

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 no.(02)689-7750 local 4019 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:	PHILIPPINE NATIONAL OIL COMPANY - MAIN OFFICE	Agency Account Code: X250	Contact Person: Adah Lucia C. Gonzales
Region:	MAIN & NCR	Organization Type: Government Owned and Controlled Corporation (GOCC)	Position: OIC, Division Chief, PSMD
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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				0	0.00						0	0.00					0	0.00	0.00	139.36	0.00			
Solvents																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		46		46	2,023.63		22				22	967.82		45			45	1,979.64	21	21	923.83	134.00	43.99	5,894.93
Color Compounds and Dispersions																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle		21		21	517.17		2				2	49.25		11			11	270.90	2	2	49.25	36.00	24.63	886.58
Films																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00						0	0.00					0	0.00			0.00	737.24	0.00	
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box		6		6	1,251.12					3				3						0	0.00	9.00	208.52	1,876.68
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00						0	0.00							0	0.00	0.00	208.52	0.00	
Paper Materials and Products																											

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	
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.78	0.00	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box		1		1	682.24		1		1	682.24		1		1	682.24		1		1	682.24	4.00	682.24	2,728.96	
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		3		3	2,296.32		2		2	1,530.88		3		3	2,296.32		2		2	1,530.88	10.00	765.44	7,654.40	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,034.80	0.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	670.70	0.00	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		47		47	1,514.30		16		16	515.51		23		23	741.04		16		16	515.51	102.00	32.22	3,286.36	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		31		31	1,737.74		18		18	1,009.01		25		25	1,401.40		18		18	1,009.01	92.00	56.06	5,157.15	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		52		52	2,157.79		16		16	663.94		30		30	1,244.88		16		16	663.94	114.00	41.50	4,730.54	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		72		72	867.11		10		10	120.43		57		57	686.46		7		7	84.30	146.00	12.04	1,758.31	
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	132.37	0.00	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	154.75	0.00	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		578		578	66,189.32		317		317	36,301.06		410		410	46,950.90		200		200	22,902.88	1,505.00	114.51	172,344.17	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream		163		163	21,186.61		80		80	10,398.34		76		76	9,878.42		32		32	4,159.33	351.00	129.98	45,622.70	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	17.35	0.00	
24	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	96.20	0.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		16		16	780.42		12		12	585.31		14		14	682.86		9		9	438.98	51.00	48.78	2,487.58	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		78		78	5,516.16		2		2	141.44		69		69	4,879.68		4		4	282.88	153.00	70.72	10,820.16	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		21		21	2,140.32		17		17	1,732.64		21		21	2,140.32		15		15	1,528.80	74.00	101.92	7,542.08	
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	65.42	0.00	
Batteries and Cells and Accessories																											
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		181		181	3,570.91		89		89	1,755.86		133		133	2,623.93		53		53	1,045.63	456.00	19.73	8,996.33	
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		216		216	4,212.00		95		95	1,852.50		173		173	3,373.50		64		64	1,248.00	548.00	19.50	10,686.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack		20		20	1,768.00		20		20	1,768.00		10		10	884.00		20		20	1,768.00	70.00	88.40	6,188.00	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		28		28	1,338.94		2		2	95.64		14		14	669.47		1		1	47.82	45.00	47.82	2,151.86	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box		31		31	640.93		4		4	82.70		23		23	475.53		6		6	124.05	64.00	20.68	1,323.21	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box		51		51	1,022.61		8		8	160.41		33		33	661.69		8		8	160.41	100.00	20.05	2,005.12	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.20	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
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36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll		46		46	2,535.52		7		7	385.84		28		28	1,543.36		6		6	330.72	87.00	55.12	4,795.44	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll		42		42	4,477.20		6		6	639.60		25		25	2,665.00		5		5	533.00	78.00	106.60	8,314.80	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		59		59	1,073.80		16		16	291.20		50		50	910.00		11		11	200.20	136.00	18.20	2,475.20	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		84		84	764.40		45		45	409.50		70		70	637.00		40		40	364.00	239.00	9.10	2,174.90	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		102		102	1,856.40		32		32	582.40		64		64	1,164.80		31		31	564.20	229.00	18.20	4,167.80	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll		7		7	356.72		1		1	50.96		6		6	305.76				0	0.00	14.00	50.96	713.44	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,006.39	0.00	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40.56	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.49	0.00	
Measuring and Observing and Testing Equipment																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.48	0.00	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	86.06	0.00	
50	47131604-BR-S01	BROOM, soft (tambo)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	130.00	0.00	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.60	0.00	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.43	0.00	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	122.98	0.00	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	24.84	0.00	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	87.36	0.00	
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	

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
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
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle		58		58	2,882.09				0	0.00		56		56	2,782.71			0	0.00	114.00	49.69	5,664.80
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				0	0.00				0	0.00				0	0.00			0	0.00	0.00	139.88	0.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	23.59	0.00

