

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
		Epson 001 Yellow	bottle/piece	32	0	2	34	17,000.00	0	0	2	2	1,000.00	3	0	2	5	2,500.00	0	0	10	10	5,000.00	51.00	500.00	25500.00
		Fastener (vinyl coated - Long)	box	8	0	1	9	1,170.00	0	0	1	1	130.00	0	0	1	1	130.00	0	0	1	1	130.00	12.00	130.00	1560.00
		Binder Folder with DPWH Logo	piece	67	2	52	121	72,600.00	27	2	52	81	48,600.00	65	0	52	117	70,200.00	27	2	52	81	48,600.00	400.00	600.00	240000.00
		Franela	pack	11	0	0	11	1,870.00	1	0	0	1	170.00	1	0	0	1	170.00	1	0	0	1	170.00	14.00	170.00	2380.00
		Hand Towel	piece	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12.00	12.00	144.00
		LED Bulb 7 watts	box	2	0	0	2	600.00	0	0	0	0	0.00	3	0	0	3	900.00	0	0	0	0	0.00	5.00	300.00	1500.00
		Record Book 200 pages	piece	1	1	8	10	2,750.00	1	1	3	5	1,375.00	1	6	3	10	2,750.00	1	1	1	3	825.00	28.00	275.00	7700.00
		Record Book 100 pages	piece	11	0	0	11	1,969.00	0	0	0	10	1,790.00	0	0	0	0	0.00	0	0	0	0	0.00	21.00	179.00	3759.00
		Mop (Tornado Mop)	piece/set	1	0	0	1	6,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	4.00	6000.00	24000.00
		Plastic Ring Binder 1/2	piece	9	1	1	11	330.00	1	1	1	3	90.00	1	1	1	3	90.00	1	1	1	3	90.00	20.00	30.00	600.00
		Plastic Ring Binder 3/4	piece	59	1	1	61	2,440.00	1	1	1	3	120.00	6	1	1	8	320.00	1	1	1	3	120.00	75.00	40.00	3000.00
		PVC Cover	box	3	0	0	3	1,500.00	0	0	0	0	0.00	1	0	0	1	500.00	0	0	0	0	0.00	4.00	500.00	2000.00
		Sign Pen refill gel 1.5mm (Black)	piece	3	3	3	9	225.00	3	3	3	9	225.00	3	3	3	9	225.00	3	3	3	9	225.00	36.00	25.00	900.00
		Scotch Tape 1	piece	71	0	5	76	2,280.00	2	5	3	10	300.00	20	2	0	22	660.00	4	0	0	4	120.00	112.00	30.00	3360.00
		Scotch Tape 2	piece	19	0	5	24	960.00	2	2	3	7	280.00	15	2	0	17	680.00	4	0	0	4	160.00	52.00	40.00	2080.00
		Sticky Notes (small)	pack	1	0	1	2	100.00	0	1	0	1	50.00	1	0	1	2	100.00	0	1	0	1	50.00	6.00	50.00	300.00
		Toner (Develop) INEO 221	cartridge	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	4.00	15000.00	60000.00
		Toner (Develop) TNP40 Black	cartridge	1	0	0	1	0.00	1	0	0	1	0.00	1	0	0	1	0.00	1	0	0	1	0.00	4.00		0.00
		USB 8 GB	piece	21	1	1	23	18,400.00	1	1	1	3	2,400.00	1	1	1	3	2,400.00	1	1	1	3	2,400.00	32.00	800.00	25600.00
		USB 64 GB	piece	0	0	3	3	4,500.00	0	0	3	3	4,500.00	0	0	3	3	4,500.00	0	0	0	0	0.00	9.00	1500.00	13500.00
		USB Hub	piece	0	0	3	3	3,000.00	0	0	3	3	3,000.00	0	0	3	3	3,000.00	0	0	0	0	0.00	9.00	1000.00	9000.00
		Stabilo	piece	29	0	0	29	870.00	0	0	9	9	270.00	0	0	0	0	0.00	0	0	9	9	270.00	47.00	30.00	1410.00
		Sticker Paper A4	pack	2	2	2	6	450.00	1	2	1	4	300.00	1	1	1	3	225.00	1	1	1	3	225.00	16.00	75.00	1200.00
		Sticker Paper Long	pack	152	2	2	156	12,480.00	1	1	1	3	240.00	1	1	1	3	240.00	1	1	1	3	240.00	165.00	80.00	13200.00
		Storage Box	piece	0	0	1	1	1,900.00	0	0	1	1	1,900.00	0	0	1	1	1,900.00	0	0	1	1	1,900.00	4.00	1900.00	7600.00
		Toner Cartridge DCV C2265 Black CT 202488	cartridge	0	0	2	2	33,600.00	0	0	2	2	33,600.00	0	0	2	2	33,600.00	0	0	0	0	0.00	6.00	16800.00	100800.00
		Toner DCV 2265 Cyan CT 202489	cartridge	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	0	0	0.00	3.00	18850.00	56550.00
		Toner DCV2265 Magenta CT 202490	cartridge	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	0	0	0.00	3.00	18850.00	56550.00
		Toner DCV 2265 Yellow CT 202491	cartridge	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	1	1	18,850.00	0	0	0	0	0.00	3.00	18850.00	56550.00
		Window Glass Cleaner	bottle	3	0	0	3	690.00	1	0	0	1	230.00	1	0	0	1	230.00	1	0	0	1	230.00	6.00	230.00	1380.00
		Cloth Duct Tape (48mmX10m) Silver	piece	1	0	0	1	355.00	1	0	0	1	355.00	1	0	0	1	355.00	1	0	0	1	355.00	4.00	355.00	1420.00
		Coin Envelope No.5	piece	1	1	1	3	45.00	1	1	1	3	45.00	1	1	1	3	45.00	1	1	1	3	45.00	12.00	15.00	180.00
		Double sided Adhesive Tape Heavy Duty 2	piece	1	0	0	1	380.00	1	0	0	1	380.00	1	0	0	1	380.00	1	0	0	1	380.00	4.00	380.00	1520.00
		Extension Wire (4 meters, 4 gangs)	unit	11	0	0	11	8,580.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	780.00	8580.00

