604-BR-S01	BROOM, soft (tambo)	piece		1	1	2	260.00				0	0.00	1			1	130.00				0	0.00	3.00	130.00	390.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.58	0.00	
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	2	1	1	4	166.40	1	1	1	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	13.00	41.60	540.80	
53	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	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.01	0.00	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	1	3	8	12	449.16	1	3		4	149.72	1	3		4	149.72	1	3		4	149.72	24.00	37.43	898.31	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	3		9	12	1,475.76	1		4	5	614.90	1		5	6	737.88	1		4	5	614.90	28.00	122.98	3,443.44	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1		1	2	49.67				0	0.00	1			1	24.84				0	0.00	3.00	24.84	74.51	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	269.36	0.00	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	4			4	349.44	1	1		2	174.72	2	1		3	262.08	1	1		2	174.72	11.00	87.36	960.96	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,911.00	0.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	145.60	0.00	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	110.24	0.00	

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63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	3	5	10	18	894.44	1		13	14	695.68	1	4	14	19	944.13	1		13	14	695.68	65.00	49.69	3,229.93	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	102.96	0.00	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	1	2	1	4	559.52	4	1	9	14	1,958.32	5	1	9	15	2,098.20	1	1	9	11	1,538.68	44.00	139.88	6,154.72	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	5	4	2	11	259.46	3	2		5	117.94	4			4	94.35				0	0.00	20.00	23.59	471.74	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39,208.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	100	40	40	180	3,921.84	74	20	30	124	2,701.71	54		10	64	1,394.43	20			20	435.76	388.00	21.79	8,453.74	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3	1	7	11	29,972.80	1	1	1	3	8,174.40				0	0.00				0	0.00	14.00	2,724.80	38,147.20	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	38	7	20	65	17,981.60	6	3	5	14	3,872.96	14		1	15	4,149.60				0	0.00	94.00	276.64	26,004.16	
71	43211503-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	35,916.40	0.00	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	11		4	15	2,024.88	4			4	539.97	2			2	269.98				0	0.00	21.00	134.99	2,834.83	
73	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	33,131.28	0.00	
74	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	7,995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88	0.00	
76	N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
78	N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,000.00	0.00	
79	N/A	Hub/Switches	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
80	N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
81	N/A	Wireless Access Point	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,000.00	0.00	
Office Equipment and Accessories and Supplies																											
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	25.68	0.00	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	20	10	9	39	295.28	17	7	9	33	249.85	22	2	1	25	189.28	13	2	1	16	121.14	113.00	7.57	855.55	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20	7	6	33	442.04	14	2	5	21	281.30	22	2	1	25	334.88	13	2	1	16	214.32	95.00	13.40	1,272.54	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	17	7	6	30	616.51	13	1	5	19	390.46	21	1		22	452.11	13	2	1	16	328.81	87.00	20.55	1,787.88	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12	5	11	28	1,106.56	26	1	12	39	1,541.28	14	1		15	592.80	16	2	1	19	750.88	101.00	39.52	3,991.52	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	64	17	83	164	2,879.05	43	10	11	64	1,123.53	78	2	7	87	1,527.30	42		6	48	842.65	363.00	17.56	6,372.54	
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	56	9	35	100	6,978.40	25	12	17	54	3,768.34	70	12	12	94	6,559.70	25	12	12	49	3,419.42	297.00	69.78	20,725.85	
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	75	27	56	158	10,845.12	24	27	17	68	4,667.52	69	12	12	93	6,383.52	24	17	17	58	3,981.12	377.00	68.64	25,877.28	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	4		2	6	2,448.83	1			1	408.14	3			3	1,224.41				0	0.00	10.00	408.14	4,081.38	
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	6		2	8	4,144.61			2	2	1,036.15	4			4	2,072.30				0	0.00	14.00	518.08	7,253.06	

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
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	3		1	4	2,953.60				0	0.00				0	0.00				0	0.00	4.00	738.40	2,953.60
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1			1	30.49	1			1	30.49	1			1	30.49	1			1	30.49	4.00	30.49	121.97
94	44121506-EN-M01	ENVELOPE, MAILING,white, 80gsm (-5%)	box	5		3	8	2,629.12				0	0.00	3			3	985.92				0	0.00	11.00	328.64	3,615.04
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box			1	1	410.80				0	0.00				0	0.00				0	0.00	1.00	410.80	410.80
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	6			6	66.64	2			2	22.21				0	0.00				0	0.00	8.00	11.11	88.86
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	11		10	21	1,657.22	13		5	18	1,420.47	23			23	1,815.05	5			5	394.58	67.00	78.92	5,287.32
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10		10	20	1,412.11	19			19	1,341.51	17			17	1,200.30	17			17	1,200.30	73.00	70.61	5,154.21
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.48	0.00
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	2		4	6	99.84				0	0.00				0	0.00				0	0.00	6.00	16.64	99.84
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	3			3	759.88	1			1	253.29	1			1	253.29				0	0.00	5.00	253.29	1,266.46
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	2		2	4	1,164.80			2	2	582.40	1			1	291.20				0	0.00	7.00	291.20	2,038.40
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	6		1	7	1,197.56	1		3	4	684.32	5		3	8	1,368.64		3		3	513.24	22.00	171.08	3,763.76
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	11	7	6	24	5,129.28	3	2	1	6	1,282.32	9	2	4	15	3,205.80	1	1	1	3	641.16	48.00	213.72	10,258.56
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2	3	1	6	4,480.32				0	0.00				0	0.00				0	0.00	6.00	746.72	4,480.32
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	1		2	3	652.08				0	0.00	1		1	2	434.72				0	0.00	5.00	217.36	1,086.80
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	6	2	6	14	3,914.89	5	2	3	10	2,796.35	2		6	8	2,237.08	3	2	2	7	1,957.45	39.00	279.64	10,905.77
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	14		4	18	933.75	14			14	726.25	14	1	1	16	830.00	10			10	518.75	58.00	51.88	3,008.76
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	5	25	35	1,456.00	5			5	208.00	7	2	20	29	1,206.40	5			5	208.00	74.00	41.60	3,078.40
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	32	1	5	38	1,414.82	17	2	2	21	781.87	30	3	5	38	1,414.82	19	2	2	23	856.34	120.00	37.23	4,467.84
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	18	11	19	48	494.71	12	2	29	43	443.18	29	11	35	75	772.98	11	2	24	37	381.34	203.00	10.31	2,092.20
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	13	11	17	41	422.56	10	2	17	29	298.89	24	10	22	56	577.16	10	2	12	24	247.35	150.00	10.31	1,545.96
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	10	2	2	14	144.29	2	2	2	6	61.84	5	2	7	14	144.29	4	2	2	8	82.45	42.00	10.31	432.87
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	43	5	27	75	723.84	10	5	32	47	453.61	28	9	33	70	675.58	15	5	27	47	453.61	239.00	9.65	2,306.64
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	30	5	10	45	434.30	10	5	30	45	434.30	19	8	30	57	550.12	13	5	25	43	415.00	190.00	9.65	1,833.73
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	20	2	5	27	260.58	2	5	5	12	115.81	7	5	5	17	164.07	7	5	5	17	164.07	73.00	9.65	704.54
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12	8	32	52	310.96	11		2	13	77.74	12	6	4	22	131.56	12	1	1	14	83.72	101.00	5.98	603.98
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	17	8	4	29	369.46	10			10	127.40	17	6	4	27	343.98	12	1	1	14	178.36	80.00	12.74	1,019.20
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12	7	7	26	540.53	18		6	24	498.95	18	2	8	28	582.11	4		5	9	187.11	87.00	20.79	1,808.70
120	44122037-RB-P10	RING BINDER, 8o rings, plastic, 32mm x 1.12m	bundle	3		3	6	1,209.81	2			2	403.27			3	3	604.91				0	0.00	11.00	201.64	2,217.99
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	3		2	5	483.60	5			5	483.60	5		3	8	773.76	1			1	96.72	19.00	96.72	1,837.68
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	9			9	248.98				0	0.00	8			8	221.31				0	0.00	17.00	27.66	470.29