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		107		107	2,331.32		2		2	43.58		42		42	915.10		2		2	43.58	153.00	21.79	3,333.56
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	2,724.80	0.00	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	276.64	0.00	
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				0	0.00				0	0.00				0	0.00			0	0.00	0.00	134.99	0.00	
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		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		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	44121105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		62		62	469.41		27		27	204.42		43		43	325.56		16		16	121.14	148.00	7.57	1,120.54
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		55		55	736.74		25		25	334.88		36		36	482.23		16		16	214.32	132.00	13.40	1,768.17
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		54		54	1,109.72		24		24	493.21		30		30	616.51		14		14	287.71	122.00	20.55	2,507.15
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		38		38	1,501.76		10		10	395.20		23		23	908.96		9		9	355.68	80.00	39.52	3,161.60
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece		78		78	1,369.31		26		26	456.44		66		66	1,158.64		21		21	368.66	191.00	17.56	3,353.04
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	69.78	0.00	
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	68.64	0.00	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box		11.25		11	4,591.55				0	0.00		4.75		4.75	1,938.65				0	0.00	16.00	408.14	6,530.20

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
91	44121506-EN-Do2	ENVELOPE, DOCUMENTARY, for legal size document	box		9.25		9	4,792.20				0	0.00		3.75		3.75	1,942.79				0	0.00	13.00	518.08	6,734.99
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box		9.5		10	7,014.80				0	0.00		4		4	2,953.60				0	0.00	13.50	738.40	9,968.40
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.49	0.00
94	44121506-EN-M01	ENVELOPE, MAILING,white, 80gsm (-5%)	box		9		9	2,957.76				0	0.00		2.5		2.5	821.60				0	0.00	11.50	328.64	3,779.36
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	410.80	0.00
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.11	0.00
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	78.92	0.00
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	70.61	0.00
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set		138		138	1,722.24		21		21	262.08		112		112	1,397.76		1		1	12.48	272.00	12.48	3,394.56
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set		321		321	5,341.44		10		10	166.40		276		276	4,592.64				0	0.00	607.00	16.64	10,100.48
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle		11		11	2,786.21				0	0.00		7		7	1,773.04				0	0.00	18.00	253.29	4,559.26
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle		12		12	3,494.40				0	0.00		7		7	2,038.40				0	0.00	19.00	291.20	5,532.80
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.08	0.00
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	213.72	0.00
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		27.5		28	20,534.80		1		1	746.72		6		6	4,480.32				0	0.00	34.50	746.72	25,761.84
106	44122011-FO-To3	FOLDER, TAGBOARD, for A4 size documents	pack		15.75		16	3,423.42		2		2	434.72		4		4	869.44				0	0.00	21.75	217.36	4,727.58
107	44122011-FO-To4	FOLDER, TAGBOARD, for legal size documents	pack		14.75		15	4,124.62		1		1	279.64		4.5		4.5	1,258.36				0	0.00	20.25	279.64	5,662.61
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box		47		47	2,438.13				0	0.00		17		17	881.88				0	0.00	64.00	51.88	3,320.01
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece		86		86	3,577.60		27		27	1,123.20		69		69	2,870.40		27		27	1,123.20	209.00	41.60	8,694.40
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.23	0.00
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		60		60	618.38		11		11	113.37		43		43	443.18		11		11	113.37	125.00	10.31	1,288.30
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece		57		57	587.46		8		8	82.45		38		38	391.64		8		8	82.45	111.00	10.31	1,144.01
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece		40		40	412.26		7		7	72.14		24		24	247.35		7		7	72.14	78.00	10.31	803.90
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		41		41	395.70		13		13	125.47		39		39	376.40		10		10	96.51	103.00	9.65	994.07
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece		34		34	328.14		10		10	96.51		29		29	279.88		7		7	67.56	80.00	9.65	772.10
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece		30		30	289.54		6		6	57.91		24		24	231.63		6		6	57.91	66.00	9.65	636.98
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		108		108	645.84		32		32	191.36		60		60	358.80		32		32	191.36	232.00	5.98	1,387.36
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		74		74	942.76		22		22	280.28		44		44	560.56		22		22	280.28	162.00	12.74	2,063.88
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		7		7	145.53				0	0.00		7		7	145.53				0	0.00	14.00	20.79	291.05
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		4		4	806.54				0	0.00		4		4	806.54				0	0.00	8.00	201.64	1,613.08
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box		6		6	580.32		1		1	96.72		6		6	580.32				0	0.00	13.00	96.72	1,257.36

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	27.66	0.00	
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece		10		10	117.73				0	0.00		8	8	94.18				0	0.00	18.00	11.77	211.91	
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	27.40	0.00	
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	478.38	0.00	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	187.20	0.00	
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	131.96	0.00	
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair				0	0.00				0	0.00			0	0.00				0	0.00	0.00	15.60	0.00	
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	82.16	0.00	
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00			0	0.00				0	0.00	0.00	878.80	0.00	
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	18.18	0.00	
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	0.00				0	0.00			0	0.00				0	0.00	0.00	55.83	0.00	
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				0	0.00				0	0.00			0	0.00				0	0.00	0.00	135.20	0.00	
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				0	0.00				0	0.00			0	0.00				0	0.00	0.00	8,088.08	0.00	
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-Do5	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				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1,029.60	0.00	
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				0	0.00				0	0.00			0	0.00				0	0.00	0.00	780.00	0.00	
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		20		20	5,096.00		5		5	1,274.00		18		18	4,586.40		5		5	1,274.00	48.00	254.80	12,230.40
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		11		11	2,802.80		5		5	1,274.00		11		11	2,802.80		5		5	1,274.00	32.00	254.80	8,153.60
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		10		10	2,548.00		4		4	1,019.20		10		10	2,548.00		4		4	1,019.20	28.00	254.80	7,134.40
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		10		10	2,548.00		4		4	1,019.20		10		10	2,548.00		4		4	1,019.20	28.00	254.80	7,134.40
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		1		1	658.32		1		1	658.32		1		1	658.32		1		1	658.32	4.00	658.32	2,633.28
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart		4		4	2,982.72		3		3	2,237.04		4		4	2,982.72		2		2	1,491.36	13.00	745.68	9,693.84