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		Sticky Note(Multicolor)	pack	3	0	21	24	720.00	0	3	18	21	630.00	3	0	21	24	720.00	0	5	18	23	690.00	92.00	30.00	2760.00
		Sticky Note (Arrow)	pack	0	0	18	18	540.00	0	0	18	18	540.00	0	0	18	18	540.00	0	0	18	18	540.00	72.00	30.00	2160.00
		Binder Clip (Medium)	piece	63	0	0	63	2,205.00	0	1	0	1	35.00	32	0	0	32	1,120.00	1	0	0	1	35.00	97.00	35.00	3395.00
		Epson Ink 664 Black	bottle	6	0	0	6	3,000.00	3	0	0	3	1,500.00	6	0	0	6	3,000.00	1	0	0	1	500.00	16.00	500.00	8000.00
		Epson Ink 664 Cyan	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	3	0	0	3	1,500.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink 664 Magenta	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	3	0	0	3	1,500.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink 664 Yellow	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	3	0	0	3	1,500.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink L6190/6170 Black	bottle	15	0	0	15	7,500.00	0	0	0	0	0.00	10	0	0	10	5,000.00	0	0	0	0	0.00	25.00	500.00	12500.00
		Epson Ink L6190/6170 Cyan	bottle	15	0	0	15	7,500.00	0	0	0	0	0.00	12	0	0	12	6,000.00	0	0	0	0	0.00	27.00	500.00	13500.00
		Epson Ink L6190/6170 Magenta	bottle	15	0	0	15	7,500.00	0	0	0	0	0.00	12	0	0	12	6,000.00	0	0	0	0	0.00	27.00	500.00	13500.00
		Epson Ink L6190/6170 Yellow	bottle	15	0	0	15	7,500.00	0	0	0	0	0.00	12	0	0	12	6,000.00	0	0	0	0	0.00	27.00	500.00	13500.00
		Epson Ink L3110 Black	bottle	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink L3110 Cyan	bottle	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink L3110 Magenta	bottle	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson Ink L3110 Yellow	bottle	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	500.00	3000.00
		Epson L565 Black	bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	1	0	0	1	500.00	10.00	500.00	5000.00
		Epson L565 Colored	bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	1	0	0	1	500.00	10.00	500.00	5000.00
		Epson T9731	bottle	1	0	1	2	17,600.00	0	0	0	0	0.00	1	0	0	1	8,800.00	0	0	0	0	0.00	3.00	8800.00	26400.00
		Pentel Pen Black (Broad)	piece	66	0	0	66	1,980.00	0	0	0	0	0.00	5	0	0	5	150.00	0	0	0	0	0.00	71.00	30.00	2130.00
		Pentel Pen Black (Fine)	piece	10	0	0	10	300.00	0	0	0	0	0.00	5	0	0	5	150.00	0	0	0	0	0.00	15.00	30.00	450.00
		HP Ink 678 Black	bottle/piece	24	0	0	24	14,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	600.00	14400.00
		HP Ink 678 Colored	bottle/piece	12	0	0	12	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	600.00	7200.00
		Masking Tape 1	piece	19	0	0	19	950.00	0	3	0	3	150.00	5	0	0	5	250.00	0	0	0	0	0.00	27.00	50.00	1350.00
		Cutter (Big) Heavy Duty	piece	4	0	0	4	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	200.00	800.00
		Salary Envelope	piece	1000	0	0	1000	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,000.00	15.00	15000.00
		Sign Pen Black Uniball 1.0	piece	6	0	0	6	510.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	85.00	510.00
		Sign Pen Green	piece	1	0	0	1	80.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	80.00	80.00
		Stainless Ruler	piece	4	0	0	4	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	350.00	1400.00
		Bleach	bottle	6	0	0	6	1,200.00	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0	0	0.00	12.00	200.00	2400.00
		Bond Paper Colored (A4) Green	ream	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	250.00	250.00
		C2;s Double Sided Glossy Paper	pack	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	450.00	450.00
		Desktop Pencil Sharpener	piece	1	0	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	300.00	300.00
		Dishwashing Scrub	piece	12	0	0	12	240.00	0	0	0	0	0.00	12	0	0	12	240.00	0	0	0	0	0.00	24.00	20.00	480.00
		Disinfectant Concentrate	bottle	1	0	0	1	2,420.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2420.00	2420.00

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		Double Sided Foam Tape (Green) 3/4	piece	7	0	0	7	1,155.00	0	0	0	0	0.00	8	0	0	8	1,320.00	0	0	0	0	0.00	15.00	165.00	2475.00