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				
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	39		10	49	576.87	35		15	50	588.64	47		17	64	753.46	35			35	412.05	198.00	11.77	2,331.01	
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	14	1	11	26	712.50			5	5	137.02	10		5	15	411.06				0	0.00	46.00	27.40	1,260.58	
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	3	1		4	1,913.52				0	0.00				0	0.00				0	0.00	4.00	478.38	1,913.52	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	6		1	7	1,310.40				0	0.00				0	0.00				0	0.00	7.00	187.20	1,310.40	
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5	2	2	9	1,187.60			2	2	263.91	1	1	2	4	527.82				0	0.00	15.00	131.96	1,979.33	
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	22	2	20	44	686.40	11			11	171.60	5	2	7	14	218.40	3			3	46.80	72.00	15.60	1,123.20	
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9	4	11	24	1,971.84	2			2	164.32	6	2	3	11	903.76	2			2	164.32	39.00	82.16	3,204.24	
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1			1	878.80				0	0.00				0	0.00				0	0.00	1.00	878.80	878.80	
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	10	2	8	20	363.58	6			6	109.08	2	2	2	6	109.08				0	0.00	32.00	18.18	581.73	
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	2	1	9	502.44	2			2	111.65				0	0.00				0	0.00	11.00	55.83	614.10	
133	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	10,400.00	0.00	
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	3		3	6	811.20				0	0.00			1	1	135.20				0	0.00	7.00	135.20	946.40	
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,711.20	0.00	
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			1	1	8,088.08				0	0.00				0	0.00				0	0.00	1.00	8,088.08	8,088.08	
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,699.20	0.00	
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																											
139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,864.00	0.00	
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,001.52	0.00	
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart			10	10	10,296.00			3	3	3,088.80			3	3	3,088.80			2	2	2,059.20	18.00	1,029.60	18,532.80	
142	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	
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart			14	14	10,920.00			2	2	1,560.00			4	4	3,120.00			2	2	1,560.00	22.00	780.00	17,160.00	
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	34	18	59	111	28,282.80	25	15	32	72	18,345.60	38	10	18	66	16,816.80	23	6	9	38	9,682.40	287.00	254.80	73,127.60	
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	23	9	18	50	12,740.00	16	6	17	39	9,937.20	23	3	12	38	9,682.40	15	3	4	22	5,605.60	149.00	254.80	37,965.20	
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	23	11	18	52	13,249.60	16	6	16	38	9,682.40	23	3	12	38	9,682.40	15	3	4	22	5,605.60	150.00	254.80	38,220.00	
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	23	9	18	50	12,740.00	16	6	15	37	9,427.60	22	2	12	36	9,172.80	16	2	4	22	5,605.60	145.00	254.80	36,946.00	
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
149	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	0.00	0.00	
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	658.32	0.00	
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	745.68	0.00	
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,492.40	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			
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,016.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	650.00	0.00
160	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	766.48	0.00
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	339.04	0.00
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	339.04	0.00
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00		2		2	1,258.40		2		2	1,258.40		2		2	1,258.40	6.00	629.20	3,775.20
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00		2		2	1,258.40		2		2	1,258.40		2		2	1,258.40	6.00	629.20	3,775.20
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00		2		2	1,258.40		2		2	1,258.40		2		2	1,258.40	6.00	629.20	3,775.20
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00		2		2	2,485.60		2		2	2,485.60		2		2	2,485.60	6.00	1,242.80	7,456.80
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00		2		2	1,289.60		2		2	1,289.60		2		2	1,289.60	6.00	644.80	3,868.80
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	826.80	0.00
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,872.00	0.00
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,554.80	0.00
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,175.20	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,180.40	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,180.40	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	10	2	4	16	5,424.64	4	2	3	9	3,051.36	10	2	7	19	6,441.76	4	2	3	9	3,051.36	53.00	339.04	17,969.12
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	9	2	4	15	5,085.60	3	1	3	7	2,373.28	9	2	7	18	6,102.72	3	1	3	7	2,373.28	47.00	339.04	15,934.88
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	5			5	1,695.20	4	4		8	2,712.32	5	5	2	12	4,068.48	4	4		8	2,712.32	33.00	339.04	11,188.32
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	5			5	1,695.20	3	1		4	1,356.16	4	2	2	8	2,712.32	4	1		5	1,695.20	22.00	339.04	7,458.88
181	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
182	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
183	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