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
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	
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		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60	12.00	629.20	7,550.40
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60	12.00	629.20	7,550.40
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60		3		3	1,887.60	12.00	629.20	7,550.40
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart		3		3	3,728.40		3		3	3,728.40		3		3	3,728.40		3		3	3,728.40	12.00	1,242.80	14,913.60
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	644.80	0.00	
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				0	0.00				0	0.00				0	0.00			0	0.00	0.00	339.04	0.00	
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	339.04	0.00	
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart		10		10	3,390.40				0	0.00				0	0.00			0	0.00	10.00	339.04	3,390.40	
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart		8		8	2,712.32				0	0.00				0	0.00			0	0.00	8.00	339.04	2,712.32	
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	

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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
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	
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				0	0.00			0	0.00	0.00	1,737.02	0.00	
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		3		3	230.26				0	0.00				0	0.00			0	0.00	3.00	76.75	230.26	
204	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	724.88	0.00	
205	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart		4		4	303.68		4		4	303.68		4		4	303.68		4		4	303.68	16.00	75.92	1,214.72
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		7		7	20,005.44		7		7	20,005.44		5		5	14,289.60		5		5	14,289.60	24.00	2,857.92	68,590.08
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	

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
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
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart		15		15	44,304.00		12		12	35,443.20		10		10	29,536.00		11	11	32,489.60	48.00	2,953.60	141,772.80
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		3		3	11,606.40		1		1	3,868.80		2		2	7,737.60		1	1	3,868.80	7.00	3,868.80	27,081.60
230	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart		1		1	5,512.00				0	0.00		1		1	5,512.00			0	0.00	2.00	5,512.00	11,024.00
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart		2		2	11,024.00				0	0.00		2		2	11,024.00			0	0.00	4.00	5,512.00	22,048.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart		3		3	16,536.00		1		1	5,512.00		2		2	11,024.00		1	1	5,512.00	7.00	5,512.00	38,584.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart		2		2	8,159.84		2		2	8,159.84		2		2	8,159.84		2	2	8,159.84	8.00	4,079.92	32,639.36
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		3		3	9,725.10				0	0.00			0	0.00	3.00	3,241.70	9,725.10
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

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
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	
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	0.00	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	0.00	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	0.00	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	0.00	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		10		10	31,647.20		10		10	31,647.20		7		7	22,153.04		7		7	22,153.04	34.00	3,164.72	107,600.48
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		1		1	3,972.80		1		1	3,972.80				0	0.00			0	0.00	2.00	3,972.80	7,945.60	

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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	
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	
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-3470, Blackf, for printer HL-6400DW (12,000 pages)	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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	319.28	0.00	
Printed Publications																											
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	46.28	0.00	
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,828.14	0.00	
Furniture and Furnishings																											
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00	
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	

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
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	
Arts and Crafts Equipment and Accessories and Supplies																										
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece		26		26	1,034.28		10		10	397.80		17		17	676.26		10		10	397.80	63.00	39.78	2,506.14
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		20		20	847.60		9		9	381.42		11		11	466.18		9		9	381.42	49.00	42.38	2,076.62
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		22		22	97.24		1		1	4.42		7		7	30.94		1		1	4.42	31.00	4.42	137.02
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		115		115	3,980.29		43		43	1,488.28		81		81	2,803.51		33		33	1,142.17	272.00	34.61	9,414.25
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		49		49	1,695.95		18		18	623.00		32		32	1,107.56		18		18	623.00	117.00	34.61	4,049.51
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		35		35	1,211.39		15		15	519.17		35		35	1,211.39		13		13	449.95	98.00	34.61	3,391.90
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	129.67	0.00
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