		Duct Tape Gray 2	piece	4	0	0	4	900.00	0	0	0	0	0.00	4	0	0	4	900.00	0	0	0	0	0.00	8.00	225.00	1800.00
		Duct Tape Gray 1	piece	4	0	0	4	700.00	0	0	0	0	0.00	4	0	0	4	700.00	0	0	0	0	0.00	8.00	175.00	1400.00
		Duct Tape Red 2	piece	4	0	0	4	900.00	0	0	0	0	0.00	4	0	0	4	900.00	0	0	0	0	0.00	8.00	225.00	1800.00
		Duct Tape Red 1	piece	4	0	0	4	700.00	0	0	0	0	0.00	4	0	0	4	700.00	0	0	0	0	0.00	8.00	175.00	1400.00
		Epson Ink T05A1	bottle	2	0	0	2	13,550.00	0	0	0	0	0.00	2	0	0	2	13,550.00	0	0	0	0	0.00	4.00	6775.00	27100.00
		Fabric Conditioner	bottle	5	0	0	5	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	350.00	1750.00
		Highlighter (Yellow)	piece	10	0	0	10	400.00	0	0	0	0	0.00	10	0	0	10	400.00	0	0	0	0	0.00	20.00	40.00	800.00
		Standard Ink Pack RIPS Ink Pack C12T05A100	bottle/piece	1	0	0	1	10,952.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10952.25	10952.25
		Standard Ink Pack RIPS Ink Pack C12T05A200	bottle/piece	1	0	0	1	10,952.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10952.25	10952.25
		Standard Ink Pack RIPS Ink Pack C12T05A300	bottle/piece	1	0	0	1	10,952.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10952.25	10952.25
		Standard Ink Pack RIPS Ink Pack C12T05A400	bottle/piece	1	0	0	1	10,952.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10952.25	10952.25
		Laminating Film 250 mic (long)	roll	50	0	0	50	45,000.00	0	0	0	0	0.00	50	0	0	50	45,000.00	0	0	0	0	0.00	100.00	900.00	90000.00
		Laminating Film 250 mic (A4)	roll	50	0	0	50	41,250.00	0	0	0	0	0.00	50	0	0	50	41,250.00	0	0	0	0	0.00	100.00	825.00	82500.00
		Maintenance Box CS24A	piece	1	0	0	1	8,913.00	0	0	0	0	0.00	1	0	0	1	8,913.00	0	0	0	0	0.00	2.00	8913.00	17826.00
		Maintennce Box L6190	piece	1	0	0	1	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	900.00	900.00
		Maintenance Box 3110	piece	1	0	0	1	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	900.00	900.00
		Mechanical Pen .5	piece	107	0	0	107	37,450.00	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	112.00	350.00	39200.00
		Muriatic Acid	bottle	3	0	0	3	1,800.00	0	0	0	0	0.00	3	0	0	3	1,800.00	0	0	0	0	0.00	6.00	600.00	3600.00
		Number Series Stamp	piece	2	0	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	300.00	600.00
		Photopaper glossy Double Sided	pack	10	0	0	10	1,500.00	0	0	0	0	0.00	10	0	0	10	1,500.00	0	0	0	0	0.00	20.00	150.00	3000.00
		Photopaper A4 Matte	pack	12	0	0	12	1,080.00	0	0	0	0	0.00	8	0	0	8	720.00	0	0	0	0	0.00	20.00	90.00	1800.00
		Photopaper long Matte	pack	10	0	0	10	1,000.00	0	0	0	0	0.00	5	0	0	5	500.00	0	0	0	0	0.00	15.00	100.00	1500.00
		Photopaper A4 glossy	pack	36	0	0	36	3,240.00	0	0	0	0	0.00	8	0	0	8	720.00	0	0	0	0	0.00	44.00	90.00	3960.00
		Photopaper long glossy	pack	10	0	0	10	1,000.00	0	0	0	0	0.00	5	0	0	5	500.00	0	0	0	0	0.00	15.00	100.00	1500.00
		Push Pin (Blue)	box	3	0	0	3	90.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	30.00	90.00
		Push Pin (White)	box	3	0	0	3	90.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	30.00	90.00
		PVC Cover A4	box	6	0	0	6	3,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	650.00	3900.00
		PVC Cover long	box	6	0	0	6	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	700.00	4200.00
		Rope Nylon #9 4-5 meters	meter	5	0	0	5	100.00	0	0	0	0	0.00	5	0	0	5	100.00	0	0	0	0	0.00	10.00	20.00	200.00
		Sticker Paper A4 Matte	pack	7	0	0	7	700.00	0	0	0	0	0.00	6	0	0	6	600.00	0	0	0	0	0.00	13.00	100.00	1300.00
		Sticker Paper A4 glossy	pack	7	0	0	7	700.00	0	0	0	0	0.00	6	0	0	6	600.00	0	0	0	0	0.00	13.00	100.00	1300.00
		Sticky Note (Sign Here)	pack	20	0	0	20	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	55.00	1100.00
		Vellum Board	pack	12	0	0	12	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	100.00	1200.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue <i>(as of 30 April 2021)</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
		A3 Paper	ream	200	0	0	200	120,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	600.00	120000.00