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
184	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
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	403.83	0.00
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	403.83	0.00
187	44103105-HP-C50	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP LoS60AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
192	44103105-HX-M48	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
193	44103105-HX-Y48	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
194	44103105-HX-B48	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0	0.00				0	0.00	1			1	1,737.02				0	0.00	1.00	1,737.02	1,737.02
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	741.28	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
203	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	76.75	0.00
204	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00	3			3	2,174.64				0	0.00	3.00	724.88	2,174.64
205	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart			1	1	75.92	1			1	75.92	1			1	75.92				0	0.00	3.00	75.92	227.76
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,556.32	0.00
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,820.00	0.00
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,615.60	0.00
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,941.95	0.00
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,288.54	0.00
211	44103103-HP-B12	TONER CART, HP CB435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,857.92	0.00
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,312.40	0.00
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,791.20	0.00
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,179.28	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			
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,953.60	0.00
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,386.80	0.00
217	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
218	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
219	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
220	44103103-HP-B24	TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,854.80	0.00
221	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
222	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
223	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
224	44103103-HP-B25	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,690.80	0.00
225	44103103-HP-B26	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,754.80	0.00
226	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
227	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
228	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
229	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,868.80	0.00
230	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,079.92	0.00
234	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,213.44	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,932.80	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,962.80	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,640.85	0.00
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,241.70	0.00
242	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,946.80	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,051.60	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	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			
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,156.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,901.60	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,389.20	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
256	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,440.80	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,441.20	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,164.72	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,482.80	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,972.80	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,874.32	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				
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,630.40	0.00	
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,641.60	0.00	
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,912.00	0.00	
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,444.00	0.00	
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,787.20	0.00	
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,745.60	0.00	
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,124.00	0.00	
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,617.60	0.00	
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,464.00	0.00	
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,204.00	0.00	
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,064.80	0.00	
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,357.60	0.00	
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,069.44	0.00	
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,399.36	0.00	
Audio and Visual Equipment and Supplies																											
291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	28,860.00	0.00	
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18,616.00	0.00	
Flag or Accessories																											
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			2	2	638.56				0	0.00				0	0.00				0	0.00	2.00	319.28	638.56	
Printed Publications																											
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	2		1	3	138.84				0	0.00				0	0.00				0	0.00	3.00	46.28	138.84	
Fire Fighting Equipment																											
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,144.00	0.00	
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,992.00	0.00	
Consumer Electronics																											
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			1	1	6,828.14				0	0.00				0	0.00				0	0.00	1.00	6,828.14	6,828.14	
Furniture and Furnishings																											
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		6		6	1,575.60		6		6	1,575.60				0	0.00				0	0.00	12.00	262.60	3,151.20	
299	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00	
300	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	1,326.00	0.00	
301	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	1,326.00	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			
Arts and Crafts Equipment and Accessories and Supplies																										
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	15			15	596.70	17			17	676.26	12			12	477.36	12			12	477.36	56.00	39.78	2,227.68
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	35	10	20	65	2,754.70	17		15	32	1,356.16	12			12	508.56	12			12	508.56	121.00	42.38	5,127.98
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	22			22	97.24				0	0.00	10			10	44.20				0	0.00	32.00	4.42	141.44
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	65	19	76	160	5,537.79	52	6	24	82	2,838.12	62	3	36	101	3,495.73	37	1	7	45	1,557.50	388.00	34.61	13,429.15
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	63	19	35	117	4,049.51	51	6	28	85	2,941.95	54	2	27	83	2,872.73	35	1	11	47	1,626.73	332.00	34.61	11,490.92
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	23			23	796.06	12		5	17	588.39	27	1	6	34	1,176.78	9		5	14	484.56	88.00	34.61	3,045.79
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	6	4	12	22	2,852.68	3	2	4	9	1,167.00	5	2	7	14	1,815.34	2	2	3	7	907.67	52.00	129.67	6,742.69
SOFTWARE																										
1	43230000-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2	43230000-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
3	43230000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4	43230000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5	43230000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6	43230000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7	43230000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8	43230000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9	43230000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10	43230000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11	43230000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12	43230000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13	43230000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14	43230000-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15	43230000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
16	43230000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
OTHER SOFTWARE																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
PASSENGER AIR TRANSPORTATION																										
1	7811501-GFA-001	* Airline Ticket	ticket			1	1	360,552.56			2	2	721,105.12			2	2	721,105.12			2.5	2.5	901,381.40	7.50	360,552.56	2,704,144.20

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 II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
COMMON ELECTRICAL SUPPLIES																										
1		Battery AA, Alkaline, Long Lasting, Power Boost, 4 pieces per pack	pack				0	0.00				0	0.00	1	1		2	334.00				0	0.00	2.00	167.00	334.00
2		BATTERY, Size C, 2 pieces per blister pack	pack			15	15	3,000.00				0	0.00				0	0.00				0	0.00	15.00	200.00	3,000.00
3		Digital Weighing Scale	unit	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1.00	1,000.00	1,000.00
4		EXTENSION CORD, 3-gangway w/ usb, 6 ft. cord	piece				0	0.00		3		3	1,678.50		1		1	559.50				0	0.00	4.00	559.50	2,238.00
5		OMNI EXTENSION CORD	piece	3			3	750.00	2			2	500.00				0	0.00				0	0.00	5.00	250.00	1,250.00
COMMON OFFICE EQUIPMENT																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
COMMON OFFICE SUPPLIES																										
1		Ballpen, Black	piece			250	250	2,500.00	250		12	262	2,620.00	250		12	262	2,620.00	250		12	262	2,620.00	1,036.00	10.00	10,360.00
2		Ballpen, Black	piece	6			6	120.00				0	0.00	6			6	120.00				0	0.00	12.00	20.00	240.00
3		HBW Ballpen Matrix Black 50's set	1 set (50pcs)	1			1	400.00				0	0.00				0	0.00				0	0.00	1.00	400.00	400.00
4		Ballpen (Black)	piece	100			100	1,500.00				0	0.00				0	0.00				0	0.00	100.00	15.00	1,500.00
5		HBW matrix (ballpen- black)	piece	40			40	240.00				0	0.00				0	0.00				0	0.00	40.00	6.00	240.00
6		Ballpen, Blue	piece				0	0.00			12	12	120.00			12	12	120.00			12	12	120.00	36.00	10.00	360.00
7		Ballpen, Blue	piece	4			4	80.00				0	0.00	4			4	80.00				0	0.00	8.00	20.00	160.00
8		HBW matrix (ballpen- red)	piece	39			39	234.00				0	0.00				0	0.00				0	0.00	39.00	6.00	234.00
9		Pilot Pen (Black) Broad	piece			10	10	180.00				0	0.00				0	0.00				0	0.00	10.00	18.00	180.00
10		SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00			2	2	44.00				0	0.00	2.00	22.00	44.00
11		MARKER, PERMANENT, Chisel Tip, Black	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
12		MARKER, WHITEBOARD, Chisel Tip, Black	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
13		MARKER, WHITEBOARD, Chisel Tip, Red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
14		MARKER, WHITEBOARD, Chisel Tip, Blue	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
15		Calculator Tape for Casio DR-120TM	piece	5			5	100.00				0	0.00				0	0.00				0	0.00	5.00	20.00	100.00
16		Ring Binder, Plastic, 22mm (7/8"), 122 cm long, 84 rings, Blue/Black	piece				0	0.00	2	2		4	90.00	2	2		4	90.00				0	0.00	8.00	22.50	180.00