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					
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				0	0.00							0	0.00						0	0.00	0.00		0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
COMMON ELECTRICAL 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	
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	220	220	4,180.00		100		100	1,900.00		149		149	2,831.00		64		64	1,216.00	533.00	19.00		10,127.00	
2		BALLPEN, blue	piece	108	108	2,052.00		34		34	646.00		96		96	1,824.00		34		34	646.00	272.00	19.00		5,168.00	
3		BALLPEN, red	piece	81	81	1,539.00		12		12	228.00		49		49	931.00		12		12	228.00	154.00	19.00		2,926.00	
4		CORRECTION FLUID, water based	bottle	18	18	360.00		3		3	60.00		3		3	60.00		3		3	60.00	27.00	20.00		540.00	
5		Paste, White, 7 oz.	jar	21	21	672.00		3		3	96.00		17		17	544.00		3		3	96.00	44.00	32.00		1,408.00	
6		Plastic Paper Fastener, Assorted colors	box	58	58	3,443.46		11		11	653.07		36		36	2,137.32		10		10	593.70	115.00	59.37		6,827.55	
7		Paper, Highlighter, Green	piece	53	53	1,340.90		10		10	253.00		28		28	708.40		8		8	202.40	99.00	25.30		2,504.70	
8		Paper, Highlighter, Pink	piece	33	33	834.90		8		8	202.40		22		22	556.60		6		6	151.80	69.00	25.30		1,745.70	
9		Paper, Highlighter, Orange	piece	33	33	834.90		8		8	202.40		22		22	556.60		6		6	151.80	69.00	25.30		1,745.70	
10		Paper, Highlighter, Yellow	piece	54	54	1,366.20		6		6	151.80		29		29	733.70		4		4	101.20	93.00	25.30		2,352.90	
11		Paper, Highlighter, Blue	piece	32	32	809.60		6		6	151.80		22		22	556.60		6		6	151.80	66.00	25.30		1,669.80	
12		Pencil #1, 12's	box	13	13	858.00		2		2	132.00		13		13	858.00		1		1	66.00	29.00	66.00		1,914.00	

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
13		Pencil #2, 12's	box		26		26	1,716.00		2		2	132.00		15		15	990.00		2		2	132.00	45.00	66.00	2,970.00
14		Paper, bond, Letter, 80 gsm	ream		30		30	4,230.00				0	0.00				0	0.00				0	0.00	30.00	141.00	4,230.00
15		Staple Wire#10	box		5		5	61.00				0	0.00				0	0.00				0	0.00	5.00	12.20	61.00
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							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 Supplies																										
1		TAPE, transparent, 18mm x 25m (small)	roll		99		99	990.00		20		20	200.00		74		74	740.00		15		15	150.00	208.00	10.00	2,080.00
2		CORRECTION TAPE, Olympia Supertype 330	roll		17		17	2,652.00				0	0.00		2		2	312.00				0	0.00	19.00	156.00	2,964.00
3		CORRECTION, IBM Easystrike Lift off tape, 1337765	roll		1		1	303.50				0	0.00		1		1	303.50				0	0.00	2.00	303.50	607.00
4		Note pad, Post-it, 1.5 x 2	pad		85		85	1,870.00		23		23	506.00		48		48	1,056.00		22		22	484.00	178.00	22.00	3,916.00
5		Note pad, Post-it, 3 x 5	pad		46		46	3,335.00		19		19	1,377.50		35		35	2,537.50		19		19	1,377.50	119.00	72.50	8,627.50
6		Note pad, Post-it, 4 x 6	pad		39		39	4,797.00		16		16	1,968.00		25		25	3,075.00		13		13	1,599.00	93.00	123.00	11,439.00
7		Paper sticker, A4, 10's	pack		60		60	1,800.00		8		8	240.00		50		50	1,500.00		3		3	90.00	121.00	30.00	3,630.00
8		Paper, Specialty board, plain, white, 10's	pack		23		23	690.00				0	0.00		5		5	150.00				0	0.00	28.00	30.00	840.00
9		Paper, thermal 216mm x 50m	roll		16		16	880.00		1		1	55.00		10		10	550.00				0	0.00	27.00	55.00	1,485.00
10		Ribbon, Olympia Supertype 330, Film	roll		7		7	5,530.00		1		1	790.00		4		4	3,160.00				0	0.00	12.00	790.00	9,480.00
11		Rubber Strips, for Carl DC210 cutter, 2 pcs/pk	pack		2		2	660.00				0	0.00		3		3	990.00				0	0.00	5.00	330.00	1,650.00
12		Spare Blade, for Carl DC210	piece		2		2	260.00				0	0.00		3		3	390.00				0	0.00	5.00	130.00	650.00
13		Sign here flags	pack		60		60	7,200.00		14		14	1,680.00		35		35	4,200.00		8		8	960.00	117.00	120.00	14,040.00
14		Self adhesive label. 1 x 4	box		12		12	432.00		1		1	36.00		2		2	72.00		1		1	36.00	16.00	36.00	576.00