		Mylar Paper Premium Matte Film (C914mmX20m) thickness(100)	tube	200	0	0	200	1,140,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	5700.00	1140000.00
		Standard Data Filer with Logo	piece	500	0	0	500	250,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500.00	500.00	250000.00
		Standard Folder with Logo	piece	500	0	0	500	250,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500.00	500.00	250000.00
		HP 711 Black	bottle/piece	5	0	0	5	10,660.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	2132.00	10660.00
		HP 711 Yellow	bottle/piece	3	0	0	3	6,396.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2132.00	6396.00
		HP 711 Magenta	bottle/piece	3	0	0	3	6,396.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2132.00	6396.00
		HP 711 Cyan	bottle/piece	3	0	0	3	6,396.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2132.00	6396.00
		Epson L210 Ink Black	bottle	5	0	0	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	500.00	2500.00
		Epson L210 Ink Yellow	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	500.00	1500.00
		Epson L210 Ink Magenta	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	500.00	1500.00
		Epson L210 Ink Cyan	bottle	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	500.00	1500.00
		Brother LC563 Black	bottle	5	0	0	5	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	900.00	4500.00
		Brother LC563 Yellow	bottle	3	0	0	3	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	900.00	2700.00
		Brother LC563 Magenta	bottle	3	0	0	3	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	900.00	2700.00
		Brother LC563 Cyan	bottle	3	0	0	3	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	900.00	2700.00
		TN 220 B	cartridge	6	0	0	6	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	10000.00	60000.00
		TN 220 M	cartridge	3	0	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10000.00	30000.00
		TN 220 C	cartridge	3	0	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10000.00	30000.00
		TN 220 Y	cartridge	3	0	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10000.00	30000.00
		USB 32GB	piece	50	0	0	50	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	1200.00	60000.00
		Mechanical Lead 0.5	tube	100	0	0	100	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	120.00	12000.00
		Correction Pen	piece	100	0	0	100	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	50.00	5000.00
		Logbook Stched 150 pages	piece	20	0	0	20	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	350.00	7000.00
		Field Book	piece	100	0	0	100	17,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	175.00	17500.00
		Ink Eraser (Big)	piece	50	0	0	50	4,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	85.00	4250.00
		Specialty Board A4	pack	60	0	0	60	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	100.00	6000.00
		CD Marker Black	piece	60	0	0	60	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	120.00	7200.00
		DVD Album Filer	piece	12	0	0	12	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	250.00	3000.00
		DVD RW	piece	100	0	0	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	10.00	1000.00
		Book Stand for Plans	set	10	0	0	10	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	650.00	6500.00
		Steel Tape (8m)	piece	40	0	0	40	38,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	970.00	38800.00
		Double Adhesive	piece	25	0	0	25	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	100.00	2500.00
		Automatic Alcohol Touchless Spray Machine Sensor	unit	1	0	0	1	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3600.00	3600.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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			
		Clear Book A4	piece	50	0	0	50	17,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	350.00	17500.00
		Car Odor Absorber	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	350.00	700.00
		Masking Tape 2X25 yards	piece	20	0	0	20	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	70.00	1400.00
