

## ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

## Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

## Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.□
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email [apcse.helpdesk@ps-philgeps.gov.ph](mailto:apcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the **Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022**, the APP-CSE for FY 2023 must be submitted on or before **30 September 2022**.

|                                 |                          |                             |
|---------------------------------|--------------------------|-----------------------------|
| Department/Bureau/Office: _____ | Agency Code/UACS: _____  | Contact Person: _____       |
| Region: _____                   | Organization Type: _____ | Position: _____             |
| Address: _____                  |                          | E-mail: _____               |
|                                 |                          | Telephone/Mobile Nos: _____ |

| Item & Specifications                                   |                 |                                                              | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           | Total Quantity for the year | Price Catalogue <i>(as of 28 July 2022)</i> | 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 PS-DBM (MAIN WAREHOUSE AND DEPOTS) |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| ALCOHOL OR ACETONE BASED ANTISEPTICS                    |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| 1                                                       | 12191601-AL-E04 | ALCOHOL, Ethyl, 500 mL                                       | bottle          | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 47.85                                       |                           | 0.00      |
| 2                                                       | 12191601-AL-E03 | ALCOHOL, Ethyl, 1 Gallon                                     | gallon          | 7                            | 5   | 24  | 36  | 11,899.80 | 57    | 5   | 4    | 66  | 21,816.30 | 7    | 5   | 4    | 16  | 5,288.80  | 7   | 5   | 4   | 16  | 5,288.80  | 134                         | 330.55                                      |                           | 44,293.70 |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES  |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| 3                                                       | 60121413-CB-P01 | CLEARBOOK, 20 transparent pockets, A4                        | piece           | 5                            | 5   | 5   | 15  | 493.65    | 5     | 5   | 5    | 15  | 493.65    | 5    | 5   | 5    | 15  | 493.65    | 5   | 5   | 5   | 15  | 493.65    | 60                          | 32.91                                       |                           | 1,974.60  |
| 4                                                       | 60121413-CB-P02 | CLEARBOOK, 20 transparent pockets, legal                     | piece           | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 36.36                                       |                           | 0.00      |
| 5                                                       | 60121534-ER-P01 | ERASER, plastic/ rubber                                      | piece           | 42                           | 3   | 3   | 48  | 214.56    | 5     | 0   | 0    | 5   | 22.35     | 12   | 3   | 3    | 18  | 80.46     | 8   | 3   | 3   | 14  | 62.58     | 85                          | 4.47                                        |                           | 379.95    |
| 6                                                       | 60121524-SP-G01 | SIGN PEN, Black, liquid or gel                               | piece           | 178                          | 12  | 56  | 246 | 5,461.20  | 178   | 52  | 0    | 230 | 5,106.00  | 198  | 12  | 0    | 210 | 4,662.00  | 168 | 12  | 12  | 192 | 4,262.40  | 878                         | 22.20                                       |                           | 19,491.60 |
| 7                                                       | 60121524-SP-G02 | SIGN PEN, Blue, liquid or gel                                | piece           | 178                          | 12  | 56  | 246 | 5,461.20  | 178   | 52  | 0    | 230 | 5,106.00  | 198  | 12  | 0    | 210 | 4,662.00  | 168 | 12  | 12  | 192 | 4,262.40  | 878                         | 22.20                                       |                           | 19,491.60 |
| 8                                                       | 60121524-SP-G03 | SIGN PEN, Red, liquid or gel                                 | piece           | 81                           | 3   | 0   | 84  | 1,864.80  | 108   | 0   | 0    | 108 | 2,397.60  | 101  | 3   | 0    | 104 | 2,308.80  | 101 | 3   | 0   | 104 | 2,308.80  | 400                         | 22.20                                       |                           | 8,880.00  |
| 9                                                       | 60121124-WR-P01 | WRAPPING PAPER, kraft, 50 sheets per pack                    | pack            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 161.20                                      |                           | 0.00      |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES                 |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| 10                                                      | 45121517-DO-C02 | DOCUMENT CAMERA, 8 MP                                        | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 23,623.60                                   |                           | 0.00      |
| 11                                                      | 45111609-MM-P01 | MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)                | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 16,588.00                                   |                           | 0.00      |
| BATTERIES AND CELLS AND ACCESSORIES                     |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| 12                                                      | 26111702-BT-A02 | BATTERY, dry cell, size AA, Two (2) pieces per blister pack  | pack            | 57                           | 3   | 13  | 73  | 1,495.77  | 75    | 3   | 32   | 110 | 2,253.90  | 67   | 3   | 33   | 103 | 2,110.47  | 65  | 3   | 33  | 101 | 2,069.49  | 387                         | 20.49                                       |                           | 7,929.63  |
| 13                                                      | 26111702-BT-A01 | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | pack            | 55                           | 3   | 12  | 70  | 1,283.80  | 75    | 3   | 33   | 111 | 2,035.74  | 65   | 3   | 33   | 101 | 1,852.34  | 65  | 3   | 33  | 101 | 1,852.34  | 383                         | 18.34                                       |                           | 7,024.22  |
| 14                                                      | 26111702-BT-A03 | BATTERY, dry cell, size D, Two (2) pieces per blister pack   | pack            | 20                           | 0   | 0   | 20  | 1,924.00  | 20    | 0   | 0    | 20  | 1,924.00  | 20   | 0   | 0    | 20  | 1,924.00  | 20  | 0   | 0   | 20  | 1,924.00  | 80                          | 96.20                                       |                           | 7,696.00  |
| CLEANING EQUIPMENT AND SUPPLIES                         |                 |                                                              |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                             |                           |           |
| 15                                                      | 47131812-AF-A01 | AIR FRESHENER, Aerosol type, 150g                            | can             | 12                           | 10  | 29  | 51  | 4,163.64  | 40    | 10  | 9    | 59  | 4,816.76  | 12   | 10  | 10   | 32  | 2,612.48  | 10  | 10  | 10  | 30  | 2,449.20  | 172                         | 81.64                                       |                           | 14,042.08 |
| 16                                                      | 47131604-BR-S01 | BROOM, Soft (Walis Tambo)                                    | piece           | 4                            | 1   | 1   | 6   | 817.44    | 40    | 1   | 1    | 42  | 5,722.08  | 0    | 1   | 1    | 2   | 272.48    | 1   | 1   | 1   | 3   | 408.72    | 53                          | 136.24                                      |                           | 7,220.72  |

| Item & Specifications                       |                 |                                                            | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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                                          | 47131604-BR-T01 | BROOM, Stick (Walis Ting-ting)                             | piece           | 101                          | 1   | 1   | 103 | 2,346.34  | 10    | 1   | 1    | 12  | 273.36    | 100  | 1   | 1    | 102 | 2,323.56  | 1   | 1   | 1   | 3   | 68.34     | 220                         | 22.78                                | 5,011.60                  |
| 18                                          | 47131829-TB-C01 | CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL            | bottle          | 1                            | 6   | 1   | 8   | 332.80    | 102   | 6   | 1    | 109 | 4,534.40  | 1    | 6   | 1    | 8   | 332.80    | 2   | 6   | 1   | 9   | 374.40    | 134                         | 41.60                                | 5,574.40                  |
| 19                                          | 47131805-CL-P01 | CLEANSER, Scouring Powder, 350g                            | can             | 0                            | 5   | 0   | 5   | 119.60    | 30    | 5   | 0    | 35  | 837.20    | 0    | 5   | 0    | 5   | 119.60    | 0   | 5   | 0   | 5   | 119.60    | 50                          | 23.92                                | 1,196.00                  |
| 20                                          | 47131811-DE-B02 | DETERGENT BAR, 140g as packed                              | piece           | 0                            | 5   | 0   | 5   | 41.50     | 0     | 5   | 0    | 5   | 41.50     | 0    | 5   | 0    | 5   | 41.50     | 0   | 5   | 0   | 5   | 41.50     | 20                          | 8.30                                 | 166.00                    |
| 21                                          | 47131811-DE-P03 | DETERGENT POWDER, all purpose, 1kg                         | pouch           | 0                            | 6   | 1   | 7   | 378.56    | 101   | 6   | 1    | 108 | 5,840.64  | 1    | 6   | 1    | 8   | 432.64    | 1   | 6   | 1   | 8   | 432.64    | 131                         | 54.08                                | 7,084.48                  |
| 22                                          | 47131803-DS-A01 | DISINFECTANT SPRAY, Aerosol type, 400g                     | can             | 2                            | 7   | 22  | 31  | 4,336.59  | 52    | 7   | 2    | 61  | 8,533.29  | 3    | 7   | 2    | 12  | 1,678.68  | 3   | 7   | 2   | 12  | 1,678.68  | 116                         | 139.89                               | 16,227.24                 |
| 23                                          | 47131601-DU-P01 | DUST PAN, rigid non-breakable plastic                      | piece           | 2                            | 1   | 21  | 24  | 663.36    | 10    | 0   | 0    | 10  | 276.40    | 20   | 0   | 0    | 20  | 552.80    | 1   | 1   | 0   | 2   | 55.28     | 56                          | 27.64                                | 1,547.84                  |
| 24                                          | 47131802-FW-P02 | FLOOR WAX, paste type, red, 2kg                            | can             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 309.76                               | 0.00                      |
| 25                                          | 47131830-FC-A01 | FURNITURE CLEANER, Aerosol type, 300mL                     | can             | 21                           | 1   | 0   | 22  | 2,642.64  | 70    | 1   | 1    | 72  | 8,648.64  | 21   | 1   | 0    | 22  | 2,642.64  | 20  | 1   | 1   | 22  | 2,642.64  | 138                         | 120.12                               | 16,576.56                 |
| 26                                          | 73101612-HS-L01 | LIQUID HAND SOAP, 500mL                                    | bottle          | 23                           | 4   | 24  | 51  | 2,190.45  | 124   | 4   | 4    | 132 | 5,669.40  | 48   | 4   | 4    | 56  | 2,405.20  | 48  | 4   | 4   | 56  | 2,405.20  | 295                         | 42.95                                | 12,670.25                 |
| 27                                          | 47121804-MP-B01 | MOP BUCKET, heavy duty, hard plastic, 30 liters capacity   | unit            | 5                            | 0   | 0   | 5   | 11,440.00 | 0     | 0   | 0    | 0   | 0.00      | 5    | 0   | 0    | 5   | 11,440.00 | 0   | 0   | 0   | 0   | 0.00      | 10                          | 2,288.00                             | 22,880.00                 |
| 28                                          | 47131613-MP-H02 | MOPHANDLE, heavy duty                                      | piece           | 5                            | 0   | 0   | 5   | 624.00    | 0     | 0   | 0    | 0   | 0.00      | 5    | 0   | 0    | 5   | 624.00    | 0   | 0   | 0   | 0   | 0.00      | 10                          | 124.80                               | 1,248.00                  |
| 29                                          | 47131619-MP-R01 | MOPHEAD, made of rayon                                     | piece           | 5                            | 1   | 1   | 7   | 857.57    | 20    | 1   | 1    | 22  | 2,695.22  | 5    | 1   | 1    | 7   | 857.57    | 0   | 1   | 1   | 2   | 245.02    | 38                          | 122.51                               | 4,655.38                  |
| 30                                          | 47131501-RG-C01 | RAGS, all cotton, 1 kilo per bundle                        | bundle          | 2                            | 0   | 0   | 2   | 106.28    | 13    | 1   | 0    | 14  | 743.96    | 3    | 1   | 0    | 4   | 212.56    | 3   | 1   | 0   | 4   | 212.56    | 24                          | 53.14                                | 1,275.36                  |
| 31                                          | 47131602-SC-W01 | SCOURING PAD, 5 pieces per pack                            | pack            | 0                            | 0   | 0   | 0   | 0.00      | 10    | 0   | 0    | 10  | 579.30    | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 10                          | 57.93                                | 579.30                    |
| 32                                          | 47121701-TB-P04 | TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | pack            | 1                            | 11  | 1   | 13  | 1,872.52  | 52    | 12  | 1    | 65  | 9,362.60  | 2    | 12  | 2    | 16  | 2,304.64  | 2   | 12  | 2   | 16  | 2,304.64  | 110                         | 144.04                               | 15,844.40                 |
| 33                                          | 47121702-WB-P01 | WASTEBASKET, rigid plastic                                 | piece           | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 31.91                                | 0.00                      |
| COLOR COMPOUNDS AND DISPERSIONS             |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 34                                          | 12171703-SI-P01 | INK, for stamp pad, 50mL                                   | bottle          | 20                           | 5   | 4   | 29  | 838.39    | 32    | 0   | 0    | 32  | 925.12    | 31   | 0   | 0    | 31  | 896.21    | 26  | 0   | 0   | 26  | 751.66    | 118                         | 28.91                                | 3,411.38                  |
| CONSUMER ELECTRONICS                        |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 35                                          | 51161535-OV-R01 | DIGITAL VOICE RECORDER                                     | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 7,339.16                             | 0.00                      |
| FACE MASK                                   |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 36                                          | 42131713-SM-M06 | FACE MASK, 3 ply, fifty (50) pieces per box                | box             | 87                           | 5   | 25  | 117 | 9,067.50  | 117   | 35  | 5    | 157 | 12,167.50 | 87   | 5   | 10   | 102 | 7,905.00  | 87  | 5   | 40  | 132 | 10,230.00 | 508                         | 77.50                                | 39,370.00                 |
| FILMS                                       |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 37                                          | 13111203-AC-F01 | ACETATE, 50 meters                                         | roll            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 969.88                               | 0.00                      |
| 38                                          | 13111201-CF-P01 | CARBON FILM, A4, 100 sheets per box                        | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 221.00                               | 0.00                      |
| 39                                          | 13111201-CF-P02 | CARBON FILM, Legal, 100 sheets per box                     | box             | 2                            | 0   | 0   | 2   | 477.08    | 1     | 0   | 0    | 1   | 238.54    | 1    | 0   | 0    | 1   | 238.54    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 238.54                               | 954.16                    |
| FIRE FIGHTING EQUIPMENT                     |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 40                                          | 46191601-FE-M01 | FIRE EXTINGUISHER, dry chemical                            | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 1,144.00                             | 0.00                      |
| 41                                          | 46191601-FE-H01 | FIRE EXTINGUISHER, pure HCFC                               | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 5,613.25                             | 0.00                      |
| FLAG OR ACCESSORIES                         |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 42                                          | 55121905-PH-F01 | PHILIPPINE NATIONAL FLAG                                   | piece           | 0                            | 0   | 0   | 0   | 0.00      | 6     | 0   | 0    | 6   | 1,709.04  | 3    | 0   | 0    | 3   | 854.52    | 3   | 0   | 0   | 3   | 854.52    | 12                          | 284.84                               | 3,418.08                  |
| FURNITURE AND FURNISHINGS                   |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 43                                          | 56101504-CH-B01 | MONOBLOC CHAIR, beige                                      | piece           | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 347.41                               | 0.00                      |
| 44                                          | 56101504-CH-W01 | MONOBLOC CHAIR, white                                      | piece           | 0                            | 0   | 0   | 0   | 0.00      | 20    | 0   | 0    | 20  | 6,898.40  | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 20                          | 344.92                               | 6,898.40                  |
| 45                                          | 56101519-TM-S01 | MONOBLOC TABLE, white, 4 seater capacity                   | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 1,248.00                             | 0.00                      |
| 46                                          | 56101519-TM-S02 | MONOBLOC TABLE, beige, 4 seater capacity                   | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 1,248.00                             | 0.00                      |
| HEATING AND VENTILATION AND AIR CIRCULATION |                 |                                                            |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           |                             |                                      |                           |
| 47                                          | 40101604-EF-C01 | ELECTRIC FAN, ceiling mount, orbit type                    | unit            | 0                            | 0   | 0   | 0   | 0.00      | 1     | 6   | 0    | 7   | 8,554.00  | 0    | 0   | 0    | 0   | 0.00      | 6   | 0   | 0   | 6   | 7,332.00  | 13                          | 1,222.00                             | 15,886.00                 |
| 48                                          | 40101604-EF-G01 | ELECTRIC FAN, industrial, ground type                      | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 1,109.68                             | 0.00                      |