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
17		RING BINDER, Plastic 22mm, 10 pieces per bundle	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	257.00	0.00
18		RING BINDER, Plastic 28mm, 10 pieces per bundle	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	257.00	0.00
19		RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	300.00	0.00
20		PVC Bookbinding Cover, Clear, Legal Size, 100's	pack				0	0.00	1			1	575.00				0	0.00				0	0.00	1.00	575.00	575.00
21		PVC Binding Cover, A4 size, 100 sheets/pack	pack	1			1	440.00				0	0.00				0	0.00				0	0.00	1.00	440.00	440.00
22		PVC Binding Cover, legal size, 100 sheets/pack	pack	1			1	550.00				0	0.00				0	0.00				0	0.00	1.00	550.00	550.00
23		PVC binding element blk 1 inch diameter, 46" length, 10pcs/bundle	bundle	1			1	200.00				0	0.00				0	0.00				0	0.00	1.00	200.00	200.00
24		PVC binding element blk 3/4 inch diameter, 46" length, 10pcs/bundle	bundle	1			1	200.00				0	0.00				0	0.00				0	0.00	1.00	200.00	200.00
25		Typewriter Ribbon	box				0	0.00	1			1	100.00				0	0.00	1			1	100.00	2.00	100.00	200.00
26		Typewriter Ribbon	box			10	10	200.00				0	0.00				0	0.00				0	0.00	10.00	20.00	200.00
27		Cash Register Ribbon for DP600	piece			6	6	3,000.00				0	0.00				0	0.00				0	0.00	6.00	500.00	3,000.00
28		TAPE, Heavy duty, double sided, 1" thick	roll				0	0.00	3			3	750.00	2			2	500.00	2			2	500.00	7.00	250.00	1,750.00
29		TAPE, double-sided, 1" thick	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	150.00	0.00
30		Double sided tape heavy duty	roll	16			16	4,320.00	5			5	1,350.00	10			10	2,700.00	5			5	1,350.00	36.00	270.00	9,720.00
31		TAPE, DUCT, width: 48mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	500.00	0.00
32		RULER, metal, stainless, 24" length	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	50.00	0.00
33		RULER, metal, stainless, 18" length	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40.00	0.00
34		RULER, metal, stainless, 12" length	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.00	0.00
35		Triangular Ruler Set	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,000.00	0.00
36		Scale Ruler	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,000.00	0.00
37		Ink Technical Pen (Black)	bottle	2			2	500.00				0	0.00				0	0.00				0	0.00	2.00	250.00	500.00
38		Technical Pen 0.3 (point only)	piece				0	0.00				0	0.00			2	2	800.00				0	0.00	2.00	400.00	800.00
39		Acrylic Double sided table tent	piece		10		10	1,200.00				0	0.00				0	0.00				0	0.00	10.00	120.00	1,200.00
40		Acrylic Flyer Holder	piece		1		1	250.00				0	0.00				0	0.00				0	0.00	1.00	250.00	250.00
41		Acrylic Photo Holder A4 size	piece	1			1	450.00				0	0.00				0	0.00				0	0.00	1.00	450.00	450.00
42		Plastic ID Holder	piece	200			200	2,000.00				0	0.00				0	0.00				0	0.00	200.00	10.00	2,000.00
43		Laminating Sheet 85x115mm 125mic 100s	pack	2			2	400.00				0	0.00				0	0.00				0	0.00	2.00	200.00	400.00
44		Foam board	piece	8			8	4,920.00				0	0.00				0	0.00				0	0.00	8.00	615.00	4,920.00
45		Foam board with adhesive, 4ft x 8ft	piece				0	0.00	4			4	4,000.00	3			3	3,000.00				0	0.00	7.00	1,000.00	7,000.00
46		Foamboard Material (4 x 8ft)	piece			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1.00	1,200.00	1,200.00
47		FOAMBOARD	piece	20	20	10	50	30,750.00	3	3	4	10	6,150.00	3	3	4	10	6,150.00	3	3	3	9	5,535.00	79.00	615.00	48,585.00