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
15	Archfile folder 3x10x15	piece		20		20	2,600.00		20		20	2,600.00		20		20	2,600.00		20		20	2,600.00	80.00	130.00	10,400.00
16	Windbind clear cover steel crystal LS 03 Blue	piece		50		50	1,810.00				0	0.00				0	0.00				0	0.00	50.00	36.20	1,810.00
17	Windbind clear cover steel crystal LS 05 Blue	piece		50		50	1,835.00				0	0.00				0	0.00				0	0.00	50.00	36.70	1,835.00
18	Windbind clear cover steel crystal LS 07 Blue	piece		50		50	1,865.00				0	0.00				0	0.00				0	0.00	50.00	37.30	1,865.00
19	Windbind clear cover steel crystal LS 09 Blue	piece		50		50	1,895.00				0	0.00				0	0.00				0	0.00	50.00	37.90	1,895.00
20	Windbind clear cover steel crystal LS 012 Blue	piece		50		50	2,010.00				0	0.00				0	0.00				0	0.00	50.00	40.20	2,010.00
21	Windbind clear cover steel crystal LS 015 Blue	piece		50		50	2,125.00				0	0.00				0	0.00				0	0.00	50.00	42.50	2,125.00
22	Morocco, Specialty, Blue, Letter	piece		300		300	675.00				0	0.00				0	0.00				0	0.00	300.00	2.25	675.00
23	Tape, Double-Sided, Tissue type, 20mm	piece		2		2	120.00		2		2	120.00		2		2	120.00		2		2	120.00	8.00	60.00	480.00
24	Tape, Double-Sided, Tissue type, 10mm	piece		3		3	150.00				0	0.00		3		3	150.00				0	0.00	6.00	50.00	300.00
25	Time Card, Yokatta, C9000+	pack		1		1	156.00				0	0.00		1		1	156.00				0	0.00	2.00	156.00	312.00
26	Fax Film, Panasonic KX FP711	roll		6		6	1,800.00				0	0.00				0	0.00				0	0.00	6.00	300.00	1,800.00
27	Sticker Label, Size 1-7/8"x4" (Self Adhesive Label)	box		10		10	320.00				0	0.00				0	0.00				0	0.00	10.00	32.00	320.00
28	Envelope Expanding, Kraftboard A4 size 100/box	box		1		1	621.70				0	0.00				0	0.00				0	0.00	1.00	621.70	621.70
29	Divider with ear White, A4 size	set		12		12	144.00				0	0.00				0	0.00				0	0.00	12.00	12.00	144.00
30	Divider with ear White, Legal size	set		12		12	180.00				0	0.00				0	0.00				0	0.00	12.00	15.00	180.00
31	Ribbon for Olympia Deluxe MB	roll		2		2	1,580.00				0	0.00				0	0.00				0	0.00	2.00	790.00	1,580.00
32	Correction Tape for Olympia Carrera Deluxe MB\	roll		2		2	312.00				0	0.00				0	0.00				0	0.00	2.00	156.00	312.00
33	Photo Paper Glossy 210 A4, 230 gsm one-side coat			5		5	265.00		5		5	265.00				0	0.00				0	0.00	10.00	53.00	530.00
34	Specialty Board 220 gsm A4 Vellum			15		15	750.00		15		15	750.00				0	0.00				0	0.00	30.00	50.00	1,500.00
35	Mounting Tape 1"			5		5	200.00				0	0.00				0	0.00				0	0.00	5.00	40.00	200.00
36	Calculator tape (2 1/4)	roll		10		10	200.00				0	0.00				0	0.00				0	0.00	10.00	20.00	200.00
37	Tape, Mounting	roll		3		3	150.00				0	0.00				0	0.00				0	0.00	3.00	50.00	150.00
38	Tape, Double sided, Tissue type 20mm	roll		10		10	350.00				0	0.00				0	0.00				0	0.00	10.00	35.00	350.00
39	Ribbon, Brother GX-8250	roll		2		2	1,800.00				0	0.00				0	0.00				0	0.00	2.00	900.00	1,800.00
40	Tape, Cassette, C120	pc		2		2	230.00				0	0.00				0	0.00				0	0.00	2.00	115.00	230.00
41	Document Box	pc		150		150	15,000.00				0	0.00				0	0.00				0	0.00	150.00	100.00	15,000.00
42	Battery, Alkaline, 9V	pc		4		4	800.00				0	0.00				0	0.00				0	0.00	4.00	200.00	800.00
43	Battery, AA NiMH, 2300 mah, rechargeable	pack		9		9	5,850.00				0	0.00				0	0.00				0	0.00	9.00	650.00	5,850.00
44	Folder with clear transparent plastic cover, A4	piece		50		50	1,750.00				0	0.00				0	0.00				0	0.00	50.00	35.00	1,750.00
45	Transparency film, A4	box		2		2	462.00				0	0.00				0	0.00				0	0.00	2.00	231.00	462.00