| Item & Specifications                                                                |                 |                                                                     | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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  |  |
| 49                                                                                   | 40101604-EF-S01 | ELECTRIC FAN, stand type                                            | unit            | 0                            | 3   | 0   | 3  | 2,570.58  | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 3                         | 856.86    | 2,570.58   |  |
| 50                                                                                   | 40101604-EF-W01 | ELECTRIC FAN, wall mount                                            | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 768.56    | 0.00       |  |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES |                 |                                                                     |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |           |            |  |
| 51                                                                                   | 43211507-DSK001 | DESKTOP, for Basic Users                                            | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 3   | 0    | 3   | 74,380.80 | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 4   | 4                           | 99,174.40                            | 7                         | 24,793.60 | 173,555.20 |  |
| 52                                                                                   | 43211507-DSK002 | DESKTOP, for Mid-Range Users                                        | unit            | 3                            | 0   | 0   | 3  | #####     | 0     | 8   | 0    | 8   | #####     | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 6   | 6                           | #####                                | 17                        | 42,390.40 | 720,636.80 |  |
| 53                                                                                   | 43201827-HD-X02 | EXTERNAL HARD DRIVE, 1TB                                            | unit            | 11                           | 0   | 0   | 11 | 30,716.40 | 0     | 5   | 0    | 5   | 13,962.00 | 5    | 1   | 10   | 16  | 44,678.40 | 0   | 0   | 0   | 0                           | 0.00                                 | 32                        | 2,792.40  | 89,356.80  |  |
| 54                                                                                   | 43211503-LAP001 | LAPTOP, for Mid-range Users                                         | unit            | 2                            | 0   | 0   | 2  | 84,760.00 | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 2                         | 42,380.00 | 84,760.00  |  |
| 55                                                                                   | 43211503-LAP002 | LAPTOP, Lightweight                                                 | unit            | 0                            | 0   | 2   | 2  | 93,600.00 | 1     | 2   | 0    | 3   | #####     | 0    | 0   | 0    | 0   | 0.00      | 0   | 1   | 0   | 1                           | 46,800.00                            | 6                         | 46,800.00 | 280,800.00 |  |
| 56                                                                                   | 43211708-MO-C01 | MOUSE, OPTICAL, USB connection type                                 | unit            | 35                           | 0   | 0   | 35 | 5,241.60  | 0     | 0   | 0    | 0   | 0.00      | 30   | 0   | 0    | 30  | 4,492.80  | 0   | 0   | 0   | 0                           | 0.00                                 | 65                        | 149.76    | 9,734.40   |  |
| 57                                                                                   | 43212102-PR-D02 | PRINTER, Impact, Dot Matrix, 24 pins, 136 columns                   | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 38,100.97 | 0.00       |  |
| 58                                                                                   | 43212102-PR-D01 | PRINTER, Impact, Dot Matrix, 9 pins, 80 columns                     | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 10,189.92 | 0.00       |  |
| 59                                                                                   | 43212105-PR-L01 | PRINTER, Laser, Monochrome                                          | unit            | 2                            | 3   | 0   | 5  | 13,184.45 | 0     | 0   | 0    | 0   | 0.00      | 0    | 2   | 0    | 2   | 5,273.78  | 0   | 0   | 0   | 0                           | 0.00                                 | 7                         | 2,636.89  | 18,458.23  |  |
| LIGHTING AND FIXTURES AND ACCESSORIES                                                |                 |                                                                     |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |           |            |  |
| 60                                                                                   | 39101628-LB-L01 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts                      | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 75.61     | 0.00       |  |
| 61                                                                                   | 39101628-LT-L01 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts                    | piece           | 0                            | 0   | 0   | 0  | 0.00      | 10    | 0   | 0    | 10  | 2,058.20  | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 10                        | 205.82    | 2,058.20   |  |
| MANUFACTURING COMPONENTS AND SUPPLIES                                                |                 |                                                                     |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |           |            |  |
| 62                                                                                   | 31201610-GL-J01 | GLUE, all-purpose, 200 grams                                        | jar             | 10                           | 0   | 0   | 10 | 707.20    | 15    | 0   | 0    | 15  | 1,060.80  | 10   | 0   | 0    | 10  | 707.20    | 10  | 0   | 0   | 10                          | 707.20                               | 45                        | 70.72     | 3,182.40   |  |
| 63                                                                                   | 31151804-SW-H01 | STAPLE WIRE, heavy duty (binder type), 23/13                        | box             | 0                            | 12  | 12  | 24 | 541.20    | 0     | 25  | 0    | 25  | 563.75    | 10   | 12  | 0    | 22  | 496.10    | 0   | 5   | 0   | 5                           | 112.75                               | 76                        | 22.55     | 1,713.80   |  |
| 64                                                                                   | 31151804-SW-S01 | STAPLE WIRE, standard                                               | box             | 46                           | 13  | 25  | 84 | 1,995.84  | 49    | 2   | 2    | 53  | 1,259.28  | 60   | 13  | 14   | 87  | 2,067.12  | 34  | 2   | 2   | 38                          | 902.88                               | 262                       | 23.76     | 6,225.12   |  |
| 65                                                                                   | 31201502-TA-E01 | TAPE, electrical                                                    | roll            | 0                            | 0   | 20  | 20 | 389.00    | 20    | 0   | 0    | 20  | 389.00    | 0    | 0   | 20   | 20  | 389.00    | 0   | 0   | 0   | 0                           | 0.00                                 | 60                        | 19.45     | 1,167.00   |  |
| 66                                                                                   | 31201503-TA-M01 | TAPE, masking, 24mm                                                 | roll            | 50                           | 0   | 0   | 50 | 3,094.00  | 50    | 15  | 0    | 65  | 4,022.20  | 60   | 0   | 0    | 60  | 3,712.80  | 30  | 15  | 0   | 45                          | 2,784.60                             | 220                       | 61.88     | 13,613.60  |  |
| 67                                                                                   | 31201503-TA-M02 | TAPE, masking, 48 mm                                                | roll            | 40                           | 0   | 0   | 40 | 4,846.40  | 40    | 0   | 0    | 40  | 4,846.40  | 50   | 0   | 0    | 50  | 6,058.00  | 20  | 0   | 0   | 20                          | 2,423.20                             | 150                       | 121.16    | 18,174.00  |  |
| 68                                                                                   | 31201517-TA-P01 | TAPE, packaging, 48 mm                                              | roll            | 43                           | 1   | 1   | 45 | 1,005.20  | 44    | 2   | 1    | 47  | 1,050.92  | 52   | 2   | 2    | 56  | 1,252.16  | 23  | 1   | 1   | 25                          | 559.00                               | 173                       | 22.36     | 3,868.28   |  |
| 69                                                                                   | 31201512-TA-T01 | TAPE, transparent, 24mm                                             | roll            | 53                           | 1   | 1   | 55 | 614.90    | 102   | 0   | 0    | 102 | 1,140.36  | 63   | 1   | 1    | 65  | 726.70    | 32  | 50  | 0   | 82                          | 916.76                               | 304                       | 11.18     | 3,398.72   |  |
| 70                                                                                   | 31201512-TA-T02 | TAPE, transparent, 48 mm                                            | roll            | 52                           | 0   | 0   | 52 | 1,173.64  | 52    | 0   | 0    | 52  | 1,173.64  | 62   | 0   | 0    | 62  | 1,399.34  | 32  | 0   | 0   | 32                          | 722.24                               | 198                       | 22.57     | 4,468.86   |  |
| 71                                                                                   | 31151507-TW-P01 | TWINE, plastic                                                      | roll            | 0                            | 0   | 0   | 0  | 0.00      | 5     | 0   | 0    | 5   | 333.10    | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 5                         | 66.62     | 333.10     |  |
| MEASURING AND OBSERVING AND TESTING EQUIPMENT                                        |                 |                                                                     |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |           |            |  |
| 72                                                                                   | 41111604-RU-P02 | RULER, plastic, 450 mm                                              | piece           | 23                           | 1   | 1   | 25 | 416.00    | 0     | 0   | 0    | 0   | 0.00      | 21   | 1   | 1    | 23  | 382.72    | 0   | 0   | 0   | 0                           | 0.00                                 | 48                        | 16.64     | 798.72     |  |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES                                        |                 |                                                                     |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |           |            |  |
| 73                                                                                   | 44121612-BL-H01 | BLADE, for general purpose cutter/utility knife, 10 pieces per tube | tube            | 0                            | 0   | 10  | 10 | 148.20    | 15    | 0   | 0    | 15  | 222.30    | 5    | 0   | 0    | 5   | 74.10     | 5   | 0   | 0   | 5                           | 74.10                                | 35                        | 14.82     | 518.70     |  |
| 74                                                                                   | 44101602-PB-M01 | BINDING AND PUNCHING MACHINE, 50mm binding capacity                 | unit            | 0                            | 0   | 1   | 1  | 9,534.72  | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 1                         | 9,534.72  | 9,534.72   |  |
| 75                                                                                   | 44101807-CA-C01 | CALCULATOR, Compact                                                 | unit            | 13                           | 0   | 0   | 13 | 3,461.12  | 10    | 5   | 0    | 15  | 3,993.60  | 5    | 0   | 0    | 5   | 1,331.20  | 5   | 0   | 0   | 5                           | 1,331.20                             | 38                        | 266.24    | 10,117.12  |  |
| 76                                                                                   | 44121710-CH-W01 | CHALK, white enamel, 100 pieces per box                             | box             | 5                            | 0   | 0   | 5  | 164.85    | 0     | 0   | 0    | 0   | 0.00      | 5    | 0   | 0    | 5   | 164.85    | 2   | 0   | 0   | 2                           | 65.94                                | 12                        | 32.97     | 395.64     |  |
| 77                                                                                   | 44122105-BF-C01 | CLIP, backfold, 19mm                                                | box             | 53                           | 0   | 0   | 53 | 462.16    | 43    | 0   | 0    | 43  | 374.96    | 58   | 0   | 0    | 58  | 505.76    | 38  | 0   | 0   | 38                          | 331.36                               | 192                       | 8.72      | 1,674.24   |  |
| 78                                                                                   | 44122105-BF-C02 | CLIP, backfold, 25mm                                                | box             | 50                           | 0   | 0   | 50 | 737.50    | 40    | 0   | 0    | 40  | 590.00    | 55   | 0   | 0    | 55  | 811.25    | 35  | 0   | 0   | 35                          | 516.25                               | 180                       | 14.75     | 2,655.00   |  |
| 79                                                                                   | 44122105-BF-C03 | CLIP, backfold, 32mm                                                | box             | 45                           | 0   | 5   | 50 | 1,278.00  | 35    | 0   | 0    | 35  | 894.60    | 50   | 0   | 0    | 50  | 1,278.00  | 30  | 0   | 0   | 30                          | 766.80                               | 165                       | 25.56     | 4,217.40   |  |
| 80                                                                                   | 44122105-BF-C04 | CLIP, backfold, 50mm                                                | box             | 47                           | 0   | 0   | 47 | 2,633.88  | 39    | 0   | 0    | 39  | 2,185.56  | 53   | 0   | 0    | 53  | 2,970.12  | 33  | 0   | 0   | 33                          | 1,849.32                             | 172                       | 56.04     | 9,638.63   |  |
| 81                                                                                   | 44121801-CT-R02 | CORRECTION TAPE, 8 meters                                           | piece           | 86                           | 0   | 10  | 96 | 1,106.88  | 54    | 0   | 0    | 54  | 622.62    | 101  | 20  | 0    | 121 | 1,395.13  | 39  | 0   | 0   | 39                          | 449.67                               | 310                       | 11.53     | 3,574.30   |  |
| 82                                                                                   | 44121612-CU-H01 | CUTTER/UTILITY KNIFE, for general purpose                           | piece           | 0                            | 0   | 0   | 0  | 0.00      | 31    | 1   | 1    | 33  | 1,103.19  | 5    | 0   | 0    | 5   | 167.15    | 5   | 0   | 0   | 5                           | 167.15                               | 43                        | 33.43     | 1,437.49   |  |
| 83                                                                                   | 44111515-DF-B01 | DATA FILE BOX                                                       | piece           | 58                           | 0   | 0   | 58 | 4,477.60  | 0     | 0   | 0    | 0   | 0.00      | 54   | 0   | 0    | 54  | 4,168.80  | 0   | 0   | 0   | 0                           | 0.00                                 | 112                       | 77.20     | 8,646.40   |  |