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			
48		Crayons (16 colors)	box	80	10		90	4,950.00				0	0.00				0	0.00				0	0.00	90.00	55.00	4,950.00
49		Liquid Eraser	bottle			20	20	760.00			20	20	760.00				0	0.00				0	0.00	40.00	38.00	1,520.00
50		Rubber Band (XL)	box			2	2	80.00				0	0.00				0	0.00				0	0.00	2.00	40.00	80.00
51		Brown Paper, kraft, 170 gsm	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	150.00	0.00
52		Clear acetate, A4	pack				0	0.00	1			1	70.00	1			1	70.00	1			1	70.00	3.00	70.00	210.00
53		Clear acetate, Legal	pack				0	0.00	4			4	320.00				0	0.00				0	0.00	4.00	80.00	320.00
54		Clear Glue stick (small)	pack			3	3	72.00			3	3	72.00			3	3	72.00			3	3	72.00	12.00	24.00	288.00
55		Clear Glue stick (big)	pack			3	3	72.00			3	3	72.00			3	3	72.00			3	3	72.00	12.00	24.00	288.00
56		Glue stick (22grm)	pack	1			1	60.00				0	0.00				0	0.00				0	0.00	1.00	60.00	60.00
57		Poster Color Assorted Color Basic 22ml	piece	5			5	220.00				0	0.00				0	0.00				0	0.00	5.00	44.00	220.00
58		Bubble Wrap	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,000.00	0.00
59		BUBBLEWRAP	roll	2	2	2	6	16,200.00				0	0.00	2	2	2	6	16,200.00				0	0.00	12.00	2,700.00	32,400.00
COMMON JANITORIAL SUPPLIES																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Equipment and Accessories																										
1		3-Layered file tray	piece	1		3	4	2,600.00				0	0.00				0	0.00				0	0.00	4.00	650.00	2,600.00
2		Cork board with Aluminum Frame 18" X 24"	piece				0	0.00	1			1	600.00				0	0.00				0	0.00	1.00	600.00	600.00
3		Cutting board, 90 x 60 cm	piece				0	0.00	1			1	800.00				0	0.00				0	0.00	1.00	800.00	800.00
4		SDHC Card 32GB for DSLR Camera	piece		2		2	1,400.00				0	0.00				0	0.00				0	0.00	2.00	700.00	1,400.00
5		Paper Cutter	piece	1			1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00
6		Camera Bag	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,000.00	0.00
7		A3 Slates	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,000.00	0.00
8		Magnetic White Board, 90cm x 120cm	piece			2	2	16,000.00				0	0.00				0	0.00				0	0.00	2.00	8,000.00	16,000.00
Office Supplies																										
1		Push pins	box				0	0.00	1			1	300.00				0	0.00				0	0.00	1.00	300.00	300.00
2		Dry Seal	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,001.00	0.00
3		Certificate Holder	piece	20			20	2,000.00				0	0.00	20			20	2,000.00				0	0.00	40.00	100.00	4,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
4		A4, certificate holder, landscape	piece		2		2	404.00		2		2	404.00				0	0.00				0	0.00	4.00	202.00	808.00
5		Certificate Holders with NM print, maroon, landscape, A4 size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	300.00	0.00
6		Certificate Holder	piece	5			5	750.00				0	0.00				0	0.00				0	0.00	5.00	150.00	750.00
7		Stamp	piece	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1,500.00	1,500.00
8		Oil for Typewriter	bottle			2	2	100.00				0	0.00				0	0.00				0	0.00	2.00	50.00	100.00
9		GLUE TACK, multi purpose adhesive	pack				0	0.00	10			10	500.00	10			10	500.00	10			10	500.00	30.00	50.00	1,500.00
10		Faber Castell Tack-it 90pcs (pack of 50gm)	pack			5	5	450.00			5	5	450.00			5	5	450.00			5	5	450.00	20.00	90.00	1,800.00
11		ADHESIVE, Multi-purpose (tack-it)	pack	15	3		18	3,060.00	5			5	850.00	5			5	850.00	5			5	850.00	33.00	170.00	5,610.00
12		Illustration board (1/8)	piece	10			10	100.00				0	0.00				0	0.00				0	0.00	10.00	10.00	100.00
13		Philippine Flag, 10 ft x 20ft	piece		4		4	14,000.00				0	0.00				0	0.00				0	0.00	4.00	3,500.00	14,000.00
14		National Museum Flag, 10ft x 20ft	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Audio and visual presentation and composing equipment																										
1		Audio Jack Cable	piece	1			1	70.00				0	0.00				0	0.00				0	0.00	1.00	70.00	70.00
2		Lapel Microphones	unit				0	0.00			3	3	7,500.00				0	0.00				0	0.00	3.00	2,500.00	7,500.00
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
Photographic or filming or video equipment																										
1		Point and Shoot Camera	unit				0	0.00	1			1	14,500.00				0	0.00				0	0.00	1.00	14,500.00	14,500.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
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
Cleaning Equipment and Supplies																										
1		Face Mask, Disposable, 50pcs./pack	can			10	10	750.00				0	0.00				0	0.00				0	0.00	10.00	75.00	750.00
2		Gloves, Vinly, Blue, Powder Free, One size, 100pcs/pack	can			3	3	1,500.00				0	0.00				0	0.00				0	0.00	3.00	500.00	1,500.00
3		Gloves, Knitted	pair	2			2	1,200.00				0	0.00				0	0.00				0	0.00	2.00	600.00	1,200.00
4		Gloves, Nitrile	box	5			5	1,250.00				0	0.00				0	0.00				0	0.00	5.00	250.00	1,250.00
5		Disposable latex gloves, nitrile, Medium size	box			1	1	180.00				0	0.00				0	0.00				0	0.00	1.00	180.00	180.00
6		Disposable latex gloves, nitrile, Medium large size	box			1	1	180.00				0	0.00				0	0.00				0	0.00	1.00	180.00	180.00
7		Nitrile powder-free, disposable/single-use gloves (medium)	box				0	0.00	2			2	1,000.00	2			2	1,000.00	2			2	1,000.00	6.00	500.00	3,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
8		Disposable latex gloves, Large size	box			5	5	825.00				0	0.00				0	0.00				0	0.00	5.00	165.00	825.00
9		Disposable latex gloves, Medium size	box			5	5	825.00				0	0.00				0	0.00				0	0.00	5.00	165.00	825.00
10		GLOVES, cotton and rubber (washable)	pair		8		8	768.00				0	0.00				0	0.00				0	0.00	8.00	96.00	768.00
11		Cotton gloves	pair				0	0.00				0	0.00	15			15	300.00				0	0.00	15.00	20.00	300.00
12		Cotton, 400g	pack	5			5	1,000.00				0	0.00	3			3	600.00				0	0.00	8.00	200.00	1,600.00
13		Disposable mask	box				0	0.00	5			5	750.00	5			5	750.00	5			5	750.00	15.00	150.00	2,250.00
14		Disposable Face Mask	pack	3			3	1,500.00				0	0.00				0	0.00				0	0.00	3.00	500.00	1,500.00
15		Face Mask	box	5			5	500.00				0	0.00	3			3	300.00				0	0.00	8.00	100.00	800.00
Paper Materials and Products																										
1		Morocco Board, Paper Binding Paper, 230 gsm, Legal Size, 100's	pack				0	0.00	1			1	350.00				0	0.00				0	0.00	1.00	350.00	350.00
2		Moroccan Paper, pre-cut, legal size, colored, 10 sheets/pk	pack	5			5	600.00				0	0.00				0	0.00				0	0.00	5.00	120.00	600.00
3		Paper, Calling Paper, 250gsm, size A4	pack			6	6	600.00				0	0.00				0	0.00				0	0.00	6.00	100.00	600.00
4		ENVELOPE, MAILING, WITH OFFICIAL SEAL, 500 pieces per box, 80 gsm	box			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
5		Book Cover	half roll			2	2	18,000.00				0	0.00				0	0.00				0	0.00	2.00	9,000.00	18,000.00
6		GLASSINE, white	ream	5			5	2,000.00	5			5	2,000.00				0	0.00				0	0.00	10.00	400.00	4,000.00
7		Japanese Paper	ream				0	0.00	3			3	1,500.00	3			3	1,500.00				0	0.00	6.00	500.00	3,000.00
8		Photopaper glossy (A4 size)	pack	1			1	250.00				0	0.00				0	0.00				0	0.00	1.00	250.00	250.00
9		Photopaper matte (A4 size)	pack	1			1	250.00				0	0.00				0	0.00				0	0.00	1.00	250.00	250.00
10		Photopaper, Legal Size	pack	5			5	300.00				0	0.00				0	0.00				0	0.00	5.00	60.00	300.00
11		Plotter Paper Roll	roll		3		3	2,400.00				0	0.00				0	0.00				0	0.00	3.00	800.00	2,400.00
12		A3 Copy Paper	ream	5			5	3,100.00				0	0.00	5			5	3,100.00				0	0.00	10.00	620.00	6,200.00
13		PAPER, MULTICOPY, 80gsm, size: A3	ream				0	0.00				0	0.00			1	1	1,800.00				0	0.00	1.00	1,800.00	1,800.00
14		PAPER, MULTICOPY, 80gsm, size: A3	ream			1	1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00
15		A3 Paper	ream			60	60	36,000.00				0	0.00				0	0.00				0	0.00	60.00	600.00	36,000.00
16		8x11 short bond paper 80gsm	ream	10			10	1,250.00				0	0.00				0	0.00				0	0.00	10.00	125.00	1,250.00
17		Tracing Paper 20x30	roll	5			5	2,000.00				0	0.00	10			10	4,000.00				0	0.00	15.00	400.00	6,000.00
18		Sticker Papers	pack				0	0.00				0	0.00			10	10	600.00				0	0.00	10.00	60.00	600.00
19		Sticker Paper, glossy, A4, 100 sheets/pk	pack	1			1	450.00				0	0.00				0	0.00				0	0.00	1.00	450.00	450.00
20		Sticker Paper	pack				0	0.00		5		5	750.00				0	0.00				0	0.00	5.00	150.00	750.00
21		Sticker Paper	pack		5		5	500.00				0	0.00				0	0.00				0	0.00	5.00	100.00	500.00
22		STICKER PAPER, 100pcs/pack; a4-sized, matte, white	pack				0	0.00	1			1	330.00	1			1	330.00				0	0.00	2.00	330.00	660.00

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			
23		Fax machine paper, Brother FAX-236S	roll		1		1	700.00				0	0.00				0	0.00				0	0.00	1.00	700.00	700.00
24		Notebook (4x6)	piece	30			30	720.00	30			30	720.00				0	0.00				0	0.00	60.00	24.00	1,440.00
25		Cartolina (All White)	piece	80			80	640.00				0	0.00				0	0.00				0	0.00	80.00	8.00	640.00
26		Chipboard	piece			100	100	4,500.00				0	0.00				0	0.00				0	0.00	100.00	45.00	4,500.00
27		Flyleaf Paper	piece			100	100	1,500.00				0	0.00				0	0.00				0	0.00	100.00	15.00	1,500.00
28		Journal paper 2ply	roll			250	250	72,500.00				0	0.00				0	0.00				0	0.00	250.00	290.00	72,500.00
Lighting and fixtures and accessories																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Electrical equipment and components and supplies																										
1		Extension cord (3 socket)	unit			1	1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00
2		Extension cord (5 socket)	unit	1			1	400.00				0	0.00				0	0.00				0	0.00	1.00	400.00	400.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Computer Supplies																										
1		Ribbon, Zebra GK420T	roll		2		2	2,000.00				0	0.00				0	0.00				0	0.00	2.00	1,000.00	2,000.00
2		Sticker/Label, Zebra GK420T	roll		2		2	3,000.00				0	0.00				0	0.00				0	0.00	2.00	1,500.00	3,000.00
3		WIFI ADAPTER, Wireless	piece	1			1	800.00				0	0.00				0	0.00				0	0.00	1.00	800.00	800.00
4		Internet Adaptor	piece			7	7	7,000.00				0	0.00				0	0.00				0	0.00	7.00	1,000.00	7,000.00
5		Flashdrive (64GB)	piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1.00	1,000.00	1,000.00
5		Flashdrive (32GB) Capacity	piece			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
6		Memory card reader (universal all in 1)	piece	1			1	150.00				0	0.00				0	0.00				0	0.00	1.00	150.00	150.00
7		HDMI to VGA adapter	piece	1			1	400.00				0	0.00				0	0.00				0	0.00	1.00	400.00	400.00
8		HDMI to HDMI	piece	1			1	150.00				0	0.00				0	0.00				0	0.00	1.00	150.00	150.00
9		Clinker/Controller for Projector	piece	1			1	1,300.00				0	0.00				0	0.00				0	0.00	1.00	1,300.00	1,300.00
10		Plug Adapter	piece	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00
Common ICT Equipment																										