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	
46	Duct Tape	roll		2		2	150.00				0	0.00				0	0.00				0	0.00	2.00	75.00	150.00	
47	Index card, 5"x8", 500 pcs./pack	pack		2		2	278.68				0	0.00				0	0.00				0	0.00	2.00	139.34	278.68	
48	Folder, Pressboard, size, Letter (100/box)	box		1.5		1.5	1,155.00				0	0.00				0	0.00				0	0.00	1.50	770.00	1,155.00	
49	Sign Pen, Green, Liquidgel ink, 0.5mm, needle tip	piece		2		2	76.20		1		1	38.10		2		2	76.20			1	1	38.10	6.00	38.10	228.60	
50	EDP folder (continuous form folder) 11 x 9 1/2			6		6	240.00		6		6	240.00		6		6	240.00			6	6	240.00	24.00	40.00	960.00	
51	BATTERY, LR 41	piece		20		20	400.00				0	0.00		20		20	400.00				0	800.00	40.00	20.00	800.00	
52	BATTERY, LR 44	piece		32		32	640.00				0	0.00		32		32	640.00				0	1,280.00	64.00	20.00	1,280.00	
53	Ballpen, Green	piece		3		3	57.00		2		2	38.00		3		3	57.00			3	3	57.00	11.00	19.00	209.00	
54	FAX FILM, Panasonic KX FA93/57E/54E	piece		1		1	350.00				0	0.00		1		1	350.00				0	0.00	2.00	350.00	700.00	
55	Ribbon, Olympia Splendid F737, BKSC	roll		1		1	300.00				0	0.00		1		1	300.00				0	0.00	2.00	300.00	600.00	
56	Self adhesive label. 1 x 6	bx		2		2	75.90		2		2	75.90		2		2	75.90			2	2	75.90	8.00	37.95	303.60	
57	Tape, Transparent, 2" 48mm x 50mm	pc		3		3	79.56		3		3	79.56		3		3	79.56			3	3	79.56	12.00	26.52	318.24	
58	Folder, Pressboard A4	pc		20		20	280.00		20		20	280.00		20		20	280.00			20	20	280.00	80.00	14.00	1,120.00	
59	Notebook, Steno (60 leaves)	pc		5		5	60.20		4		4	48.16		5		5	60.20			4	4	48.16	18.00	12.04	216.72	
60	Stapler with staple wire remover, Standard Size	pc		1		1	270.00		1		1	270.00		1		1	270.00			1	1	270.00	4.00	270.00	1,080.00	
Audio and visual presentation and composing 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	
Photographic or filming or video 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	
Cleaning Equipment and Supplies																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
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
Paper Materials and Products																								
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
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					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
Computer 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
Common ICT Equipment																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
					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	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
CONSUMABLES																									
1	Ink Cartridge, HP CC653AA, (HP901), Black	cart		4	4	3,092.00				0	0.00				0	0.00				0	0.00	4.00	773.00	3,092.00	
2	Ink Cartridge, HP CC656AA, (HP901), Tri-color	cart		1	1	1,019.20				0	0.00				0	0.00				0	0.00	1.00	1,019.20	1,019.20	
3	Ink Cartridge, HP CC660AA, (HP702), Black	cart		3	3	3,315.00		2		2	2,210.00		2		2	2,210.00			3		3	3,315.00	10.00	1,105.00	11,050.00
4	Toner Cart, HP CC364A, Black	cart		1	1	7,378.80				0	0.00		1		1	7,378.80					0	0.00	2.00	7,378.80	14,757.60
5	Toner Cart, HP CC530A, Black	cart		3	3	16,329.00				0	0.00		1		1	5,443.00					0	0.00	4.00	5,443.00	21,772.00
6	Toner Cart, HP CC531A, Cyan	cart		3	3	15,896.40				0	0.00		1		1	5,298.80					0	0.00	4.00	5,298.80	21,195.20
7	Toner Cart, HP CC532A, Yellow	cart		3	3	15,896.40				0	0.00		1		1	5,298.80					0	0.00	4.00	5,298.80	21,195.20
8	Toner Cart, HP CC533A, Magenta	cart		3	3	15,896.40				0	0.00		1		1	5,298.80					0	0.00	4.00	5,298.80	21,195.20
9	Toner Cart, HP Q5950A, Black	cart		2	2	21,100.00				0	0.00		1		1	10,550.00					0	0.00	3.00	10,550.00	31,650.00
10	Toner Cart, HP Q5951A, Cyan	cart		1	1	14,580.00				0	0.00		1		1	14,580.00					0	0.00	2.00	14,580.00	29,160.00
11	Toner Cart, HP Q5952A, Yellow	cart		1	1	14,580.00				0	0.00				0	0.00					0	0.00	1.00	14,580.00	14,580.00
12	Toner Cart, HP Q5953A, Magenta	cart		1	1	14,580.00				0	0.00				0	0.00					0	0.00	1.00	14,580.00	14,580.00
13	Ribbon Cart, EPSON C135015584 (5015327), Black	cart		2	2	669.76		1		1	334.88		2		2	669.76			1		1	334.88	6.00	334.88	2,009.28
14	Toner, HP color laserjet PRO 200 M251A, CF210A, black	cart		6	6	20,040.00		6		6	20,040.00		3		3	10,020.00			3		3	10,020.00	18.00	3,340.00	60,120.00
15	Toner, HP color laserjet PRO 200 M251A, CF211A, cyan	cart		6	6	24,000.00		6		6	24,000.00		3		3	12,000.00			3		3	12,000.00	18.00	4,000.00	72,000.00
16	Toner, HP color laserjet PRO 200 M251A, CF212A, yellow	cart		6	6	24,000.00		6		6	24,000.00		3		3	12,000.00			3		3	12,000.00	18.00	4,000.00	72,000.00
17	Toner, HP color laserjet PRO 200 M251A, CF213A, magenta	cart		6	6	24,000.00		6		6	24,000.00		3		3	12,000.00			3		3	12,000.00	18.00	4,000.00	72,000.00
18	Toner for Kyocera Ecosys FS-C5150DN, TK-584K, black	cart		2	2	9,520.00				0	0.00				0	0.00					0	0.00	2.00	4,760.00	9,520.00
19	Toner for Kyocera Ecosys FS-C5150DN, TK-584C, cyan	cart		1	1	5,040.00				0	0.00				0	0.00					0	0.00	1.00	5,040.00	5,040.00
20	Toner for Kyocera Ecosys FS-C5150DN, TK-584M, magenta	cart		1	1	5,040.00				0	0.00				0	0.00					0	0.00	1.00	5,040.00	5,040.00
21	Toner for Kyocera Ecosys FS-C5150DN, TK-584Y, yellow	cart		1	1	5,040.00				0	0.00				0	0.00					0	0.00	1.00	5,040.00	5,040.00
22	Toner for Samsung lasetjet all in one printer, M2070F	cart		6	6	13,170.00				0	0.00				0	0.00					0	0.00	6.00	2,195.00	13,170.00
23	Drum Kit, DR 2255, Brother HL2270DW	cart		1	1	2,875.00				0	0.00				0	0.00					0	0.00	1.00	2,875.00	2,875.00
24	Toner, TN-2280, Brother HL2270DW	cart		1	1	2,875.00				0	0.00				0	0.00					0	0.00	1.00	2,875.00	2,875.00
25	Toner, Fujixerox CM 115W, CT202264, black	cart		2	2	5,648.00		1		1	2,824.00		1		1	2,824.00					0	0.00	4.00	2,824.00	11,296.00
26	Toner, Fujixerox CM 115W, CT202265, cyan	cart		2	2	7,478.70		1		1	3,739.35		1		1	3,739.35					0	0.00	4.00	3,739.35	14,957.40