| Item & Specifications |                 |                                                           | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |           | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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 |                             |                                      |                           |
| 84                    | 44122011-DF-F01 | DATA FOLDER                                               | piece           | 400                          | 20  | 10  | 430 | 29,515.20 | 265   | 20  | 10   | 295 | 20,248.80 | 375  | 20  | 20   | 415 | 28,485.60 | 190 | 20  | 20  | 230 | 15,787.20 | 1370                        | 68.64                                | 94,036.80                 |
| 85                    | 44103202-QS-M01 | DATING AND STAMPING MACHINE                               | piece           | 10                           | 0   | 0   | 10  | 4,539.60  | 10    | 0   | 0    | 10  | 4,539.60  | 5    | 5   | 0    | 10  | 4,539.60  | 5   | 0   | 0   | 5   | 2,269.80  | 35                          | 483.96                               | 15,883.60                 |
| 86                    | 44121506-EN-D01 | ENVELOPE, Documentary, A4, 500 pieces per box             | box             | 2                            | 0   | 0   | 2   | 1,528.80  | 2     | 0   | 0    | 2   | 1,528.80  | 2    | 0   | 0    | 2   | 1,528.80  | 0   | 0   | 0   | 0   | 0.00      | 6                           | 764.40                               | 4,586.40                  |
| 87                    | 44121506-EN-D02 | ENVELOPE, Documentary, legal, 500 pieces per box          | box             | 2                            | 0   | 0   | 2   | 1,961.44  | 2     | 0   | 0    | 2   | 1,961.44  | 2    | 0   | 0    | 2   | 1,961.44  | 1   | 0   | 0   | 1   | 980.72    | 7                           | 980.72                               | 6,865.04                  |
| 88                    | 44121506-EN-X01 | ENVELOPE, Expanding, Kraft, 100 pieces per box            | box             | 1                            | 1   | 1   | 3   | 2,215.20  | 3     | 1   | 0    | 4   | 2,953.60  | 1    | 1   | 1    | 3   | 2,215.20  | 0   | 0   | 0   | 0   | 0.00      | 10                          | 738.40                               | 7,384.00                  |
| 89                    | 44121506-EN-X02 | ENVELOPE, Expanding, Plastic                              | piece           | 50                           | 0   | 0   | 50  | 1,524.50  | 101   | 0   | 0    | 101 | 3,079.49  | 50   | 0   | 0    | 50  | 1,524.50  | 50  | 0   | 0   | 50  | 1,524.50  | 251                         | 30.49                                | 7,652.99                  |
| 90                    | 44121506-EN-M02 | ENVELOPE, Mailing, 500 pieces per box                     | box             | 2                            | 0   | 0   | 2   | 865.04    | 1     | 0   | 0    | 1   | 432.52    | 1    | 0   | 0    | 1   | 432.52    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 432.52                               | 1,730.08                  |
| 91                    | 44121504-EN-W02 | ENVELOPE, Mailing, with window, 500 pieces per box        | box             | 2                            | 0   | 0   | 2   | 977.60    | 0     | 0   | 0    | 0   | 0.00      | 1    | 0   | 0    | 1   | 488.80    | 0   | 0   | 0   | 0   | 0.00      | 3                           | 488.80                               | 1,466.40                  |
| 92                    | 44111912-ER-B01 | ERASER, felt, for blackboard/whiteboard                   | piece           | 25                           | 1   | 1   | 27  | 308.07    | 6     | 1   | 0    | 7   | 79.87     | 25   | 0   | 0    | 25  | 285.25    | 0   | 1   | 1   | 2   | 22.82     | 61                          | 11.41                                | 696.01                    |
| 93                    | 44101714-FX-M01 | FACSIMILE MACHINE                                         | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 5,642.00                             | 0.00                      |
| 94                    | 44122118-FA-P01 | FASTENER, metal, non-sharp edges, 50 sets per box         | box             | 30                           | 0   | 0   | 30  | 2,839.20  | 30    | 0   | 0    | 30  | 2,839.20  | 30   | 0   | 0    | 30  | 2,839.20  | 0   | 0   | 0   | 0   | 0.00      | 90                          | 94.64                                | 8,517.60                  |
| 95                    | 44111515-FO-X01 | FILE ORGANIZER, expanding, plastic, legal                 | piece           | 30                           | 0   | 0   | 30  | 2,556.00  | 30    | 0   | 0    | 30  | 2,556.00  | 30   | 0   | 0    | 30  | 2,556.00  | 30  | 0   | 0   | 30  | 2,556.00  | 120                         | 85.20                                | 10,224.00                 |
| 96                    | 44122018-FT-D01 | FILE TAB/INDEX DIVIDER, bristol board, A4                 | set             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 11.13                                | 0.00                      |
| 97                    | 44122018-FT-D02 | FILE TAB/INDEX DIVIDER, bristol board, legal              | set             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 14.23                                | 0.00                      |
| 98                    | 44122011-FO-F01 | FOLDER, Fancy with slide, A4, 50 pieces per bundle        | bundle          | 2                            | 0   | 0   | 2   | 540.80    | 0     | 0   | 0    | 0   | 0.00      | 2    | 0   | 0    | 2   | 540.80    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 270.40                               | 1,081.60                  |
| 99                    | 44122011-FO-F02 | FOLDER, Fancy with slide, legal, 50 pieces per bundle     | bundle          | 107                          | 0   | 100 | 207 | 59,309.64 | 140   | 0   | 100  | 240 | 68,764.80 | 107  | 0   | 100  | 207 | 59,309.64 | 100 | 0   | 100 | 200 | 57,304.00 | 854                         | 286.52                               | 244,688.08                |
| 100                   | 44122011-FO-L01 | FOLDER, L-type, A4, 50 pieces per pack                    | pack            | 2                            | 0   | 0   | 2   | 375.08    | 0     | 0   | 0    | 0   | 0.00      | 2    | 0   | 0    | 2   | 375.08    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 187.54                               | 750.16                    |
| 101                   | 44122011-FO-L02 | FOLDER, L-type, legal, 50 pieces per pack                 | pack            | 2                            | 0   | 0   | 2   | 477.14    | 0     | 0   | 0    | 0   | 0.00      | 2    | 0   | 0    | 2   | 477.14    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 238.57                               | 954.28                    |
| 102                   | 44122027-FO-P01 | FOLDER, pressboard, 100 pieces per box                    | box             | 0                            | 0   | 1   | 1   | 952.64    | 2     | 0   | 0    | 2   | 1,905.28  | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 3                           | 952.64                               | 2,857.92                  |
| 103                   | 44122011-FO-T03 | FOLDER with tab, A4, 100 pieces per pack                  | pack            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 289.12                               | 0.00                      |
| 104                   | 44122011-FO-T04 | FOLDER with tab, legal, 100 pieces per pack               | pack            | 2                            | 0   | 0   | 2   | 666.52    | 0     | 0   | 0    | 0   | 0.00      | 2    | 0   | 0    | 2   | 666.52    | 0   | 0   | 0   | 0   | 0.00      | 4                           | 333.26                               | 1,333.04                  |
| 105                   | 44122008-IT-T01 | INDEX TAB, self-adhesive, transparent, 5 sets per box     | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 63.11                                | 0.00                      |
| 106                   | 44111515-MF-B02 | MAGAZINE FILE BOX, Large                                  | piece           | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 41.60                                | 0.00                      |
| 107                   | 44121716-MA-F01 | MARKER, Fluorescent, 3 colors per set                     | set             | 7                            | 0   | 0   | 7   | 256.62    | 47    | 0   | 0    | 47  | 1,723.02  | 7    | 0   | 0    | 7   | 256.62    | 7   | 0   | 0   | 7   | 256.62    | 68                          | 36.66                                | 2,492.88                  |
| 108                   | 44121708-MP-B01 | MARKER, Permanent, Black                                  | piece           | 41                           | 1   | 1   | 43  | 321.21    | 66    | 2   | 1    | 69  | 515.43    | 79   | 2   | 1    | 82  | 612.54    | 53  | 1   | 1   | 55  | 410.85    | 249                         | 7.47                                 | 1,860.03                  |
| 109                   | 44121708-MP-B02 | MARKER, Permanent, Blue                                   | piece           | 30                           | 0   | 0   | 30  | 224.10    | 54    | 0   | 0    | 54  | 403.38    | 67   | 0   | 0    | 67  | 500.49    | 42  | 0   | 0   | 42  | 313.74    | 193                         | 7.47                                 | 1,441.71                  |
| 110                   | 44121708-MP-B03 | MARKER, Permanent, Red                                    | piece           | 30                           | 0   | 0   | 30  | 224.10    | 54    | 0   | 0    | 54  | 403.38    | 42   | 0   | 0    | 42  | 313.74    | 42  | 0   | 0   | 42  | 313.74    | 168                         | 7.47                                 | 1,254.96                  |
| 111                   | 44121708-MW-B01 | MARKER, Whiteboard, Black                                 | piece           | 37                           | 1   | 1   | 39  | 376.35    | 53    | 3   | 2    | 58  | 559.70    | 57   | 2   | 1    | 60  | 579.00    | 33  | 3   | 3   | 39  | 376.35    | 196                         | 9.65                                 | 1,891.40                  |
| 112                   | 44121708-MW-B02 | MARKER, Whiteboard, Blue                                  | piece           | 35                           | 0   | 0   | 35  | 337.75    | 30    | 0   | 0    | 30  | 289.50    | 35   | 0   | 0    | 35  | 337.75    | 30  | 0   | 0   | 30  | 289.50    | 130                         | 9.65                                 | 1,254.50                  |
| 113                   | 44121708-MW-B03 | MARKER, Whiteboard, Red                                   | piece           | 35                           | 0   | 0   | 35  | 337.75    | 30    | 0   | 0    | 30  | 289.50    | 35   | 0   | 0    | 35  | 337.75    | 30  | 0   | 0   | 30  | 289.50    | 130                         | 9.65                                 | 1,254.50                  |
| 114                   | 44122104-PC-G01 | PAPER CLIP, vinyl/plastic coated, 33mm                    | box             | 40                           | 0   | 0   | 40  | 352.80    | 40    | 0   | 0    | 40  | 352.80    | 45   | 0   | 0    | 45  | 396.90    | 35  | 0   | 0   | 35  | 308.70    | 160                         | 8.82                                 | 1,411.20                  |
| 115                   | 44122104-PC-J02 | PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm             | box             | 45                           | 2   | 2   | 49  | 675.22    | 45    | 2   | 2    | 49  | 675.22    | 49   | 0   | 0    | 49  | 675.22    | 41  | 2   | 1   | 44  | 606.32    | 191                         | 13.78                                | 2,631.98                  |
| 116                   | 44101601-PT-M01 | PAPER TRIMMER/CUTTING MACHINE, table top                  | unit            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 9,297.60                             | 0.00                      |
| 117                   | 44121706-PE-L01 | PENCIL, lead/graphite, with eraser, one (1) dozen per box | box             | 12                           | 1   | 0   | 13  | 270.27    | 21    | 1   | 1    | 23  | 478.17    | 16   | 0   | 0    | 16  | 332.64    | 0   | 0   | 0   | 0   | 0.00      | 52                          | 20.79                                | 1,081.08                  |
| 118                   | 44121619-PS-M01 | PENCIL SHARPENER, manual, single cutter head              | piece           | 13                           | 0   | 0   | 13  | 2,767.31  | 0     | 0   | 0    | 0   | 0.00      | 5    | 0   | 0    | 5   | 1,064.35  | 0   | 0   | 0   | 0   | 0.00      | 18                          | 212.87                               | 3,831.66                  |
| 119                   | 44101602-PJ-P01 | PUNCHER, paper, heavy duty                                | piece           | 13                           | 0   | 0   | 13  | 1,960.40  | 5     | 0   | 0    | 5   | 754.00    | 10   | 0   | 0    | 10  | 1,508.00  | 0   | 5   | 0   | 5   | 754.00    | 33                          | 150.80                               | 4,976.40                  |
| 120                   | 44122037-RB-P10 | RING BINDER, plastic, 32 mm, 10 pieces per bundle         | bundle          | 0                            | 0   | 0   | 0   | 0.00      | 5     | 0   | 0    | 5   | 1,371.15  | 0    | 0   | 0    | 0   | 0.00      | 5   | 0   | 0   | 5   | 1,371.15  | 10                          | 274.23                               | 2,742.30                  |
| 121                   | 44122101-RU-B01 | RUBBER BAND No. 18, 350g                                  | box             | 5                            | 0   | 0   | 5   | 676.00    | 6     | 0   | 0    | 6   | 811.20    | 8    | 0   | 0    | 8   | 1,081.60  | 3   | 0   | 0   | 3   | 405.60    | 22                          | 135.20                               | 2,974.40                  |
| 122                   | 44121905-SP-F01 | STAMP PAD, felt                                           | piece           | 12                           | 0   | 1   | 13  | 518.96    | 15    | 0   | 0    | 15  | 598.80    | 11   | 0   | 0    | 11  | 439.12    | 0   | 0   | 0   | 0   | 0.00      | 39                          | 39.92                                | 1,556.88                  |
| 123                   | 44121618-SS-S01 | SCISSORS, symmetrical or asymmetrical                     | pair            | 22                           | 0   | 0   | 22  | 734.14    | 23    | 1   | 1    | 25  | 834.25    | 17   | 1   | 1    | 19  | 634.03    | 0   | 0   | 0   | 0   | 0.00      | 66                          | 33.37                                | 2,202.42                  |