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			
1		Epson L655 Wi-Fi Duplex All-in-One Ink Tank Printer	unit	1			1	14,998.00				0	0.00				0	0.00				0	0.00	1.00	14,998.00	14,998.00
2		Epson L360	unit				0	0.00	1			1	9,000.00				0	0.00				0	0.00	1.00	9,000.00	9,000.00
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
CONSUMABLES																										
1		Toner for Sharp AR-5618 (MX-235NT)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	0.00
2		Copier Toner Cartridge, Sharp, DX 2500 model, 1 set (Black, Cyan, Magenta, Yellow)	set			1	1	26,000.00				0	0.00				0	0.00				0	0.00	1.00	26,000.00	26,000.00
3		INK CART, Sharp, DX-2500N, 75002370, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,620.00	0.00
4		INK CART, Sharp, DX-2500N, 75002370, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,120.00	0.00
5		INK CART, Sharp, DX-2500N, 75002370, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,120.00	0.00
6		INK CART, Sharp, DX-2500N, 75002370, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,120.00	0.00
7		Toner (Sharp AR6023)s#73006495	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,200.00	0.00
8		Toner for SHARP AR-6023 Monochrome copier	cart			4	4	28,000.00				0	0.00				0	0.00				0	0.00	4.00	7,000.00	28,000.00
9		Toner for sharp -AR-6023	cart	2			2	13,600.00	2			2	13,600.00	2			2	13,600.00	2			2	13,600.00	8.00	6,800.00	54,400.00
10		Toner Cart, SHARP (AR-6023) Black	cart	1			1	7,000.00				0	0.00				0	0.00				0	0.00	1.00	7,000.00	7,000.00
11		Toner for SHARP AR-203E copier	cart			2	2	8,000.00				0	0.00				0	0.00				0	0.00	2.00	4,000.00	8,000.00
12		SHARP COPIER TONER, BLACK DX-2500N	cart				0	0.00			2	2	10,160.00			2	2	10,160.00			2	2	10,160.00	6.00	5,080.00	30,480.00
13		Toner For Sharp DX-2500 Black	cart	1			1	5,200.00				0	0.00				0	0.00				0	0.00	1.00	5,200.00	5,200.00
14		Sharp Copier DX2500 Black	cart			1	1	5,080.00				0	0.00				0	0.00				0	0.00	1.00	5,080.00	5,080.00
15		Toner, Sharp DX-2500, Black	cart		1		1	5,500.00				0	0.00				0	0.00				0	0.00	1.00	5,500.00	5,500.00
16		SHARP DX2500 Copier	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,300.00	0.00
17		SHARP AR5620N Copier	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
18		Sharp Copier Machine (MX-2310U) Black	cart				0	0.00				0	0.00		2		2	9,846.00				0	0.00	2.00	4,923.00	9,846.00
19		Sharp Copier Machine (MX-2310U) Cyan	cart				0	0.00				0	0.00		1		1	6,845.00				0	0.00	1.00	6,845.00	6,845.00
20		Sharp Copier Machine (MX-2310U) Yellow	cart				0	0.00				0	0.00		1		1	6,845.00				0	0.00	1.00	6,845.00	6,845.00
21		Sharp DX-20FT-Cyan	cart		1		1	4,000.00				0	0.00		1		1	4,000.00				0	0.00	2.00	4,000.00	8,000.00
22		Sharp DX-20FT-Magenta	cart		1		1	4,000.00				0	0.00		1		1	4,000.00				0	0.00	2.00	4,000.00	8,000.00
23		Sharp DX-20FT-Yellow	cart		1		1	4,000.00				0	0.00		1		1	4,000.00				0	0.00	2.00	4,000.00	8,000.00
24		Sharp DX-20FT-Black	cart		2		2	8,000.00				0	0.00		2		2	8,000.00				0	0.00	4.00	4,000.00	16,000.00
25		Toner for Olivetti d-copia 3501 AR455LT)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,000.00	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
26		TONER CART, Kyocera TASKalfa Black	cart			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00
27		TONER CART, Kyocera Taskalfa Yellow	cart			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00
28		TONER CART, Kyocera TAskalfa Cyan	cart			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00
29		TONER CART, Kyocera TAskalfa Magenta	cart			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00
30		Kyocera (Task alfa 220) TK-439	cart	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1.00	7,500.00	7,500.00
31		KYOCERA TASKALFA TONER TK-439	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,630.00	0.00
32		Toner for Kyocera 1850	cart	2			2	13,000.00				0	0.00	1			1	6,500.00				0	0.00	3.00	6,500.00	19,500.00
33		Toner for Kyocera Taskalfa 255ci	set				0	0.00				0	0.00	1			1	32,000.00				0	0.00	1.00	32,000.00	32,000.00
34		Toner for Kyocera TASKalfa 2552ci (TK8349K)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,340.00	0.00
35		Toner for Kyocera TASKalfa 2552ci (TK8349C)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,237.00	0.00
36		Toner for Kyocera TASKalfa 2552ci (TK8349M)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,237.00	0.00
37		Toner for Kyocera TASKalfa 2552ci (TK8349Y)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,237.00	0.00
38		Toner for Kyocera TASKalfa 2552ci Black	cart			1	1	8,500.00				0	0.00				0	0.00				0	0.00	1.00	8,500.00	8,500.00
39		Kyocera TASKalfa 2552ci Toner Cartridges	cart				0	0.00			1	1	2,800.00			1	1	2,800.00				0	0.00	2.00	2,800.00	5,600.00
40		TONER KIT 479 FOR FS-6025 MFP, KYOCERA	cart			1	1	9,090.91				0	0.00				0	0.00				0	0.00	1.00	9,090.91	9,090.91
41		TONER CART, KYOCERA TASKalfa 220, TK 439	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
42		Toner 8349k for Kyocera TASKAlfa 2552ci copier	cart		1		1	7,330.91				0	0.00				0	0.00				0	0.00	1.00	7,330.91	7,330.91
43		TONER CART, KYOCERA TASKalfa 2552ci, TK-8349 Y, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
44		TONER CART, KYOCERA TASKalfa 2552ci, TK-8349 K, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
45		TONER CART, KYOCERA TASKalfa 2552ci, TK-8349 C, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
46		TONER CART, KYOCERA TASKalfa 2552ci, TK-8349 M, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,000.00	0.00
47		Fuji Xerox Docucentre S1810 Toner	cart			5	5	25,000.00				0	0.00				0	0.00				0	0.00	5.00	5,000.00	25,000.00
48		Fuji Xerox Machine Docuprint M355 df	cart			6	6	48,000.00				0	0.00				0	0.00				0	0.00	6.00	8,000.00	48,000.00
49		Toner for Fuji Docuprint M355 df	cart	2			2	15,000.00				0	0.00	1			1	7,500.00				0	0.00	3.00	7,500.00	22,500.00
50		FUJI DOCU PRINT TONER	cart				0	0.00			2	2	5,450.00			2	2	5,450.00				0	0.00	4.00	2,725.00	10,900.00
51		Fuji Printer CM405df/CP405d Toner Catridge - Black	cart			2	2	20,000.00				0	0.00				0	0.00			2	2	20,000.00	4.00	10,000.00	40,000.00
52		Fuji Printer CM405df/CP405d Toner Catridge - Yellow	cart			1	1	12,000.00				0	0.00				0	0.00			1	1	12,000.00	2.00	12,000.00	24,000.00
53		Fuji Printer CM405df/CP405d Toner Catridge - Magenta	cart			1	1	12,000.00				0	0.00				0	0.00			1	1	12,000.00	2.00	12,000.00	24,000.00
54		Fuji Printer CM405df/CP405d Toner Catridge - Cyan	cart			1	1	12,000.00				0	0.00				0	0.00			1	1	12,000.00	2.00	12,000.00	24,000.00
55		Fuji Xerox Ink Drum (DocuCenter S1810)	piece	2			2	13,600.00				0	0.00				0	0.00				0	0.00	2.00	6,800.00	13,600.00
56		Brother LC61 Compatible Bulk Set of 10 Ink Cartridges - Black & each of	set				0	0.00				0	0.00			1	1	1,500.00				0	0.00	1.00	1,500.00	1,500.00