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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			
27	Toner, Fujixerox CM 115W, CT202266, magenta	cart		2		2	7,478.70		1		1	3,739.35		1		1	3,739.35			0	0.00	4.00	3,739.35	14,957.40
28	Toner, Fujixerox CM 115W, CT202267, yellow	cart		2		2	7,478.70		1		1	3,739.35		1		1	3,739.35			0	0.00	4.00	3,739.35	14,957.40
29	Toner, Fujixerox P355D, CT201938	cart		1		1	5,800.00				0	0.00		1		1	5,800.00			0	0.00	2.00	5,800.00	11,600.00
30	Toner, HP Color Laserjet Enterprise M553, 508x, CF360x, Black	cart		2		2	20,000.00				0	0.00				0	0.00			0	0.00	2.00	10,000.00	20,000.00
31	Toner, HP Color Laserjet Enterprise M553, 508x, CF361x, Cyan	cart		1		1	11,000.00				0	0.00				0	0.00			0	0.00	1.00	11,000.00	11,000.00
32	Toner, HP Color Laserjet Enterprise M553, 508x, CF362x, Yellow	cart		1		1	11,000.00				0	0.00				0	0.00			0	0.00	1.00	11,000.00	11,000.00
33	Toner, HP Color Laserjet Enterprise M553, 508x, CF363x, Magenta	cart		1		1	11,000.00				0	0.00				0	0.00			0	0.00	1.00	11,000.00	11,000.00
34	Toner, HP Laserjet PRO M203DN, CF230A, Black	cart		1		1	3,186.00				0	0.00		1		1	3,186.00			0	0.00	2.00	3,186.00	6,372.00
35	Toner Color Laserjet Pro MFP M277, Black, CF400A	cart		3		3	11,400.00				0	0.00		2		2	7,600.00			0	0.00	5.00	3,800.00	19,000.00
36	Toner Color Laserjet Pro MFP M277, Black, CF401A	cart		1		1	4,268.50				0	0.00		1		1	4,268.50			0	0.00	2.00	4,268.50	8,537.00
37	Toner Color Laserjet Pro MFP M277, Black, CF402A	cart		1		1	4,268.50				0	0.00		1		1	4,268.50			0	0.00	2.00	4,268.50	8,537.00
38	Toner Color Laserjet Pro MFP M277, Black, CF403A	cart		1		1	4,268.50				0	0.00		1		1	4,268.50			0	0.00	2.00	4,268.50	8,537.00
39	EPSON L405 Printer multi function, T664, Ink Set of 4 (Black, Cyan, Magenta, Yellow)	bottle		2		2	2,236.00				0	0.00		2		2	2,236.00			0	0.00	4.00	1,118.00	4,472.00
40	HP M377dw Color Laserjet PRO MEP, black	pc		1		1	4,876.00				0	0.00				0	0.00			0	0.00	1.00	4,876.00	4,876.00
41	HP M377dw Color Laserjet PRO MEP, cyan	pc		1		1	5,000.00				0	0.00				0	0.00			0	0.00	1.00	5,000.00	5,000.00
42	HP M377dw Color Laserjet PRO MEP, magenta	pc		1		1	5,000.00				0	0.00				0	0.00			0	0.00	1.00	5,000.00	5,000.00
43	HP M377dw Color Laserjet PRO MEP, yellow	pc		1		1	5,000.00				0	0.00				0	0.00			0	0.00	1.00	5,000.00	5,000.00
44	Toner, HP Color Laserjet Pro MFP M177fw, CF350A Black	cart		2		2	6,030.00				0	0.00				0	0.00			0	0.00	2.00	3,015.00	6,030.00
45	Toner, HP Color Laserjet Pro MFP M177fw, CF350A Cyan	cart		1		1	3,231.50				0	0.00				0	0.00			0	0.00	1.00	3,231.50	3,231.50
46	Toner, HP Color Laserjet Pro MFP M177fw, CF350A Yellow	cart		1		1	3,231.50				0	0.00				0	0.00			0	0.00	1.00	3,231.50	3,231.50
47	Toner, HP Color Laserjet Pro MFP M177fw, CF350A Magenta	cart		1		1	3,231.50				0	0.00				0	0.00			0	0.00	1.00	3,231.50	3,231.50
48	Toner, Brother Fax 878 Plain paper	cart		2		2	5,992.00				0	0.00				0	0.00			0	0.00	2.00	2,996.00	5,992.00
49	Toner, HP Pagewide Pro 552dw	set		1		1	20,000.00				0	0.00				0	0.00			0	0.00	1.00	20,000.00	20,000.00
50	Toner, HP Laserjet 1020	cart		1		1	2,800.00				0	0.00		2		2	5,600.00			0	0.00	3.00	2,800.00	8,400.00
51	Ink, Epson L210, T6641, Black	cart		2		2	520.00				0	0.00		3		3	780.00			0	0.00	5.00	260.00	1,300.00
52	Ink, Epson L210, T6642, Cyan	cart		2		2	520.00				0	0.00		2		2	520.00			0	0.00	4.00	260.00	1,040.00
53	Ink, Epson L210, T6643, Magenta	cart		2		2	500.00				0	0.00		3		3	750.00			0	0.00	5.00	250.00	1,250.00
54	Ink, Epson L210, T6644, Yellow	cart		2		2	500.00				0	0.00		2		2	500.00			0	0.00	4.00	250.00	1,000.00
55	Ink, Canon, Pixma E610, Black	cart		3		3	1,740.00				0	0.00		3		3	1,740.00			0	0.00	6.00	580.00	3,480.00
56	Ink, Canon, Pixma E610, colored	cart		3		3	2,160.00				0	0.00		5		5	3,600.00			0	0.00	8.00	720.00	5,760.00
57	Toner, HP Laserjet Pro MFP M127fs	cart		1		1	3,300.00				0	0.00		1		1	3,300.00			0	0.00	2.00	3,300.00	6,600.00