| Item & Specifications                                      |                 |                                                                      | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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         |
| 124                                                        | 44121615-ST-S01 | STAPLER, standard type                                               | piece           | 22                           | 0   | 0   | 22  | 3,203.20  | 15    | 0   | 0    | 15  | 2,184.00  | 15   | 0   | 0    | 15  | 2,184.00  | 0   | 0   | 0   | 0                           | 0.00                                 | 52                        | 145.60   | 7,571.20   |
| 125                                                        | 44121615-ST-B01 | STAPLER, heavy duty (binder type), desktop                           | unit            | 10                           | 0   | 0   | 10  | 8,881.60  | 0     | 0   | 0    | 0   | 0.00      | 10   | 0   | 0    | 10  | 8,881.60  | 0   | 0   | 0   | 0                           | 0.00                                 | 20                        | 888.16   | 17,763.20  |
| 126                                                        | 44121613-SR-P01 | STAPLE REMOVER, plier type                                           | piece           | 17                           | 0   | 4   | 21  | 585.27    | 50    | 0   | 0    | 50  | 1,393.50  | 5    | 0   | 0    | 5   | 139.35    | 0   | 0   | 0   | 0                           | 0.00                                 | 76                        | 27.87    | 2,118.12   |
| 127                                                        | 44121605-TD-T01 | TAPE DISPENSER, table top                                            | piece           | 13                           | 0   | 0   | 13  | 946.40    | 0     | 0   | 0    | 0   | 0.00      | 10   | 0   | 0    | 10  | 728.00    | 0   | 0   | 0   | 0                           | 0.00                                 | 23                        | 72.80    | 1,674.40   |
| PAPER MATERIALS AND PRODUCTS                               |                 |                                                                      |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |          |            |
| 128                                                        | 14111525-CA-A01 | CARTOLINA, assorted colors, 20 pieces of assorted colors per pack    | pack            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 83.72    | 0.00       |
| 129                                                        | 14111506-CF-L11 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 882.55   | 0.00       |
| 130                                                        | 14111506-CF-L12 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,166.88 | 0.00       |
| 131                                                        | 14111506-CF-L22 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box   | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,528.80 | 0.00       |
| 132                                                        | 14111506-CF-L21 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box   | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,026.48 | 0.00       |
| 133                                                        | 14111506-CF-L31 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box     | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 790.40   | 0.00       |
| 134                                                        | 14111506-CF-L32 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box     | box             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,508.00 | 0.00       |
| 135                                                        | 14111609-LL-C01 | LOOSELEAF COVER, 50 sets per bundle                                  | bundle          | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 794.96   | 0.00       |
| 136                                                        | 14111514-NP-S02 | NOTE PAD, stick on, 2" x 3", 100 sheets per pad                      | pad             | 30                           | 0   | 10  | 40  | 1,482.40  | 30    | 0   | 10   | 40  | 1,482.40  | 40   | 50  | 10   | 100 | 3,706.00  | 20  | 0   | 10  | 30                          | 1,111.80                             | 210                       | 37.06    | 7,782.60   |
| 137                                                        | 14111514-NP-S04 | NOTE PAD, stick on, 3" x 4", 100 sheets per pad                      | pad             | 30                           | 0   | 10  | 40  | 2,371.20  | 30    | 0   | 10   | 40  | 2,371.20  | 40   | 0   | 10   | 50  | 2,964.00  | 20  | 0   | 10  | 30                          | 1,778.40                             | 160                       | 59.28    | 9,484.80   |
| 138                                                        | 14111514-NP-S03 | NOTE PAD, stick on, 3" x 3", 100 sheets per pad                      | pad             | 48                           | 3   | 13  | 64  | 3,328.00  | 95    | 2   | 12   | 109 | 5,668.00  | 55   | 32  | 12   | 99  | 5,148.00  | 38  | 23  | 13  | 74                          | 3,848.00                             | 346                       | 52.00    | 17,992.00  |
| 139                                                        | 14111514-NB-S01 | NOTEBOOK, stenographer                                               | piece           | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 12.04    | 0.00       |
| 140                                                        | 14111507-PP-M01 | PAPER, MULTICOPY A4, 500 sheets per ream                             | ream            | 470                          | 0   | 200 | 670 | #####     | 220   | 0   | 0    | 220 | 36,443.00 | 470  | 0   | 0    | 470 | 77,855.50 | 220 | 0   | 0   | 220                         | 36,443.00                            | 1580                      | 165.65   | 261,727.00 |
| 141                                                        | 14111507-PP-M02 | PAPER, MULTICOPY LEGAL, 500 sheets per ream                          | ream            | 60                           | 0   | 200 | 260 | 49,186.80 | 10    | 0   | 0    | 10  | 1,891.80  | 60   | 0   | 0    | 60  | 11,350.80 | 10  | 0   | 0   | 10                          | 1,891.80                             | 340                       | 189.18   | 64,321.20  |
| 142                                                        | 14111507-PP-C01 | PAPER, MULTIPURPOSE A4, 500 sheets per ream                          | ream            | 60                           | 45  | 45  | 150 | 20,661.00 | 210   | 45  | 45   | 300 | 41,322.00 | 130  | 45  | 155  | 330 | 45,454.20 | 130 | 45  | 35  | 210                         | 28,925.40                            | 990                       | 137.74   | 136,362.60 |
| 143                                                        | 14111507-PP-C02 | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream                       | ream            | 13                           | 10  | 10  | 33  | 5,244.03  | 63    | 10  | 10   | 83  | 13,189.53 | 63   | 10  | 40   | 113 | 17,956.83 | 63  | 10  | 10  | 83                          | 13,189.53                            | 312                       | 158.91   | 49,579.92  |
| 144                                                        | 14111531-PP-R01 | PAD PAPER, ruled                                                     | pad             | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 21.53    | 0.00       |
| 145                                                        | 14111503-PA-P01 | PAPER, parchment, 100 sheets per box                                 | box             | 2                            | 0   | 0   | 2   | 196.10    | 5     | 0   | 0    | 5   | 490.25    | 5    | 0   | 0    | 5   | 490.25    | 5   | 0   | 0   | 5                           | 490.25                               | 17                        | 98.05    | 1,666.85   |
| 146                                                        | 14111531-RE-B01 | RECORD BOOK, 300 PAGES                                               | book            | 82                           | 0   | 50  | 132 | 8,236.80  | 30    | 0   | 0    | 30  | 1,872.00  | 52   | 0   | 0    | 52  | 3,244.80  | 0   | 0   | 0   | 0                           | 0.00                                 | 214                       | 62.40    | 13,353.60  |
| 147                                                        | 14111531-RE-B02 | RECORD BOOK, 500 PAGES                                               | book            | 62                           | 0   | 50  | 112 | 11,648.00 | 30    | 0   | 0    | 30  | 3,120.00  | 52   | 0   | 0    | 52  | 5,408.00  | 0   | 0   | 0   | 0                           | 0.00                                 | 194                       | 104.00   | 20,176.00  |
| 148                                                        | 14111818-TH-P02 | THERMAL PAPER, 216mm                                                 | roll            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 55.64    | 0.00       |
| 149                                                        | 14111704-TT-P04 | TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack                  | pack            | 0                            | 0   | 0   | 0   | 0.00      | 50    | 0   | 0    | 50  | 1,690.00  | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 50                        | 33.80    | 1,690.00   |
| 150                                                        | 14111704-TT-P02 | TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack                       | pack            | 22                           | 7   | 27  | 56  | 4,833.92  | 123   | 8   | 8    | 139 | 11,998.48 | 22   | 7   | 7    | 36  | 3,107.52  | 17  | 8   | 8   | 33                          | 2,848.56                             | 264                       | 86.32    | 22,783.48  |
| PERFUMES OR COLOGNES OR FRAGRANCES                         |                 |                                                                      |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |          |            |
| 151                                                        | 53131626-HS-S01 | LIQUID HAND SANITIZER, 500mL                                         | bottle          | 15                           | 4   | 5   | 24  | 1,940.40  | 14    | 5   | 5    | 24  | 1,940.40  | 15   | 5   | 4    | 24  | 1,940.40  | 15  | 5   | 4   | 24                          | 1,940.40                             | 96                        | 80.85    | 7,761.60   |
| PESTICIDES OR PEST REPELLENTS                              |                 |                                                                      |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |          |            |
| 152                                                        | 10191509-IN-A01 | INSECTICIDE, 600mL                                                   | can             | 8                            | 2   | 21  | 31  | 4,320.16  | 58    | 2   | 1    | 61  | 8,500.96  | 8    | 2   | 1    | 11  | 1,532.96  | 8   | 2   | 1   | 11                          | 1,532.96                             | 114                       | 139.36   | 15,887.04  |
| PRINTED PUBLICATIONS                                       |                 |                                                                      |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |          |            |
| 153                                                        | 55101524-RA-H01 | HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)              | book            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 37.21    | 0.00       |
| PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES) |                 |                                                                      |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |                             |                                      |                           |          |            |
| 1                                                          | 44103109-BR-D05 | DRUM CARTRIDGE, BROTHER DR-3455, Black                               | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 6,947.20 | 0.00       |
| 2                                                          | 44103105-BR-B04 | INK CARTRIDGE, BROTHER LC67B, Black                                  | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 910.00   | 0.00       |
| 3                                                          | 44103105-BR-B05 | INK CARTRIDGE, BROTHER LC67HYBK, Black                               | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,601.60 | 0.00       |
| 4                                                          | 44103105-CA-C04 | INK CARTRIDGE, CANON CL-741, Colored                                 | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,126.32 | 0.00       |
| 5                                                          | 44103105-CA-C02 | INK CARTRIDGE, CANON CL-811, Colored                                 | cart            | 12                           | 0   | 0   | 12  | 14,139.84 | 27    | 0   | 0    | 27  | 31,814.64 | 22   | 0   | 0    | 22  | 25,923.04 | 22  | 0   | 0   | 22                          | 25,923.04                            | 83                        | 1,178.32 | 97,800.56  |

| Item & Specifications |                 |                                                     | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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 |
| 6                     | 44103105-CA-B04 | INK CARTRIDGE, CANON PG-740, Black                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 861.12   | 0.00      |
| 7                     | 44103105-CA-B02 | INK CARTRIDGE, CANON PG-810, Black                  | cart            | 12                           | 0   | 0   | 12 | 10,707.84 | 27    | 0   | 0    | 27 | 24,092.64 | 22   | 0   | 0    | 22 | 19,631.04 | 22  | 0   | 0   | 22                          | 19,631.04                            | 83                        | 892.32   | 74,062.56 |
| 8                     | 44103105-EP-B17 | INK CARTRIDGE, EPSON C13T664100 (T6641), Black      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 249.60   | 0.00      |
| 9                     | 44103105-EP-C17 | INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 249.60   | 0.00      |
| 10                    | 44103105-EP-M17 | INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 249.60   | 0.00      |
| 11                    | 44103105-EP-Y17 | INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 249.60   | 0.00      |
| 12                    | 44103105-HP-B40 | INK CARTRIDGE, HP C2P04AA (HP62), Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 852.80   | 0.00      |
| 13                    | 44103105-HP-T40 | INK CARTRIDGE, HP C2P06AA (HP62), Tri-color         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,048.32 | 0.00      |
| 14                    | 44103105-HP-B09 | INK CARTRIDGE, HP C9351AA (HP21), Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 910.00   | 0.00      |
| 15                    | 44103105-HP-T10 | INK CARTRIDGE, HP C9352AA (HP22), Tri-color         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,053.52 | 0.00      |
| 16                    | 44103105-HP-P48 | INK CARTRIDGE, HP C9397A (HP72), 69ml, Photo Black  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,996.80 | 0.00      |
| 17                    | 44103105-HP-C48 | INK CARTRIDGE, HP C9398A (HP72), 69ml, Cyan         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,996.80 | 0.00      |
| 18                    | 44103105-HP-M48 | INK CARTRIDGE, HP C9399A (HP72), 69ml, Magenta      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,996.80 | 0.00      |
| 19                    | 44103105-HP-Y48 | INK CARTRIDGE, HP C9400A (HP72), 69ml, Yellow       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,996.80 | 0.00      |
| 20                    | 44103105-HP-G48 | INK CARTRIDGE, HP C9401A (HP72), 69ml, Gray         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,996.80 | 0.00      |
| 21                    | 44103105-HP-B48 | INK CARTRIDGE, HP C9403A (HP72), 130ml, Matte Black | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 3,016.00 | 0.00      |
| 22                    | 44103105-HP-B17 | INK CARTRIDGE, HP CC640WA (HP60), Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 880.88   | 0.00      |
| 23                    | 44103105-HP-T17 | INK CARTRIDGE, HP CC643WA (HP60), Tri-color         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,047.28 | 0.00      |
| 24                    | 44103105-HP-B35 | INK CARTRIDGE, HP CD887AA (HP703), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 419.12   | 0.00      |
| 25                    | 44103105-HP-T35 | INK CARTRIDGE, HP CD888AA (HP703), Tri-color        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 419.12   | 0.00      |
| 26                    | 44103105-HX-C40 | INK CARTRIDGE, HP CD972AA (HP920XL), Cyan           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 823.68   | 0.00      |
| 27                    | 44103105-HX-M40 | INK CARTRIDGE, HP CD973AA (HP920XL), Magenta        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 823.68   | 0.00      |
| 28                    | 44103105-HX-Y40 | INK CARTRIDGE, HP CD974AA (HP920XL), Yellow         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 823.68   | 0.00      |
| 29                    | 44103105-HX-B40 | INK CARTRIDGE, HP CD975AA (HP920XL), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,541.28 | 0.00      |
| 30                    | 44103105-HP-B20 | INK CARTRIDGE, HP CH561WA (HP61), Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 865.28   | 0.00      |
| 31                    | 44103105-HP-T20 | INK CARTRIDGE, HP CH562WA (HP61), Tri-color         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,066.00 | 0.00      |
| 32                    | 44103105-HP-B49 | INK CARTRIDGE, HP CH565A (HP82), Black              | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 935.00   | 0.00      |
| 33                    | 44103105-HP-C49 | INK CARTRIDGE, HP CH566A (HP82), Cyan               | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 740.00   | 0.00      |
| 34                    | 44103105-HP-M49 | INK CARTRIDGE, HP CH567A (HP82), Magenta            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 740.00   | 0.00      |
| 35                    | 44103105-HP-Y49 | INK CARTRIDGE, HP CH568A (HP82), Yellow             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 740.00   | 0.00      |
| 36                    | 44103105-HX-B43 | INK CARTRIDGE, HP CN045AA (HP950XL), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,970.80 | 0.00      |
| 37                    | 44103105-HX-C43 | INK CARTRIDGE, HP CN046AA (HP951XL), Cyan           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,517.36 | 0.00      |
| 38                    | 44103105-HX-M43 | INK CARTRIDGE, HP CN047AA (HP951XL), Magenta        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,517.36 | 0.00      |
| 39                    | 44103105-HX-Y43 | INK CARTRIDGE, HP CN048AA (HP951XL), Yellow         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 1,517.36 | 0.00      |
| 40                    | 44103105-HP-B36 | INK CARTRIDGE, HP CN692AA (HP704), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 419.12   | 0.00      |
| 41                    | 44103105-HP-T36 | INK CARTRIDGE, HP CN693AA (HP704), Tri-color        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 419.12   | 0.00      |
| 42                    | 44103105-HP-B33 | INK CARTRIDGE, HP CZ107AA (HP678), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 404.56   | 0.00      |
| 43                    | 44103105-HP-T33 | INK CARTRIDGE, HP CZ108AA (HP678), Tri-color        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 404.56   | 0.00      |
| 44                    | 44103105-HP-B42 | INK CARTRIDGE, HP CZ121A (HP685A), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 312.00   | 0.00      |
| 45                    | 44103105-HP-C33 | INK CARTRIDGE, HP CZ122A (HP685A), Cyan             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0                           | 0.00                                 | 0                         | 256.88   | 0.00      |