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			
57		Toner, Brother, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,091.00	0.00
58		Toner, Brother, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,091.00	0.00
59		Toner, Brother, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,091.00	0.00
60		Toner, Brother, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,091.00	0.00
61		Fax machine Ribbon/Toner, Brother FAX-236S	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	700.00	0.00
62		FullMark Facsimile Ink Film for Panasonic KX-FP701 2 pcs/box	box				0	0.00				0	0.00				0	0.00	1			1	300.00	1.00	300.00	300.00
63		Canon Ink Bottle, GI-590 Black for Canon G3000	bottle	2	1		3	1,200.00				0	0.00				0	0.00				0	0.00	3.00	400.00	1,200.00
64		Canon Ink Bottle, GI-590 Yellow for Canon G3000	bottle	1	1		2	800.00				0	0.00				0	0.00				0	0.00	2.00	400.00	800.00
65		Canon Ink Bottle, GI-590 Cyan for Canon G3000	bottle	1	1		2	800.00				0	0.00				0	0.00				0	0.00	2.00	400.00	800.00
66		Canon Ink Bottle, GI-590 Magenta for Canon G3000	bottle	1	1		2	800.00				0	0.00				0	0.00				0	0.00	2.00	400.00	800.00
67		Canon Plotter IPF750Matte Black	cart		2		2	7,000.00				0	0.00		2		2	7,000.00				0	0.00	4.00	3,500.00	14,000.00
68		Canon Plotter IPF750 Black	cart		2		2	6,400.00				0	0.00		2		2	6,400.00				0	0.00	4.00	3,200.00	12,800.00
69		Canon Plotter IPF750 Cyan	cart		1		1	3,200.00				0	0.00		1		1	3,200.00				0	0.00	2.00	3,200.00	6,400.00
70		Canon Plotter IPF750Yellow	cart		1		1	3,200.00				0	0.00		1		1	3,200.00				0	0.00	2.00	3,200.00	6,400.00
71		Canon Plotter IPF750Magenta	cart		1		1	3,200.00				0	0.00		1		1	3,200.00				0	0.00	2.00	3,200.00	6,400.00
72		Ink cart, Hp17 Tri Color for HP 840	cart	1	1		2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
73		Ink cart, Hp17 Black for HP 840	cart	2	2		4	1,600.00				0	0.00				0	0.00				0	0.00	4.00	400.00	1,600.00
74		TONER CARTRIDGE, LaserJet, HP 201X High Yield, Black (CF400X)	cart	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1.00	6,000.00	6,000.00
75		TONER CARTRIDGE, LaserJet, HP 201X High Yield, Cyan (CF401X)	cart	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1.00	6,000.00	6,000.00
76		TONER CARTRIDGE, LaserJet, HP 201X High Yield, Yellow (CF402X)	cart	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1.00	6,000.00	6,000.00
77		TONER CARTRIDGE, LaserJet, HP 201X High Yield, Cyan (CF403X)	cart	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1.00	6,000.00	6,000.00
78		PRINTER, INKJET, COLOR	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,500.00	0.00
79		PRINTER, INKJET, COLOR	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,000.00	0.00
80		INK CART, EPSON T6731 (Black)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
81		INK CART, EPSON T6732 (Cyan)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
82		INK CART, EPSON T6733 (Magenta)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
83		INK CART, EPSON T6734 (Yellow)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
84		INK CART, EPSON T6735 (Light Cyan)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
85		INK CART, EPSON T6736 (Light Magenta)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
Other Categories																										
1		Wet Wipes	pack				0	0.00			12	12	1,200.00			12	12	1,200.00			12	12	1,200.00	36.00	100.00	3,600.00

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
2		Foldable Paper Towels	pack				0	0.00			12	12	1,200.00			12	12	1,200.00			12	12	1,200.00	36.00	100.00	3,600.00
3		Liquid Hand Soap	bottle				0	0.00			12	12	1,200.00			12	12	1,200.00			12	12	1,200.00	36.00	100.00	3,600.00
4		Covered Milk Cups (20s)	pack				0	0.00			4	4	800.00			4	4	800.00			4	4	800.00	12.00	200.00	2,400.00
5		T-Shirts (GAD)	piece			400	400	100,000.00			50	50	12,500.00			400	400	100,000.00			400	400	100,000.00	1,250.00	250.00	312,500.00
6		POST SCREW 2"	pack				0	0.00			50	50	375.00			50	50	375.00			50	50	375.00	150.00	7.50	1,125.00
7		POST SCREW 3"	pack				0	0.00			50	50	480.00			50	50	480.00			50	50	480.00	150.00	9.60	1,440.00
8		POST SCREW 4"	pack				0	0.00			100	100	1,200.00			100	100	1,200.00			100	100	1,200.00	300.00	12.00	3,600.00
9		Chicago Screw (2inch)	pack				0	0.00	20	20	20	60	600.00				0	0.00	20	10	10	40	400.00	100.00	10.00	1,000.00
10		Plaques for Retirees	piece				0	0.00	10			10	10,000.00				0	0.00				0	0.00	10.00	1,000.00	10,000.00
11		CAR FRESHENER	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	200.00	0.00
12		SILICA GEL	kilo				0	0.00				0	0.00				0	0.00				0	0.00	0.00	909.09	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14		Silicon Adhesive, All Purpose	pack			3	3	2,100.00				0	0.00				0	0.00				0	0.00	3.00	700.00	2,100.00
15		Instant Glue (Mighty Bond)	piece				0	0.00			2	2	400.00			2	2	400.00				0	0.00	4.00	200.00	800.00
16		Plastic Bag, Transparent, 10" x 6", 100pcs./pack	pack			10	10	3,000.00				0	0.00				0	0.00				0	0.00	10.00	300.00	3,000.00
17		Plastic Bag, Transparent, 18" x 12", 100pcs./pack	pack			10	10	3,000.00				0	0.00				0	0.00				0	0.00	10.00	300.00	3,000.00
18		Double Adhesive	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	500.00	0.00
19		Lubricant	liter				0	0.00			6	6	15,000.00				0	0.00				0	0.00	6.00	2,500.00	15,000.00
20		Nylon Wire	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,000.00	0.00
21		Plastic bags, 4 x 6 PE, gauge 0.3, 1000 pcs per pack	pack			6	6	3,180.00			6	6	3,180.00				0	0.00				0	0.00	12.00	530.00	6,360.00
22		Plastic bags, 6 x 8 PE, gauge 0.3, 1000 pcs per pack	pack			5	5	3,500.00			5	5	3,500.00				0	0.00				0	0.00	10.00	700.00	7,000.00
23		Plastic bags, 8 x 12 PE, gauge 0.3, 1000 pcs per pack	pack			1	1	1,370.00			1	1	1,370.00				0	0.00				0	0.00	2.00	1,370.00	2,740.00
24		Plastic bags, 10 x 14 PE, gauge 0.3, 1000 pcs per pack	pack			2	2	7,600.00			2	2	7,600.00				0	0.00				0	0.00	4.00	3,800.00	15,200.00
25		Plastic bags, 12 x 18 PE, gauge 0.3, 1000 pcs per pack	pack			2	2	8,400.00			2	2	8,400.00				0	0.00				0	0.00	4.00	4,200.00	16,800.00
26		Soft Brush 4"	piece				0	0.00	5			5	250.00	10			10	500.00	4			4	200.00	19.00	50.00	950.00
27		Soft Brush 2"	piece				0	0.00	5			5	150.00	10			10	300.00	4			4	120.00	19.00	30.00	570.00
28		Conservation Brush No.7	piece				0	0.00	5			5	250.00	5			5	250.00	5			5	250.00	15.00	50.00	750.00