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			
58	Canon Pixma 706 Color			4		4	1,776.00		4		4	1,776.00		4		4	1,776.00		4		4	1,776.00	16.00	444.00	7,104.00
59	Canon Pixma 705 Black			4		4	1,520.00		4		4	1,520.00		4		4	1,520.00		4		4	1,520.00	16.00	380.00	6,080.00
60	Toner HP Laser Jet M1005			1		1	3,228.58		1		1	3,228.58		1		1	3,228.58		1		1	3,228.58	4.00	3,228.58	12,914.32
61	Ink for EPSON L380 Model C462H, C664			6		6	1,800.00				0	0.00		6		6	1,800.00				0	0.00	12.00	300.00	3,600.00
62	Ink for EPSON L380 Model C462H, M664			3		3	900.00				0	0.00		3		3	900.00				0	0.00	6.00	300.00	1,800.00
63	Ink for EPSON L380 Model C462H, Y666			3		3	900.00				0	0.00		3		3	900.00				0	0.00	6.00	300.00	1,800.00
64	Ink for EPSON L380 Model C462H, BK664			3		3	900.00				0	0.00		3		3	900.00				0	0.00	6.00	300.00	1,800.00
65	Ribbon, Cart, EPSON SO15531/SO15086, Black, for LQ-2190	cart				0	0.00		2		2	200.00				0	0.00		2		2	200.00	4.00	100.00	400.00
66	Toner, HP Black 285A	cart		1		1	3,183.40				0	0.00				0	0.00				0	0.00	1.00	3,183.40	3,183.40
67	HP 26A CB436A, Black	pc		1		1	4,235.00		1		1	4,235.00		1		1	4,235.00		1		1	4,235.00	4.00	4,235.00	16,940.00
68	HP131A, M251, CF210A, Black	pc		1		1	4,620.00				0	0.00		1		1	4,620.00				0	0.00	2.00	4,620.00	9,240.00
69	HP131A, M251, CF211A, Cyan	pc		1		1	5,830.00				0	0.00				0	0.00				0	0.00	1.00	5,830.00	5,830.00
70	HP131A, M251, CF212A, Yellow	pc		1		1	5,830.00				0	0.00				0	0.00				0	0.00	1.00	5,830.00	5,830.00
71	HP131A, M251, CF213A, Magenta	pc		1		1	5,830.00				0	0.00				0	0.00				0	0.00	1.00	5,830.00	5,830.00
72	ERC27 ink cartridge, For truck scale	pc		1		1	131.00				0	0.00		1		1	131.00				0	0.00	2.00	131.00	262.00
						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
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Other Categories																									
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
A. TOTAL																							P		2,090,857.42
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		209,085.74
C. GRAND TOTAL (A + B)																							P		2,299,943.16
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							P		-

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
G. MONTHLY CASH REQUIREMENTS																					P			
G.1 Available at Procurement Service Stores					409,845.53					207,754.29					271,452.31					150,548.81	P	1,039,600.93		
G.2 Other Items not available at PS but regularly purchased from other sources					618,876.74					136,052.20					223,396.17					75,011.38	P	1,053,336.49		
TOTAL MONTHLY CASH REQUIREMENTS					1,028,722.27					343,806.49					494,848.48					225,560.19	P	2,092,937.42		

*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:

Adah Lucia C. Gonzales
 Adah Lucia C. Gonzales
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

Evangelina B. Albaytar / *Nicetas Ruth Q. Garvida*
 Evangeline B. Albaytar / Nicetas Ruth Q. Garvida
 Accountant / Local Budget Officer
 8-22-18

Approved by:

Reuben S. Lista
 Reuben S. Lista
 Head of Office/Agency

Approved 08-22-18
8/22/18

Date Prepared: August 6, 2018