| Item & Specifications |                 |                                                     | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |    |           |      |     |      |    |           |     |     |     |     |           | Total Quantity for the year | Price Catalogue (as of 26 July 2022) | 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                    | 44103105-HP-M33 | INK CARTRIDGE, HP CZ123A (HP685A), Magenta          | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 256.88                               | 0.00                      |
| 47                    | 44103105-HP-Y33 | INK CARTRIDGE, HP CZ124A (HP685A), Yellow           | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 256.88                               | 0.00                      |
| 48                    | 44103105-HP-T43 | INK CARTRIDGE, HP F6V26AA (HP680), Tri-color        | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 424.32                               | 0.00                      |
| 49                    | 44103105-HP-B43 | INK CARTRIDGE, HP F6V27AA (HP680), Black            | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 424.32                               | 0.00                      |
| 50                    | 44103105-HP-CS0 | INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original    | cart            | 0                            | 0   | 12  | 12  | 11,793.60 | 50    | 0   | 0    | 50 | 49,140.00 | 25   | 0   | 0    | 25 | 24,570.00 | 15  | 0   | 0   | 15  | 14,742.00 | 102                         | 982.80                               | 100,245.60                |
| 51                    | 44103105-HP-MS0 | INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original | cart            | 0                            | 0   | 12  | 12  | 11,793.60 | 50    | 0   | 0    | 50 | 49,140.00 | 25   | 0   | 0    | 25 | 24,570.00 | 15  | 0   | 0   | 15  | 14,742.00 | 102                         | 982.80                               | 100,245.60                |
| 52                    | 44103105-HP-YS0 | INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original  | cart            | 0                            | 0   | 12  | 12  | 11,793.60 | 50    | 0   | 0    | 50 | 49,140.00 | 25   | 0   | 0    | 25 | 24,570.00 | 15  | 0   | 0   | 15  | 14,742.00 | 102                         | 982.80                               | 100,245.60                |
| 53                    | 44103105-HP-B50 | INK CARTRIDGE, HP L0S60AA (HP955), Black Original   | cart            | 0                            | 0   | 16  | 16  | 20,716.80 | 75    | 0   | 0    | 75 | 97,110.00 | 50   | 0   | 0    | 50 | 64,740.00 | 25  | 0   | 0   | 25  | 32,370.00 | 166                         | 1,294.80                             | 214,936.80                |
| 54                    | 44103105-HX-C48 | INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original  | cart            | 15                           | 0   | 0   | 15  | 20,092.80 | 20    | 0   | 0    | 20 | 26,790.40 | 25   | 0   | 0    | 25 | 33,488.00 | 10  | 0   | 0   | 10  | 13,395.20 | 70                          | 1,339.52                             | 93,766.40                 |
| 55                    | 44103105-HX-M48 | INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta        | cart            | 10                           | 0   | 0   | 10  | 13,395.20 | 20    | 0   | 0    | 20 | 26,790.40 | 20   | 0   | 0    | 20 | 26,790.40 | 10  | 0   | 0   | 10  | 13,395.20 | 60                          | 1,339.52                             | 80,371.20                 |
| 56                    | 44103105-HX-Y48 | INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow         | cart            | 10                           | 0   | 0   | 10  | 13,395.20 | 20    | 0   | 0    | 20 | 26,790.40 | 20   | 0   | 0    | 20 | 26,790.40 | 10  | 0   | 0   | 10  | 13,395.20 | 60                          | 1,339.52                             | 80,371.20                 |
| 57                    | 44103105-HX-B48 | INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original | cart            | 10                           | 0   | 0   | 10  | 18,179.20 | 20    | 0   | 0    | 20 | 36,358.40 | 20   | 0   | 0    | 20 | 36,358.40 | 10  | 0   | 0   | 10  | 18,179.20 | 60                          | 1,817.92                             | 109,075.20                |
| 58                    | 44103105-HP-CS1 | INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original    | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 468.00                               | 0.00                      |
| 59                    | 44103105-HP-MS1 | INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 468.00                               | 0.00                      |
| 60                    | 44103105-HP-YS1 | INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original  | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 468.00                               | 0.00                      |
| 61                    | 44103105-HP-B51 | INK CARTRIDGE, HP T6M01AA (HP905), Black Original   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 774.80                               | 0.00                      |
| 62                    | 44103112-EP-R05 | RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 77.43                                | 0.00                      |
| 63                    | 44103112-EP-R13 | RIBBON CARTRIDGE, EPSON C13S015632, Black           | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 77.94                                | 0.00                      |
| 64                    | 44103112-EP-R07 | RIBBON CARTRIDGE, EPSON C13S015531 (S015086)        | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 818.48                               | 0.00                      |
| 65                    | 44103109-BR-D06 | TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000  | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 6,760.00                             | 0.00                      |
| 66                    | 44103103-BR-B03 | TONER CARTRIDGE, BROTHER TN-2025, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,685.28                             | 0.00                      |
| 67                    | 44103103-BR-B04 | TONER CARTRIDGE, BROTHER TN-2130, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 1,892.80                             | 0.00                      |
| 68                    | 44103103-BR-B05 | TONER CARTRIDGE, BROTHER TN-2150, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,685.28                             | 0.00                      |
| 69                    | 44103103-BR-B09 | TONER CARTRIDGE, BROTHER TN-3320, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 3,567.20                             | 0.00                      |
| 70                    | 44103103-BR-B11 | TONER CARTRIDGE, BROTHER TN-3350, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 5,002.40                             | 0.00                      |
| 71                    | 44103103-BR-B15 | TONER CARTRIDGE, BROTHER TN-3478, Black             | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 5,575.44                             | 0.00                      |
| 72                    | 44103103-BR-B16 | TONER CARTRIDGE, BROTHER TN-456 Black, High Yield   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 4,564.56                             | 0.00                      |
| 73                    | 44103103-BR-C03 | TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield    | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 7,716.80                             | 0.00                      |
| 74                    | 44103103-BR-M03 | TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 7,716.80                             | 0.00                      |
| 75                    | 44103103-BR-Y03 | TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield  | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 7,716.80                             | 0.00                      |
| 76                    | 44103103-CA-B00 | TONER CARTRIDGE, CANON CRG-324 II                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 13,399.36                            | 0.00                      |
| 77                    | 44103103-HP-B12 | TONER CARTRIDGE, HP CB435A, Black                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 3,099.20                             | 0.00                      |
| 78                    | 44103103-HP-B14 | TONER CARTRIDGE, HP CB540A, Black                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 3,603.60                             | 0.00                      |
| 79                    | 44103103-HP-B18 | TONER CARTRIDGE, HP CE255A, Black                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 6,942.00                             | 0.00                      |
| 80                    | 44103103-HP-B21 | TONER CARTRIDGE, HP CE278A, Black                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 3,741.92                             | 0.00                      |
| 81                    | 44103103-HP-B22 | TONER CARTRIDGE, HP CE285A (HP85A), Black           | cart            | 70                           | 5   | 25  | 100 | *****     | 65    | 5   | 15   | 85 | *****     | 60   | 5   | 15   | 80 | *****     | 75  | 5   | 25  | 105 | *****     | 370                         | 3,242.72                             | 1,199,806.40              |
| 82                    | 44103103-HP-B23 | TONER CARTRIDGE, HP CE310A, Black                   | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,350.40                             | 0.00                      |
| 83                    | 44103103-HP-C23 | TONER CARTRIDGE, HP CE311A, Cyan                    | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,610.40                             | 0.00                      |
| 84                    | 44103103-HP-Y23 | TONER CARTRIDGE, HP CE312A, Yellow                  | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,610.40                             | 0.00                      |
| 85                    | 44103103-HP-M23 | TONER CARTRIDGE, HP CE313A, Magenta                 | cart            | 0                            | 0   | 0   | 0   | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0   | 0.00      | 0                           | 2,610.40                             | 0.00                      |

| Item & Specifications |                 |                                                       | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue (as of 29 July 2022) | 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 |                             |                                      |                           |
| 86                    | 44103103-HP-B24 | TONER CARTRIDGE, HP CE320A, Black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,192.80                             | 0.00                      |
| 87                    | 44103103-HP-C24 | TONER CARTRIDGE, HP CE321A, Cyan                      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,083.60                             | 0.00                      |
| 88                    | 44103103-HP-Y24 | TONER CARTRIDGE, HP CE322A, Yellow                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,083.60                             | 0.00                      |
| 89                    | 44103103-HP-M24 | TONER CARTRIDGE, HP CE323A, Magenta                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,083.60                             | 0.00                      |
| 90                    | 44103103-HP-B25 | TONER CARTRIDGE, HP CE390A, Black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 7,872.80                             | 0.00                      |
| 91                    | 44103103-HP-B26 | TONER CARTRIDGE, HP CE400A, Black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 6,786.00                             | 0.00                      |
| 92                    | 44103103-HP-C26 | TONER CARTRIDGE, HP CE401A, Cyan                      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 10,103.60                            | 0.00                      |
| 93                    | 44103103-HP-Y26 | TONER CARTRIDGE, HP CE402A, Yellow                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 10,193.04                            | 0.00                      |
| 94                    | 44103103-HP-M26 | TONER CARTRIDGE, HP CE403A, Magenta                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 10,103.60                            | 0.00                      |
| 95                    | 44103103-HP-B27 | TONER CARTRIDGE, HP CE410A, (HP305), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,837.60                             | 0.00                      |
| 96                    | 44103103-HP-C27 | TONER CARTRIDGE, HP CE411A, (HP305), Cyan             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 6,011.20                             | 0.00                      |
| 97                    | 44103103-HP-Y27 | TONER CARTRIDGE, HP CE412A, (HP305), Yellow           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,460.00                             | 0.00                      |
| 98                    | 44103103-HP-M27 | TONER CARTRIDGE, HP CE413A, (HP305), Magenta          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 6,011.20                             | 0.00                      |
| 99                    | 44103103-HP-B28 | TONER CARTRIDGE, HP CE505A, Black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 4,050.80                             | 0.00                      |
| 100                   | 44103103-HX-B28 | TONER CARTRIDGE, HP CE505X, Black, high cap           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 7,332.00                             | 0.00                      |
| 101                   | 44103103-HP-B52 | TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,878.72                             | 0.00                      |
| 102                   | 44103103-HP-B53 | TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,246.80                             | 0.00                      |
| 103                   | 44103103-HP-B55 | TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 4,690.40                             | 0.00                      |
| 104                   | 44103103-HP-B51 | TONER CARTRIDGE, HP CF280XC                           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,359.52                             | 0.00                      |
| 105                   | 44103103-HP-B56 | TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 7,800.00                             | 0.00                      |
| 106                   | 44103103-HP-B57 | TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black    | cart            | 10                           | 0   | 10  | 20 | 60,694.40 | 10    | 0   | 10   | 20 | 60,694.40 | 10   | 0   | 10   | 20 | 60,694.40 | 10  | 0   | 10  | 20 | 60,694.40 | 80                          | 3,034.72                             | 242,777.60                |
| 107                   | 44103103-HX-B51 | TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,796.00                             | 0.00                      |
| 108                   | 44103103-HP-B58 | TONER CARTRIDGE, HP CF287A (HP87), Black              | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 9,828.00                             | 0.00                      |
| 109                   | 44103103-HX-B52 | TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 13,728.00                            | 0.00                      |
| 110                   | 44103103-HP-B60 | TONER CARTRIDGE, HP CF350A, Black LaserJet            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,574.00                             | 0.00                      |
| 111                   | 44103103-HP-C60 | TONER CARTRIDGE, HP CF351A, Cyan LaserJet             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,652.00                             | 0.00                      |
| 112                   | 44103103-HP-Y60 | TONER CARTRIDGE, HP CF352A, Yellow LaserJet           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,652.00                             | 0.00                      |
| 113                   | 44103103-HP-M60 | TONER CARTRIDGE, HP CF353A, Magenta LaserJet          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,652.00                             | 0.00                      |
| 114                   | 44103103-HP-B61 | TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 7,030.40                             | 0.00                      |
| 115                   | 44103103-HP-C61 | TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,814.00                             | 0.00                      |
| 116                   | 44103103-HP-Y61 | TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,814.00                             | 0.00                      |
| 117                   | 44103103-HP-M61 | TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,814.00                             | 0.00                      |
| 118                   | 44103103-HP-B62 | TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,099.20                             | 0.00                      |
| 119                   | 44103103-HP-C62 | TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,660.80                             | 0.00                      |
| 120                   | 44103103-HP-Y62 | TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,660.80                             | 0.00                      |
| 121                   | 44103103-HP-M62 | TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,660.80                             | 0.00                      |
| 122                   | 44103103-HP-B63 | TONER CARTRIDGE, HP CF410A (HP410A), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,900.00                             | 0.00                      |
| 123                   | 44103103-HX-B54 | TONER CARTRIDGE, HP CF410XC (HP410XC), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 6,848.40                             | 0.00                      |
| 124                   | 44103103-HP-C63 | TONER CARTRIDGE, HP CF411A (HP410A), Cyan             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,038.80                             | 0.00                      |
| 125                   | 44103103-HX-C54 | TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,522.00                             | 0.00                      |

| Item & Specifications                                                                                                              |                  |                                                                              | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |     |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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 |                             |                                      |                           |
| 126                                                                                                                                | 44103103-HP-Y63  | TONER CARTRIDGE, HP CF412A (HP410A), Yellow                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,038.80                             | 0.00                      |
| 127                                                                                                                                | 44103103-HX-Y54  | TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow                                | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,522.80                             | 0.00                      |
| 128                                                                                                                                | 44103103-HP-M63  | TONER CARTRIDGE, HP CF413A (HP410A), Magenta                                 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,038.80                             | 0.00                      |
| 129                                                                                                                                | 44103103-HX-M54  | TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta                               | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,522.80                             | 0.00                      |
| 130                                                                                                                                | 44103103-HP-B34  | TONER CARTRIDGE, HP Q2612A, Black                                            | cart            | 23                           | 0   | 0   | 23 | 86,112.00 | 3     | 0   | 0    | 3   | 11,232.00 | 23   | 0   | 0    | 23 | 86,112.00 | 3   | 0   | 0   | 3  | 11,232.00 | 52                          | 3,744.00                             | 194,688.00                |
| 131                                                                                                                                | 44103103-HP-B48  | TONER CARTRIDGE, HP Q7553A, Black                                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 4,680.00                             | 0.00                      |
| 132                                                                                                                                | 44103103-SA-B03  | TONER CARTRIDGE, SAMSUNG ML-D2850B, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 5,116.80                             | 0.00                      |
| 133                                                                                                                                | 44103103-SA-B06  | TONER CARTRIDGE, SAMSUNG MLT-D101S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,484.00                             | 0.00                      |
| 134                                                                                                                                | 44103103-SA-B07  | TONER CARTRIDGE, SAMSUNG MLT-D103S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,689.44                             | 0.00                      |
| 135                                                                                                                                | 44103103-SA-B08  | TONER CARTRIDGE, SAMSUNG MLT-D104S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 2,454.40                             | 0.00                      |
| 136                                                                                                                                | 44103103-SA-B09  | TONER CARTRIDGE, SAMSUNG MLT-D105L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,380.00                             | 0.00                      |
| 137                                                                                                                                | 44103103-SA-B14  | TONER CARTRIDGE, SAMSUNG MLT-D108S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,289.52                             | 0.00                      |
| 138                                                                                                                                | 44103103-SA-B21  | TONER CARTRIDGE, SAMSUNG MLT-D203E, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 8,304.40                             | 0.00                      |
| 139                                                                                                                                | 44103103-SA-B18  | TONER CARTRIDGE, SAMSUNG MLT-D203L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 3,956.16                             | 0.00                      |
| 140                                                                                                                                | 44103103-SA-B20  | TONER CARTRIDGE, SAMSUNG MLT-D203U, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 6,442.80                             | 0.00                      |
| 141                                                                                                                                | 44103103-SA-B12  | TONER CARTRIDGE, SAMSUNG MLT-D205E, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 7,321.14                             | 0.00                      |
| 142                                                                                                                                | 44103103-SA-B05  | TONER CARTRIDGE, SAMSUNG MLT-D205L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 4,533.36                             | 0.00                      |
| 143                                                                                                                                | 44103103-SA-B10  | TONER CARTRIDGE, SAMSUNG SCX-D6555A, Black                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 4,066.40                             | 0.00                      |
| SOFTWARE                                                                                                                           |                  |                                                                              |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |    |           |     |     |     |    |           |                             |                                      |                           |
| 1                                                                                                                                  | 43231513-SFT-001 | Business function specific software                                          | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 2                                                                                                                                  | 43231602-SFT-002 | Finance accounting and enterprise resource planning ERP software             | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 3                                                                                                                                  | 43232004-SFT-003 | Computer game or entertainment software                                      | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 4                                                                                                                                  | 43232107-SFT-004 | Content authoring and editing software                                       | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 5                                                                                                                                  | 43232202-SFT-005 | Content management software                                                  | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 6                                                                                                                                  | 43232304-SFT-006 | Data management and query software                                           | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 7                                                                                                                                  | 43232402-SFT-007 | Development software                                                         | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 8                                                                                                                                  | 43232505-SFT-008 | Educational or reference software                                            | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 9                                                                                                                                  | 43232603-SFT-009 | Industry specific software                                                   | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 10                                                                                                                                 | 43233501-SFT-016 | Information exchange software                                                | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 11                                                                                                                                 | 43232701-SFT-010 | Network applications software                                                | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 12                                                                                                                                 | 43232802-SFT-011 | Network management software                                                  | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 13                                                                                                                                 | 43232905-SFT-012 | Networking software                                                          | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 14                                                                                                                                 | 43233004-SFT-013 | Operating environment software                                               | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 15                                                                                                                                 | 43233205-SFT-014 | Security and protection software                                             | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| 16                                                                                                                                 | 43233405-SFT-015 | Utility and device driver software                                           | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |                  |                                                                              |                 |                              |     |     |    |           |       |     |      |     |           |      |     |      |    |           |     |     |     |    |           |                             |                                      |                           |
| 1                                                                                                                                  |                  | GLASS CLEANER, Regular with trigger head, 500ml                              | bottle          | 1                            | 1   |     | 2  | 620.00    | 100   | 1   | 1    | 102 | 31,620.00 |      |     |      | 0  | 0.00      | 1   | 1   |     | 2  | 620.00    | 106                         | 310.00                               | 32,860.00                 |
| 2                                                                                                                                  |                  | Hygienic Automatic Toilet Cleaner, Lemon Breeze Scent 2 blocks 28.82oz (80g) | pack            |                              |     |     | 0  | 0.00      | 50    |     |      | 50  | 15,500.00 |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 50                          | 310.00                               | 15,500.00                 |
| 3                                                                                                                                  |                  | Dishwashing Liquid, concentrated, lemon scent, 1000ml                        | bottle          | 1                            | 1   | 1   | 3  | 1,044.00  | 50    | 1   | 1    | 52  | 18,096.00 |      | 1   | 1    | 2  | 696.00    | 1   | 1   | 1   | 3  | 1,044.00  | 60                          | 348.00                               | 20,880.00                 |
| 4                                                                                                                                  |                  | Disinfectant Multi-Action Cleaner, scented 900ml                             | bottle          |                              |     |     | 0  | 0.00      | 100   |     |      | 100 | 35,000.00 |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 100                         | 350.00                               | 35,000.00                 |