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			
29		Disposable head cover, 100 pcs per pack	pack				0	0.00	3			3	900.00	2			2	600.00	2			2	600.00	7.00	300.00	2,100.00
30		Gas mask with filter	piece				0	0.00	4			4	2,400.00				0	0.00				0	0.00	4.00	600.00	2,400.00
31		Surgical Gloves Disposable	pack	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1.00	1,000.00	1,000.00
32		Maps	piece	3			3	1,500.00				0	0.00				0	0.00				0	0.00	3.00	500.00	1,500.00
33		Rain coat (heavy duty)	piece	3			3	900.00				0	0.00				0	0.00				0	0.00	3.00	300.00	900.00
34		Thick Plastic Bag	pack	5			5	1,500.00				0	0.00				0	0.00				0	0.00	5.00	300.00	1,500.00
35		Padding Glue	gallon			5	5	4,500.00				0	0.00				0	0.00				0	0.00	5.00	900.00	4,500.00
36		Rugby	gallon			5	5	4,750.00				0	0.00				0	0.00				0	0.00	5.00	950.00	4,750.00
37		Plywood 3/4	piece			6	6	7,380.00				0	0.00				0	0.00				0	0.00	6.00	1,230.00	7,380.00
38		Plywood 1/2	piece			4	4	3,120.00				0	0.00				0	0.00				0	0.00	4.00	780.00	3,120.00
39		Plywood 1/4	piece			10	10	3,850.00				0	0.00				0	0.00				0	0.00	10.00	385.00	3,850.00
40		Good Lumber 2x2x10	piece			20	20	4,300.00				0	0.00				0	0.00				0	0.00	20.00	215.00	4,300.00
41		Good Lumber 1x1x10	piece			10	10	950.00				0	0.00				0	0.00				0	0.00	10.00	95.00	950.00
42		Nail #5 Ordinary	kg			2	2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
43		Nail #4 Ordinary	kg			2	2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
44		Nail #3 Ordinary	kg			2	2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
45		Nail #2 Ordinary	kg			2	2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
46		Nail #1 Ordinary	kg			2	2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
47		Acylic Flexi-glass 5x5x4	piece			4	4	7,200.00				0	0.00				0	0.00				0	0.00	4.00	1,800.00	7,200.00
48		Calcimine				1	1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00
49		Standoff Screw				25	25	37,500.00				0	0.00				0	0.00				0	0.00	25.00	1,500.00	37,500.00
50		Acylic gloss emulsion	can			1	1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00
51		Flat Latex White	can			4	4	2,000.00				0	0.00				0	0.00				0	0.00	4.00	500.00	2,000.00
52		Silicon Sealant	tube			2	2	800.00				0	0.00				0	0.00				0	0.00	2.00	400.00	800.00
53		Plaster of Paris	tube			25	25	20,000.00				0	0.00				0	0.00				0	0.00	25.00	800.00	20,000.00
54		G. I. Wire #18	roll			2	2	200.00				0	0.00				0	0.00				0	0.00	2.00	100.00	200.00
55		G. I. Wire #20	roll			2	2	200.00				0	0.00				0	0.00				0	0.00	2.00	100.00	200.00

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				
56		G. I. Wire #22	roll			2	2	200.00				0	0.00				0	0.00				0	0.00	2.00	100.00	200.00	
57		Solignum	can			2	2	240.00				0	0.00				0	0.00				0	0.00	2.00	120.00	240.00	
58		Marine epoxy non-sag	pack			3	3	900.00				0	0.00				0	0.00				0	0.00	3.00	300.00	900.00	
59		Graphics in sintra board printing (4 x 6ft)	piece			2	2	9,792.00				0	0.00				0	0.00				0	0.00	2.00	4,896.00	9,792.00	
60		Graphics in sintra board printing (1.5 x 1ft)	piece			7	7	7,105.00				0	0.00				0	0.00				0	0.00	7.00	1,015.00	7,105.00	
61		Graphics in sintra board printing (2 x 3ft)	piece			1	1	2,974.00				0	0.00				0	0.00				0	0.00	1.00	2,974.00	2,974.00	
62		Yarn	roll			5	5	325.00				0	0.00				0	0.00				0	0.00	5.00	65.00	325.00	
63		Water Dispenser	unit				0	0.00			1	1	7,000.00				0	0.00				0	0.00	1.00	7,000.00	7,000.00	
64		Handbook on Gender-Fair Language in Communication	piece				0	0.00			400	400	100,000.00				0	0.00				0	0.00	400.00	250.00	100,000.00	
A. TOTAL																							P		5,547,754.49		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		554,775.45		
C. GRAND TOTAL (A + B)																							P		6,102,529.94		
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							P		-		
G. MONTHLY CASH REQUIREMENTS																							P		-		
G.1 Available at Procurement Service Stores							754,113.37				969,368.53				990,622.04				1,069,311.73		P		3,783,415.67				
G.2 Other Items not available at PS but regularly purchased from other sources							982,605.82				273,496.50				306,162.50				202,074.00		P		1,764,338.82				
TOTAL MONTHLY CASH REQUIREMENTS							1,736,719.19				1,242,865.03				1,296,784.54				1,271,385.73		P		5,547,754.49				

*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:

ANA CONCEPCION E. MALLARI
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

CLARIZA L. JUCAY
Accountant / Local Budget Officer

Approved by:

JEREMY BARNES, CESO III
Head of Office/Agency

Date Prepared: July 26, 2018