| Item & Specifications |  |                                                    | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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  |
| 5                     |  | Laundry Gloves, rubberized, size: L                | pair            |                              | 1   | 1   | 2  | 300.00    | 50    |     |      | 50 | 7,500.00  | 1    | 1   |      | 2  | 300.00    |     |     |     | 0                           | 0.00                                 | 54                        | 150.00    | 8,100.00   |
| 6                     |  | Duster Mop with refill                             | set             |                              |     |     | 0  | 0.00      | 20    |     |      | 20 | 13,000.00 |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 20                        | 650.00    | 13,000.00  |
| 7                     |  | Duster Mophead                                     | piece           |                              |     |     | 0  | 0.00      | 30    |     |      | 30 | 10,500.00 |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 30                        | 350.00    | 10,500.00  |
| 8                     |  | Retractable Glass Window Wiper Cleaner with Sponge | piece           |                              |     |     | 0  | 0.00      | 20    |     |      | 20 | 7,000.00  |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 20                        | 350.00    | 7,000.00   |
| 9                     |  | Air Conditioner Unit                               | piece           | 1                            |     |     | 1  | 30,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 30,000.00 | 30,000.00  |
| 10                    |  | UPS 1000VA                                         | piece           | 2                            |     |     | 2  | 10,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 5,000.00  | 10,000.00  |
| 11                    |  | Typewriter (Electronic)                            | unit            | 1                            |     |     | 1  | 45,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 45,000.00 | 45,000.00  |
| 12                    |  | USB Flashdrive (8GB)                               | piece           | 5                            |     |     | 5  | 1,750.00  |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 1,750.00  |     |     |     | 0                           | 0.00                                 | 10                        | 350.00    | 3,500.00   |
| 13                    |  | Bill Counter Machine (Brand: Glory GFB)            | unit            | 1                            |     |     | 1  | 50,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 50,000.00 | 50,000.00  |
| 14                    |  | Pentel Pen Ink Refill (Black)                      | bottle          | 2                            |     |     | 2  | 166.00    |       |     |      | 0  | 0.00      | 2    |     |      | 2  | 166.00    | 1   |     |     | 1                           | 83.00                                | 5                         | 83.00     | 415.00     |
| 15                    |  | Typewriter Ribbon                                  | piece           | 3                            |     |     | 3  | 120.00    |       |     |      | 0  | 0.00      | 3    |     |      | 3  | 120.00    |     |     |     | 0                           | 0.00                                 | 6                         | 40.00     | 240.00     |
| 16                    |  | Official Cash Book (Small) Gen. Form No. 51        | piece           | 5                            |     |     | 5  | 1,000.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 5                         | 200.00    | 1,000.00   |
| 17                    |  | Brother TN-2380 Ink Black                          | piece           | 23                           | 3   |     | 26 | #####     | 20    |     |      | 20 | #####     | 28   | 3   |      | 31 | #####     | 21  | 1   | 1   | 23                          | #####                                | 100                       | 6,042.00  | 604,200.00 |
| 18                    |  | EPSON LX310 Ribbon                                 | piece           | 2                            |     |     | 2  | 400.00    | 2     |     |      | 2  | 400.00    | 2    |     |      | 2  | 400.00    | 2   |     |     | 2                           | 400.00                               | 8                         | 200.00    | 1,600.00   |
| 19                    |  | Correction Pen (Uni)                               | piece           | 10                           |     |     | 10 | 1,110.00  | 10    |     |      | 10 | 1,110.00  | 10   |     |      | 10 | 1,110.00  | 10  |     |     | 10                          | 1,110.00                             | 40                        | 111.00    | 4,440.00   |
| 20                    |  | Correction Tape Refill (2 pcs/pack)                | pack            | 14                           | 3   | 3   | 20 | 848.00    | 12    | 2   | 2    | 16 | 678.40    | 12   | 2   | 2    | 16 | 678.40    | 13  | 3   | 4   | 20                          | 848.00                               | 72                        | 42.40     | 3,052.80   |
| 21                    |  | Data File Folder Legal Top Mechanism               | piece           | 10                           |     |     | 10 | 3,750.00  | 10    |     |      | 10 | 3,750.00  | 10   |     |      | 10 | 3,750.00  | 10  |     |     | 10                          | 3,750.00                             | 40                        | 375.00    | 15,000.00  |
| 22                    |  | Employee's Leave Card Legal (Thick)                | piece           |                              |     |     | 0  | 0.00      | 40    |     |      | 40 | 2,000.00  |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 40                        | 50.00     | 2,000.00   |
| 23                    |  | Optical Disc, CD+R, 700 MB w/ casing               | piece           | 12                           |     |     | 12 | 420.00    |       |     |      | 0  | 0.00      | 12   |     |      | 12 | 420.00    |     |     |     | 0                           | 0.00                                 | 24                        | 35.00     | 840.00     |
| 24                    |  | Ballpen (Black/Blue)                               | piece           | 18                           |     |     | 18 | 180.00    | 18    |     |      | 18 | 180.00    | 18   |     |      | 18 | 180.00    | 18  |     |     | 18                          | 180.00                               | 72                        | 10.00     | 720.00     |
| 25                    |  | Tape, Double Sided 48mm                            | roll            | 15                           |     |     | 15 | 1,200.00  | 15    |     |      | 15 | 1,200.00  | 15   |     |      | 15 | 1,200.00  | 15  |     |     | 15                          | 1,200.00                             | 60                        | 80.00     | 4,800.00   |
| 26                    |  | Tape, Double Sided 24mm                            | roll            | 12                           |     | 10  | 22 | 1,749.00  | 12    |     |      | 12 | 954.00    | 12   |     |      | 12 | 954.00    | 12  |     |     | 12                          | 954.00                               | 58                        | 79.50     | 4,611.00   |
| 27                    |  | Fastener Long, Plastic                             | box             |                              |     | 6   | 6  | 1,560.00  | 20    |     |      | 20 | 5,200.00  |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 26                        | 260.00    | 6,760.00   |
| 28                    |  | Fastener Short, Plastic                            | box             | 1                            | 1   | 1   | 3  | 227.25    | 20    |     |      | 20 | 1,515.00  | 1    | 1   | 1    | 3  | 227.25    |     |     |     | 0                           | 0.00                                 | 26                        | 75.75     | 1,969.50   |
| 29                    |  | Trash Can                                          | piece           | 3                            |     |     | 3  | 300.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 3                         | 100.00    | 300.00     |
| 30                    |  | Computer Cleaner                                   | piece           | 1                            |     |     | 1  | 200.00    |       |     |      | 0  | 0.00      | 1    |     |      | 1  | 200.00    |     |     |     | 0                           | 0.00                                 | 2                         | 200.00    | 400.00     |
| 31                    |  | Paint Brush 2"                                     | piece           | 2                            |     |     | 2  | 100.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 50.00     | 100.00     |
| 32                    |  | Feather Duster                                     | piece           | 1                            |     |     | 1  | 100.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 100.00    | 100.00     |
| 33                    |  | Finger Moistener                                   | piece           | 3                            |     |     | 3  | 150.00    |       |     |      | 0  | 0.00      | 1    |     |      | 1  | 50.00     |     |     |     | 0                           | 0.00                                 | 4                         | 50.00     | 200.00     |
| 34                    |  | Dater Stamp w/ PAID                                | piece           | 2                            |     |     | 2  | 300.00    | 3     |     |      | 3  | 450.00    | 3    |     |      | 3  | 450.00    | 3   |     |     | 3                           | 450.00                               | 11                        | 150.00    | 1,650.00   |
| 35                    |  | Dater Stamp w/ RECEIVED                            | piece           | 3                            |     |     | 3  | 450.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 3                         | 150.00    | 450.00     |
| 36                    |  | EPSON L3150 Black Ink                              | piece           | 15                           |     |     | 15 | 5,565.00  | 15    |     |      | 15 | 5,565.00  | 15   |     |      | 15 | 5,565.00  | 15  |     |     | 15                          | 5,565.00                             | 60                        | 371.00    | 22,260.00  |
| 37                    |  | EPSON L3150 Cyan Ink                               | piece           | 15                           |     |     | 15 | 5,565.00  | 15    |     |      | 15 | 5,565.00  | 15   |     |      | 15 | 5,565.00  | 15  |     |     | 15                          | 5,565.00                             | 60                        | 371.00    | 22,260.00  |
| 38                    |  | EPSON L3150 Yellow Ink                             | piece           | 15                           |     |     | 15 | 5,565.00  | 15    |     |      | 15 | 5,565.00  | 15   |     |      | 15 | 5,565.00  | 15  |     |     | 15                          | 5,565.00                             | 60                        | 371.00    | 22,260.00  |
| 39                    |  | EPSON L3150 Magenta Ink                            | piece           | 15                           |     |     | 15 | 5,565.00  | 15    |     |      | 15 | 5,565.00  | 15   |     |      | 15 | 5,565.00  | 15  |     |     | 15                          | 5,565.00                             | 60                        | 371.00    | 22,260.00  |
| 40                    |  | Kyocera TK-8349 Black Toner                        | Cartridge       | 6                            |     | 6   | 12 | 96,768.00 | 10    |     |      | 10 | 80,640.00 | 6    |     | 1    | 7  | 56,448.00 | 6   |     |     | 6                           | 48,384.00                            | 35                        | 8,064.00  | 282,240.00 |
| 41                    |  | Kyocera TK-8349 Yellow Toner                       | Cartridge       | 6                            |     | 5   | 11 | #####     | 11    |     |      | 11 | #####     | 6    |     |      | 6  | 87,360.00 | 7   |     |     | 7                           | #####                                | 35                        | 14,560.00 | 509,600.00 |
| 42                    |  | Kyocera TK-8349 Cyan Toner                         | Cartridge       | 6                            |     | 5   | 11 | #####     | 11    |     |      | 11 | #####     | 6    |     |      | 6  | 87,360.00 | 7   |     |     | 7                           | #####                                | 35                        | 14,560.00 | 509,600.00 |
| 43                    |  | Kyocera TK-8349 Magenta Toner                      | Cartridge       | 6                            |     | 5   | 11 | #####     | 11    |     |      | 11 | #####     | 6    |     |      | 6  | 87,360.00 | 7   |     |     | 7                           | #####                                | 35                        | 14,560.00 | 509,600.00 |
| 44                    |  | TNP40 Toner Black                                  | Cartridge       | 5                            |     | 5   | 10 | #####     | 5     |     |      | 5  | 59,000.00 | 5    |     |      | 5  | 59,000.00 | 5   |     |     | 5                           | 59,000.00                            | 25                        | 11,800.00 | 295,000.00 |

| Item & Specifications |  |                                                                      | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |    |           |      |     |      |    |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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  |
| 45                    |  | Imaging Cartridge IUP18                                              | Cartridge       |                              |     |     | 0   | 0.00      | 12    |     |      | 12 | 42,000.00 |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 12                        | 3,500.00  | 42,000.00  |
| 46                    |  | Construction Paper, Assorted (10pcs/pack)                            | pack            | 10                           |     |     | 10  | 800.00    | 10    |     |      | 10 | 800.00    | 10   |     |      | 10 | 800.00    | 10  |     |     | 10                          | 800.00                               | 40                        | 80.00     | 3,200.00   |
| 47                    |  | Certificate Frame                                                    | piece           | 10                           |     |     | 10  | 6,500.00  | 20    |     |      | 20 | 13,000.00 | 10   |     |      | 10 | 6,500.00  | 10  |     |     | 10                          | 6,500.00                             | 50                        | 650.00    | 32,500.00  |
| 48                    |  | Sticker Paper (80mm x 120mm) 100pcs/pack                             | pack            | 2                            |     |     | 2   | 700.00    | 5     |     |      | 5  | 1,750.00  | 5    |     |      | 5  | 1,750.00  |     |     |     | 0                           | 0.00                                 | 12                        | 350.00    | 4,200.00   |
| 49                    |  | Laminating pouch A4                                                  | pack            | 5                            |     |     | 5   | 15,359.40 | 5     |     |      | 5  | 15,359.40 | 5    |     |      | 5  | 15,359.40 | 5   |     |     | 5                           | 15,359.40                            | 20                        | 3,071.88  | 61,437.60  |
| 50                    |  | Laminating pouch A3                                                  | pack            | 3                            |     |     | 3   | 12,672.30 | 3     |     |      | 3  | 12,672.30 | 3    |     |      | 3  | 12,672.30 | 3   |     |     | 3                           | 12,672.30                            | 12                        | 4,224.10  | 50,689.20  |
| 51                    |  | Seagull Sheets A4 (10pcs/pack)                                       | pack            | 10                           |     |     | 10  | 1,378.00  | 10    |     |      | 10 | 1,378.00  | 10   |     |      | 10 | 1,378.00  | 10  |     |     | 10                          | 1,378.00                             | 40                        | 137.80    | 5,512.00   |
| 52                    |  | PVC Cover 300mic A4                                                  | pack            | 1                            |     |     | 1   | 950.00    | 1     |     |      | 1  | 950.00    | 1    |     |      | 1  | 950.00    | 1   |     |     | 1                           | 950.00                               | 4                         | 950.00    | 3,800.00   |
| 53                    |  | Premium Colored Paper (Green) Short, 80gsm                           | pack            | 2                            |     |     | 2   | 500.00    | 4     |     |      | 4  | 1,000.00  | 4    |     |      | 4  | 1,000.00  |     |     |     | 0                           | 0.00                                 | 10                        | 250.00    | 2,500.00   |
| 54                    |  | Signpen Energel 0.5mm Black                                          | piece           | 20                           |     |     | 20  | 4,200.00  | 20    |     |      | 20 | 4,200.00  | 20   |     |      | 20 | 4,200.00  | 20  |     |     | 20                          | 4,200.00                             | 80                        | 210.00    | 16,800.00  |
| 55                    |  | Signpen Energel 0.5mm Blue                                           | piece           | 20                           |     |     | 20  | 4,200.00  | 20    |     |      | 20 | 4,200.00  | 20   |     |      | 20 | 4,200.00  | 20  |     |     | 20                          | 4,200.00                             | 80                        | 210.00    | 16,800.00  |
| 56                    |  | Ballpen Red (50pcs/box)                                              | box             | 1                            |     |     | 1   | 508.80    | 2     |     |      | 2  | 1,017.60  |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 3                         | 508.80    | 1,526.40   |
| 57                    |  | Duct Tape, width: 3 inches                                           | roll            | 3                            | 1   | 21  | 25  | 2,377.00  | 2     | 1   | 1    | 4  | 380.32    | 2    |     |      | 2  | 190.16    | 3   | 1   | 1   | 5                           | 475.40                               | 36                        | 95.08     | 3,422.88   |
| 58                    |  | Card Reader                                                          | piece           | 5                            |     |     | 5   | 1,000.00  | 5     |     |      | 5  | 1,000.00  | 5    |     |      | 5  | 1,000.00  | 5   |     |     | 5                           | 1,000.00                             | 20                        | 200.00    | 4,000.00   |
| 59                    |  | USB Flashdrive (16GB)                                                | piece           | 5                            |     |     | 5   | 4,747.20  | 5     |     |      | 5  | 4,747.20  | 5    |     |      | 5  | 4,747.20  | 5   |     |     | 5                           | 4,747.20                             | 20                        | 949.44    | 18,988.80  |
| 60                    |  | USB Flashdrive (32GB)                                                | piece           | 10                           |     |     | 10  | 11,607.00 | 5     |     |      | 5  | 5,803.50  | 10   |     |      | 10 | 11,607.00 | 5   |     |     | 5                           | 5,803.50                             | 30                        | 1,160.70  | 34,821.00  |
| 61                    |  | USB Flashdrive (64GB)                                                | piece           | 15                           |     |     | 15  | 20,595.30 | 5     |     |      | 5  | 6,865.10  | 15   |     |      | 15 | 20,595.30 | 5   |     |     | 5                           | 6,865.10                             | 40                        | 1,373.02  | 54,920.80  |
| 62                    |  | USB Hub                                                              | piece           | 5                            |     |     | 5   | 750.00    | 5     |     |      | 5  | 750.00    | 5    |     |      | 5  | 750.00    | 5   |     |     | 5                           | 750.00                               | 20                        | 150.00    | 3,000.00   |
| 63                    |  | Air Conditioning Unit, Split Type (upright) 3 Toner                  | unit            |                              |     | 1   | 1   | 30,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 30,000.00 | 30,000.00  |
| 64                    |  | CHAIR, office desk chair without wheels                              | piece           |                              |     | 2   | 2   | 10,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 5,000.00  | 10,000.00  |
| 65                    |  | FOLDER, DATA FILE, for Legal size documents (Side Mechanism) w/ Logo | piece           |                              |     | 200 | 200 | 75,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 200                       | 375.00    | 75,000.00  |
| 66                    |  | KN95 FACE MASK                                                       | piece           |                              |     | 500 | 500 | 2,500.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 500                       | 5.00      | 2,500.00   |
| 67                    |  | NOTE PAD, stick on, 1" x 2", 100 sheets per pad                      | pad             |                              |     | 10  | 10  | 300.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 30.00     | 300.00     |
| 68                    |  | NOTE PAD, stick on, 1" x 3", 100 sheets per pad                      | pad             |                              |     | 10  | 10  | 350.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 35.00     | 350.00     |
| 69                    |  | NUMBER STAMP, Rubberized (12 Digit) Shiny No. 2-12 band              | piece           |                              |     | 4   | 4   | 2,800.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 4                         | 700.00    | 2,800.00   |
| 70                    |  | NUMBER STAMP, Rubberized (8 Digit) Shiny No. 2-12 band               | piece           |                              |     | 4   | 4   | 1,600.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 4                         | 400.00    | 1,600.00   |
| 71                    |  | SIGN PEN, Black, liquid or gel (Fine Tech .3)                        | piece           |                              |     | 24  | 24  | 720.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 24                        | 30.00     | 720.00     |
| 72                    |  | SIGN PEN, Black, liquid or gel (G-TEC-C4)                            | piece           |                              |     | 24  | 24  | 1,920.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 24                        | 80.00     | 1,920.00   |
| 73                    |  | SIGN PEN, Blue, liquid or gel (Fine Tech .3)                         | piece           |                              |     | 24  | 24  | 720.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 24                        | 30.00     | 720.00     |
| 74                    |  | SIGN PEN, Red, liquid or gel (Fine Tech .3)                          | piece           |                              |     | 24  | 24  | 720.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 24                        | 30.00     | 720.00     |
| 75                    |  | SMART Television                                                     | unit            |                              |     | 1   | 1   | 80,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 80,000.00 | 80,000.00  |
| 76                    |  | STORAGE BOX w/ logo                                                  | piece           | 30                           |     | 200 | 230 | 92,644.00 | 30    |     |      | 30 | 12,084.00 | 30   |     |      | 30 | 12,084.00 | 30  |     |     | 30                          | 12,084.00                            | 320                       | 402.80    | 128,896.00 |
| 77                    |  | TISSUE, rolled paper towel                                           | piece           |                              |     | 50  | 50  | 2,500.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 50                        | 50.00     | 2,500.00   |
| 78                    |  | TONER CARTRIDGE, BROTHER (LC3619XL) Black                            | cart            | 20                           |     |     | 20  | 26,000.00 |       |     |      | 0  | 0.00      | 20   |     |      | 20 | 26,000.00 |     |     |     | 0                           | 0.00                                 | 40                        | 1,300.00  | 52,000.00  |
| 79                    |  | TONER CARTRIDGE, BROTHER (LC3619XL) Cyan                             | cart            | 15                           |     |     | 15  | 16,500.00 |       |     |      | 0  | 0.00      | 15   |     |      | 15 | 16,500.00 |     |     |     | 0                           | 0.00                                 | 30                        | 1,100.00  | 33,000.00  |
| 80                    |  | TONER CARTRIDGE, BROTHER (LC3619XL) Yellow                           | cart            | 15                           |     |     | 15  | 16,500.00 |       |     |      | 0  | 0.00      | 15   |     |      | 15 | 16,500.00 |     |     |     | 0                           | 0.00                                 | 30                        | 1,100.00  | 33,000.00  |
| 81                    |  | TONER CARTRIDGE, BROTHER (LC3619XL) Magenta                          | cart            | 15                           |     |     | 15  | 16,500.00 |       |     |      | 0  | 0.00      | 15   |     |      | 15 | 16,500.00 |     |     |     | 0                           | 0.00                                 | 30                        | 1,100.00  | 33,000.00  |
| 82                    |  | Brother Toner 2540                                                   | pc              | 20                           |     |     | 20  | 69,000.00 |       |     |      | 0  | 0.00      | 20   |     |      | 20 | 69,000.00 |     |     |     | 0                           | 0.00                                 | 40                        | 3,450.00  | 138,000.00 |
| 83                    |  | PAPER, MULTICOPY A3, 500 sheets per ream                             | ream            | 3                            |     |     | 3   | 1,860.00  |       |     |      | 0  | 0.00      | 2    |     |      | 2  | 1,240.00  |     |     |     | 0                           | 0.00                                 | 5                         | 620.00    | 3,100.00   |
| 84                    |  | Wireless Keyboard                                                    | pc              | 5                            |     |     | 5   | 7,500.00  |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 7,500.00  |     |     |     | 0                           | 0.00                                 | 10                        | 1,500.00  | 15,000.00  |

| Item & Specifications |  |                                                        | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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  |
| 85                    |  | White Board Eraser                                     | piece           | 5                            |     |     | 5  | 125.00    |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 5                         | 25.00     | 125.00     |
| 86                    |  | White Board with Aluminum Alloy Frame 35cm x 50cm      | piece           | 5                            |     |     | 5  | 1,000.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 5                         | 200.00    | 1,000.00   |
| 87                    |  | Cork Board with Aluminum Alloy Frame 18" x 24"         | piece           | 3                            |     |     | 3  | 1,200.00  |       |     |      | 0  | 0.00      | 3    |     |      | 3  | 1,200.00  |     |     |     | 0                           | 0.00                                 | 6                         | 400.00    | 2,400.00   |
| 88                    |  | Water Dispenser Floor Type/Free Standing, Hot and Cold | unit            | 2                            |     |     | 2  | 10,800.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 5,400.00  | 10,800.00  |
| 89                    |  | Lettering Guide 275 CL/200 CL/ 140 CL/ 60 CL/50 CL     | piece           | 3                            |     |     | 3  | 3,240.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 3                         | 1,080.00  | 3,240.00   |
| 90                    |  | Toner TN 228 for INEO+ 226i, Yellow                    | cart            | 2                            |     |     | 2  | 36,000.00 |       |     |      | 0  | 0.00      | 2    |     |      | 2  | 36,000.00 |     |     |     | 0                           | 0.00                                 | 4                         | 18,000.00 | 72,000.00  |
| 91                    |  | Toner TN 228 for INEO+ 226i, Magenta                   | cart            | 2                            |     |     | 2  | 36,000.00 |       |     |      | 0  | 0.00      | 2    |     |      | 2  | 36,000.00 |     |     |     | 0                           | 0.00                                 | 4                         | 18,000.00 | 72,000.00  |
| 92                    |  | Toner TN 228 for INEO+ 226i, Cyan                      | cart            | 2                            |     |     | 2  | 36,000.00 |       |     |      | 0  | 0.00      | 2    |     |      | 2  | 36,000.00 |     |     |     | 0                           | 0.00                                 | 4                         | 18,000.00 | 72,000.00  |
| 93                    |  | Toner TN 228 for INEO+ 226i, Black                     | cart            | 1                            |     |     | 1  | 18,000.00 | 1     |     |      | 1  | 18,000.00 | 1    |     |      | 1  | 18,000.00 | 1   |     |     | 1                           | 18,000.00                            | 4                         | 18,000.00 | 72,000.00  |
| 94                    |  | Stamp Pad Ink, Purple 50ml                             | piece           | 5                            |     |     | 5  | 250.00    |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 250.00    |     |     |     | 0                           | 0.00                                 | 10                        | 50.00     | 500.00     |
| 95                    |  | Ink Cartridge, Brother TN 2480                         | cart            | 10                           |     |     | 10 | 50,000.00 |       |     |      | 0  | 0.00      | 10   |     |      | 10 | 50,000.00 |     |     |     | 0                           | 0.00                                 | 20                        | 5,000.00  | 100,000.00 |
| 96                    |  | Ink Cartridge, RISO FW                                 | cart            | 2                            |     |     | 2  | 32,000.00 | 1     |     |      | 1  | 16,000.00 | 2    |     |      | 2  | 32,000.00 | 1   |     |     | 1                           | 16,000.00                            | 6                         | 16,000.00 | 96,000.00  |
| 97                    |  | Cannon LBP 2900-12A, Compatible Toner                  | cart            | 5                            |     |     | 5  | 22,500.00 |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 22,500.00 |     |     |     | 0                           | 0.00                                 | 10                        | 4,500.00  | 45,000.00  |
| 98                    |  | HP 1102 (85A), Compatible Toner                        | cart            | 5                            |     |     | 5  | 15,000.00 |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 15,000.00 |     |     |     | 0                           | 0.00                                 | 10                        | 3,000.00  | 30,000.00  |
| 99                    |  | Epson 003, Black                                       | cart            | 15                           |     |     | 15 | 22,470.00 |       |     |      | 0  | 0.00      | 15   |     |      | 15 | 22,470.00 |     |     |     | 0                           | 0.00                                 | 30                        | 1,498.00  | 44,940.00  |
| 100                   |  | Epson 003, Yellow                                      | cart            | 10                           |     |     | 10 | 14,980.00 |       |     |      | 0  | 0.00      | 10   |     |      | 10 | 14,980.00 |     |     |     | 0                           | 0.00                                 | 20                        | 1,498.00  | 29,960.00  |
| 101                   |  | Epson 003, Cyan                                        | cart            | 10                           |     |     | 10 | 14,980.00 |       |     |      | 0  | 0.00      | 10   |     |      | 10 | 14,980.00 |     |     |     | 0                           | 0.00                                 | 20                        | 1,498.00  | 29,960.00  |
| 102                   |  | Epson 003, Magenta                                     | cart            | 10                           |     |     | 10 | 14,980.00 |       |     |      | 0  | 0.00      | 10   |     |      | 10 | 14,980.00 |     |     |     | 0                           | 0.00                                 | 20                        | 1,498.00  | 29,960.00  |
| 103                   |  | CALCULATOR (Scientific) FX-991 ES                      | pc              | 30                           |     |     | 30 | 55,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 30                        | 1,850.00  | 55,500.00  |
| 104                   |  | Construction Logbook, 150 PAGES                        | pc              | 20                           |     |     | 20 | 22,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 20                        | 1,100.00  | 22,000.00  |
| 105                   |  | Construction Logbook, 200 PAGES                        | pc              | 50                           |     |     | 50 | 57,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 50                        | 1,150.00  | 57,500.00  |
| 106                   |  | Construction Logbook, 250 PAGES                        | pc              | 50                           |     |     | 50 | 57,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 50                        | 1,150.00  | 57,500.00  |
| 107                   |  | Construction Logbook, 300 PAGES                        | pc              | 40                           |     |     | 40 | 48,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 40                        | 1,200.00  | 48,000.00  |
| 108                   |  | Construction Logbook, 350 PAGES                        | pc              | 40                           |     |     | 40 | 48,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 40                        | 1,200.00  | 48,000.00  |
| 109                   |  | Construction Logbook, 400 PAGES                        | pc              | 30                           |     |     | 30 | 37,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 30                        | 1,250.00  | 37,500.00  |
| 110                   |  | Construction Logbook, 450 PAGES                        | pc              | 30                           |     |     | 30 | 37,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 30                        | 1,250.00  | 37,500.00  |
| 111                   |  | Construction Logbook, 500 PAGES                        | pc              | 20                           |     |     | 20 | 26,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 20                        | 1,300.00  | 26,000.00  |
| 112                   |  | Construction Logbook, 550 PAGES                        | pc              | 20                           |     |     | 20 | 26,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 20                        | 1,300.00  | 26,000.00  |
| 113                   |  | Construction Logbook, 600 PAGES                        | pc              | 10                           |     |     | 10 | 13,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 1,350.00  | 13,500.00  |
| 114                   |  | Construction Logbook, 650 PAGES                        | pc              | 10                           |     |     | 10 | 13,500.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 1,350.00  | 13,500.00  |
| 115                   |  | Construction Logbook, 700 PAGES                        | pc              | 10                           |     |     | 10 | 14,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 1,400.00  | 14,000.00  |
| 116                   |  | Construction Logbook, 750 PAGES                        | pc              | 10                           |     |     | 10 | 14,000.00 |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 1,400.00  | 14,000.00  |
| 117                   |  | Construction Logbook, 800 PAGES                        | pc              | 5                            |     |     | 5  | 7,250.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 5                         | 1,450.00  | 7,250.00   |
| 118                   |  | Push pins                                              | pack            | 6                            | 1   | 1   | 8  | 636.00    | 1     | 1   | 1    | 3  | 238.50    | 5    |     |      | 5  | 397.50    |     |     |     | 0                           | 0.00                                 | 16                        | 79.50     | 1,272.00   |
| 119                   |  | Photo Paper                                            | pack            | 5                            |     |     | 5  | 2,093.50  |       |     |      | 0  | 0.00      | 5    |     |      | 5  | 2,093.50  |     |     |     | 0                           | 0.00                                 | 10                        | 418.70    | 4,187.00   |
| 120                   |  | Paper, Multi-Purpose (Copy) A3, 70 gsm                 | ream            | 2                            | 2   | 2   | 6  | 3,052.80  | 2     | 2   | 2    | 6  | 3,052.80  | 2    | 2   | 2    | 6  | 3,052.80  | 2   | 2   | 2   | 6                           | 3,052.80                             | 24                        | 508.80    | 12,211.20  |
| 121                   |  | Stabilo Highlighter (assorted)                         | piece           | 15                           |     |     | 15 | 874.50    |       |     |      | 0  | 0.00      | 15   |     |      | 15 | 874.50    |     |     |     | 0                           | 0.00                                 | 30                        | 58.30     | 1,749.00   |
| 122                   |  | BALLPEN, BLACK, ordinary, 50 pieces per box            | box             | 5                            |     | 1   | 6  | 3,816.00  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      | 1   |     |     | 1                           | 636.00                               | 7                         | 636.00    | 4,452.00   |
| 123                   |  | Pilot FriXion Point Erasable Gel Pen, 0.4mm - Black    | pc              | 30                           |     |     | 30 | 4,197.60  |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0                           | 0.00                                 | 30                        | 139.92    | 4,197.60   |
| 124                   |  | SIGNPEN, hi-techpoint v7-rt, blue 1.0                  | box             | 2                            |     |     | 2  | 3,456.00  | 2     |     |      | 2  | 3,456.00  | 2    |     |      | 2  | 3,456.00  | 2   |     |     | 2                           | 3,456.00                             | 8                         | 1,728.00  | 13,824.00  |

| Item & Specifications |  |                                         | Unit of Measure | Monthly Quantity Requirement |     |     |      |           |       |     |      |      |           |      |     |      |      |           |     |     |     | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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  |
| 125                   |  | ENGINEER'S Fieldbook                    | pc              | 20                           |     |     | 20   | 2,300.00  | 20    |     |      | 20   | 2,300.00  | 20   |     |      | 20   | 2,300.00  | 20  |     |     | 20                          | 2,300.00                             | 80                        | 115.00    | 9,200.00   |
| 126                   |  | POST It 3x3 (Assorted NEON)             | pc              | 20                           |     |     | 20   | 2,880.00  |       |     |      | 0    | 0.00      | 20   |     |      | 20   | 2,880.00  |     |     |     | 0                           | 0.00                                 | 40                        | 144.00    | 5,760.00   |
| 127                   |  | ELMER'S GLUE, 473 ml                    | pc              | 1                            | 1   | 1   | 3    | 1,179.00  | 1     | 1   | 1    | 3    | 1,179.00  | 1    | 1   | 1    | 3    | 1,179.00  | 1   | 1   | 1   | 3                           | 1,179.00                             | 12                        | 393.00    | 4,716.00   |
| 128                   |  | Valiant Engineers Logbook               | piece           | 40                           |     |     | 40   | 3,400.00  |       |     |      | 0    | 0.00      |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 40                        | 85.00     | 3,400.00   |
| 129                   |  | Safety Shoes                            | pairs           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      | 19   |     |      | 19   | 95,000.00 | 35  |     |     | 35                          | #####                                | 54                        | 5,000.00  | 270,000.00 |
| 130                   |  | Safety Jacket                           | piece           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      |      |     |      | 0    | 0.00      | 35  |     |     | 35                          | 70,000.00                            | 35                        | 2,000.00  | 70,000.00  |
| 131                   |  | Safety Vest                             | piece           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      |      |     |      | 0    | 0.00      | 35  |     |     | 35                          | 3,500.00                             | 35                        | 100.00    | 3,500.00   |
| 132                   |  | Raincoat set (Pajama and Jacket)        | set             |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      |      |     |      | 0    | 0.00      | 35  |     |     | 35                          | 17,850.00                            | 35                        | 510.00    | 17,850.00  |
| 133                   |  | Rainboots                               | pairs           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      |      |     |      | 0    | 0.00      | 35  |     |     | 35                          | 9,450.00                             | 35                        | 270.00    | 9,450.00   |
| 134                   |  | KP94 Mask, 4 ply, white 10pcs/pack      | pack            | 100                          | 100 | 100 | 300  | 9,000.00  | 100   | 100 | 100  | 300  | 9,000.00  | 100  | 100 | 100  | 300  | 9,000.00  | 100 | 100 | 100 | 300                         | 9,000.00                             | 1200                      | 30.00     | 36,000.00  |
| 135                   |  | Folder, White Long                      | piece           | 5                            | 5   | 5   | 15   | 302.40    | 10    | 5   | 5    | 20   | 403.20    | 10   | 5   | 5    | 20   | 403.20    | 5   | 5   | 5   | 15                          | 302.40                               | 70                        | 20.16     | 1,411.20   |
| 136                   |  | Customized Materials Logbook, 150 Pages | piece           | 2                            | 2   | 2   | 6    | 6,180.00  | 2     | 2   | 2    | 6    | 6,180.00  |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 12                        | 1,030.00  | 12,360.00  |
| 137                   |  | Customized Materials Logbook, 200 Pages | piece           | 2                            | 2   | 2   | 6    | 6,360.00  | 2     | 2   | 2    | 6    | 6,360.00  |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 12                        | 1,060.00  | 12,720.00  |
| 138                   |  | Customized Materials Logbook, 500 Pages | piece           |                              |     |     | 0    | 0.00      | 2     | 2   | 2    | 6    | 7,140.00  |      |     |      | 0    | 0.00      | 2   | 2   | 2   | 6                           | 7,140.00                             | 12                        | 1,190.00  | 14,280.00  |
| 139                   |  | Customized Materials Logbook, 600 Pages | piece           |                              |     |     | 0    | 0.00      | 2     | 2   | 2    | 6    | 7,680.00  |      |     |      | 0    | 0.00      | 2   | 2   | 2   | 6                           | 7,680.00                             | 12                        | 1,280.00  | 15,360.00  |
| 140                   |  | Customized Materials Logbook, 800 Pages | piece           | 2                            | 2   | 1   | 5    | 6,750.00  | 2     | 2   | 1    | 5    | 6,750.00  |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 10                        | 1,350.00  | 13,500.00  |
| 141                   |  | RISO TNP42                              | piece           | 2                            |     |     | 2    | 23,600.00 |       |     |      | 0    | 0.00      |      | 2   |      | 2    | 23,600.00 | 2   |     |     | 2                           | 23,600.00                            | 6                         | 11,800.00 | 70,800.00  |
| 142                   |  | Deodorizing Cake, Scented Large Size    | piece           | 4                            | 3   | 3   | 10   | 900.00    | 2     | 2   | 1    | 5    | 450.00    | 2    | 2   | 1    | 5    | 450.00    | 4   | 3   | 3   | 10                          | 900.00                               | 30                        | 90.00     | 2,700.00   |
| 143                   |  | SPONGE, Scouring, Heavy Duty 4x6"       | piece           | 1                            | 1   | 1   | 3    | 210.00    | 2     | 1   | 1    | 4    | 280.00    | 2    | 1   | 1    | 4    | 280.00    | 2   | 1   | 1   | 4                           | 280.00                               | 15                        | 70.00     | 1,050.00   |
| 144                   |  | Engine Oil SAE 40 (Synthetic)           | liters          | 6                            | 6   | 4   | 16   | 16,200.00 | 6     | 6   | 4    | 16   | 16,200.00 | 6    | 6   | 4    | 16   | 16,200.00 | 6   | 6   | 4   | 16                          | 16,200.00                            | 64                        | 1,012.50  | 64,800.00  |
| 145                   |  | Differential Oil SAE 140                | liters          |                              |     |     | 0    | 0.00      | 2     | 2   |      | 4    | 1,080.00  |      |     |      | 0    | 0.00      | 2   | 2   |     | 4                           | 1,080.00                             | 8                         | 270.00    | 2,160.00   |
| 146                   |  | Power Steering Fluid SAE 30             | liters          |                              | 1   | 1   | 2    | 680.00    |       |     |      | 0    | 0.00      | 1    | 1   |      | 2    | 680.00    |     |     |     | 0                           | 0.00                                 | 4                         | 340.00    | 1,360.00   |
| 147                   |  | Transmission Oil SAE 90                 | liters          |                              |     |     | 0    | 0.00      |       | 2   | 2    | 4    | 1,400.00  |      |     |      | 0    | 0.00      | 2   | 2   |     | 4                           | 1,400.00                             | 8                         | 350.00    | 2,800.00   |
| 148                   |  | Hydraulic Oil #68                       | pail            |                              |     |     | 0    | 0.00      | 1     |     |      | 1    | 4,350.00  |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 4,350.00  | 4,350.00   |
| 149                   |  | Brake Fluid                             | liters          | 1                            |     |     | 1    | 350.00    |       | 1   | 1    | 2    | 700.00    |      |     |      | 0    | 0.00      | 1   | 1   |     | 2                           | 700.00                               | 5                         | 350.00    | 1,750.00   |
| 150                   |  | Coolant                                 | liters          | 1                            | 1   |     | 2    | 560.00    | 1     | 1   | 1    | 3    | 840.00    | 1    | 1   |      | 2    | 560.00    | 1   | 1   | 1   | 3                           | 840.00                               | 10                        | 280.00    | 2,800.00   |
| 151                   |  | Grease                                  | kg              |                              |     |     | 0    | 0.00      | 1     |     |      | 1    | 200.00    |      |     |      | 0    | 0.00      | 1   |     |     | 1                           | 200.00                               | 2                         | 200.00    | 400.00     |
| 152                   |  | Brake Cleaner                           | can             |                              |     |     | 0    | 0.00      |       |     | 1    | 1    | 350.00    |      |     |      | 0    | 0.00      |     |     | 1   | 1                           | 350.00                               | 2                         | 350.00    | 700.00     |
| 153                   |  | Diesel Fuel                             | liters          | 390                          | 390 | 390 | 1170 | 99,450.00 | 390   | 390 | 390  | 1170 | 99,450.00 | 390  | 390 | 390  | 1170 | 99,450.00 | 390 | 390 | 390 | 1170                        | 99,450.00                            | 4680                      | 85.00     | 397,800.00 |
| 154                   |  | Oil Filter                              | piece           | 1                            | 1   |     | 2    | 2,380.00  | 1     | 1   |      | 2    | 2,380.00  | 1    | 1   |      | 2    | 2,380.00  | 1   | 1   |     | 2                           | 2,380.00                             | 8                         | 1,190.00  | 9,520.00   |
| 155                   |  | Fuel Filter                             | piece           |                              |     | 1   | 1    | 3,580.00  |       | 1   | 1    | 2    | 7,160.00  |      | 1   | 1    | 2    | 7,160.00  |     |     |     | 0                           | 0.00                                 | 5                         | 3,580.00  | 17,900.00  |
| 156                   |  | Air Filter                              | piece           |                              |     |     | 0    | 0.00      | 1     |     |      | 1    | 1,995.00  |      | 1   | 1    | 2    | 3,990.00  |     |     |     | 0                           | 0.00                                 | 3                         | 1,995.00  | 5,985.00   |
| 157                   |  | Aircon Filter                           | piece           |                              |     |     | 0    | 0.00      | 1     |     |      | 1    | 2,880.00  |      | 1   | 1    | 2    | 5,760.00  |     |     |     | 0                           | 0.00                                 | 3                         | 2,880.00  | 8,640.00   |
| 158                   |  | Brake Disc Pad                          | set             | 1                            |     |     | 1    | 2,900.00  | 1     |     |      | 1    | 2,900.00  |      |     |      | 0    | 0.00      | 1   |     |     | 1                           | 2,900.00                             | 3                         | 2,900.00  | 8,700.00   |
| 159                   |  | Brake Shoe Assembly LH/RH               | set             |                              |     |     | 0    | 0.00      |       |     | 1    | 1    | 3,500.00  |      |     |      | 0    | 0.00      | 1   |     | 1   | 1                           | 3,500.00                             | 2                         | 3,500.00  | 7,000.00   |
| 160                   |  | Battery 12Volts, 11 plates              | piece           |                              |     |     | 0    | 0.00      |       | 1   |      | 1    | 10,475.00 |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 1                         | 10,475.00 | 10,475.00  |
| 161                   |  | Battery 12Volts, 11 plates (N70 MF)     | piece           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      |      | 1   |      | 1    | 7,500.00  |     |     |     | 0                           | 0.00                                 | 1                         | 7,500.00  | 7,500.00   |
| 162                   |  | 255/60 R18 Tubeless Tire                | piece           |                              |     |     | 0    | 0.00      | 1     | 1   |      | 2    | 20,950.00 |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 10,475.00 | 20,950.00  |
| 163                   |  | 255/70 R16 Tubeless Tire                | piece           |                              |     |     | 0    | 0.00      |       |     |      | 0    | 0.00      | 1    | 1   |      | 2    | 21,800.00 |     |     |     | 0                           | 0.00                                 | 2                         | 10,900.00 | 21,800.00  |
| 164                   |  | Wiper Blades                            | set             |                              |     |     | 0    | 0.00      |       | 1   | 1    | 2    | 1,620.00  |      |     |      | 0    | 0.00      |     |     |     | 0                           | 0.00                                 | 2                         | 810.00    | 1,620.00   |

| Item & Specifications                                                  |  |                                  | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | 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 |                             |                                      |                           |  |  |  |  |               |
| 165                                                                    |  | Car Air Freshener (Organic)      | bottle          | 1                            |     | 1   | 2  | 390.00    | 1     | 1   |      | 2  | 390.00    |      |     |      | 0  | 0.00      |     | 1   | 1   | 2  | 390.00    | 6                           | 195.00                               | 1,170.00                  |  |  |  |  |               |
| 166                                                                    |  | VS1                              | can             | 1                            |     | 1   | 2  | 660.00    | 1     | 1   |      | 2  | 660.00    |      |     |      | 0  | 0.00      |     | 1   | 1   | 2  | 660.00    | 6                           | 330.00                               | 1,980.00                  |  |  |  |  |               |
| 167                                                                    |  | Reversible Jacket with DPWH Logo | piece           |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      | 19   |     |      | 19 | 57,000.00 |     |     |     | 0  | 0.00      | 19                          | 3,000.00                             | 57,000.00                 |  |  |  |  |               |
|                                                                        |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                                      |                           |  |  |  |  |               |
| A. TOTAL                                                               |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    | P         |                             |                                      |                           |  |  |  |  | 12,267,105.34 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)                   |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    | P         |                             |                                      |                           |  |  |  |  | 1,220,710.52  |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    | P         |                             |                                      |                           |  |  |  |  | -             |
| D. GRAND TOTAL (A + B+ C)                                              |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    | P         |                             |                                      |                           |  |  |  |  | 13,427,815.76 |
| E. APPROVED BUDGET BY THE AGENCY HEAD<br>In Figures and Words:         |  |                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                                      |                           |  |  |  |  |               |

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

Prepared by:

  
\_\_\_\_\_  
JUNIFER A. ARMIROLA  
Property/Supply Officer

Date Prepared: September 20, 2022

Certified Funds Available / Certified Appropriate Funds Available:

  
\_\_\_\_\_  
ALEX V. MANAYON  
Accountant / Budget Officer

Approved by:

  
\_\_\_\_\_  
SUZETTE C. NWANAKA  
Head of Office/Agency