		Binder Clip 1 1/2	piece	30	0	0	30	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	45.00	1350.00
		Wooden Clipboard	piece	30	0	0	30	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	120.00	3600.00
		Specialty Board A4	pack	50	0	0	50	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	100.00	5000.00
		CD Marker Black	piece	100	0	0	100	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	60.00	6000.00
		Cutter Blade 1 1/2	piece	10	0	0	10	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	60.00	600.00
		Bulletin Board with Glass Cover	piece	2	0	0	2	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	6000.00	12000.00
		Disinfectant Floor Mat (Foot Bath)	piece	4	0	0	4	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	2200.00	8800.00
		Sticky Note 1	pack	24	0	0	24	1,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	45.00	1080.00
		Faceshield	piece	100	0	0	100	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	100.00	10000.00
		Arrow Sticky Note Index Tab	pack	1	0	1	2	100.00	0	1	0	1	50.00	1	0	0	1	50.00	1	0	0	1	50.00	5.00	50.00	250.00
		Binder Clip (Big)	piece	1	0	0	1	70.00	0	1	0	1	70.00	0	0	0	0	0.00	1	0	0	1	70.00	3.00	70.00	210.00
		Duct Tape Gray 3	piece	3	0	0	3	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	300.00	900.00
		Maintenance Box L6170	piece	1	0	0	1	750.00	0	1	0	1	750.00	0	0	1	1	750.00	0	0	0	0	0.00	3.00	750.00	2250.00
		Ring Binder Black 1	piece	3	0	0	3	165.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	55.00	165.00
		Ring Binder 3/8	piece	3	0	0	3	180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	60.00	180.00
		Retractable Ballpen Black	piece	1	0	0	1	70.00	0	0	1	1	70.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	70.00	140.00
		Book Paper A4	ream	750	53	51	854	196,420.00	44	48	44	136	31,280.00	152	38	49	239	54,970.00	43	48	45	136	31,280.00	1,365.00	230.00	313950.00
		Book Paper Long	ream	251	51	51	353	88,250.00	46	41	41	128	32,000.00	81	36	45	162	40,500.00	41	45	47	133	33,250.00	776.00	250.00	194000.00
		desktop computer (specialized application software use)	unit	3	0	0	3	510,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	170000.00	510000.00
		Geotagging device with accessories	unit	2	0	0	2	90,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	45000.00	90000.00
		Laptop (specialized application software use)	unit	2	0	0	2	340,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	170000.00	340000.00
		camcorder	unit	1	0	0	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	30000.00	30000.00
		dslr tripod	unit	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8000.00	8000.00
		lapel mic	unit	2	0	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	10000.00	20000.00
		Heavy duty outdoor storage	unit	1	0	0	1	28,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	28000.00	28000.00
		Console table	unit	2	0	0	2	28,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	14000.00	28000.00
		Steel locker (12door)	unit	1	0	0	1	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	24000.00	24000.00
		Steel file cabinet (Vertical 2 door)	unit	6	0	0	6	120,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	20000.00	120000.00
		Steel file cabinet (Vertical 2 door - glass)	unit	6	0	0	6	120,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	20000.00	120000.00
		Steel rack (5 layers)	unit	4	0	0	4	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	25000.00	100000.00
		Steel cabinet (4 layers)	unit	6	0	0	6	144,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	24000.00	144000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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	
		Office chair	unit	14	0	0	14	154,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	11000.00	154000.00	
		Office Table with cabinet	set	3	0	0	3	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	15000.00	45000.00	
A. TOTAL																						P	8,189,967.66				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	818,996.77				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-				
D. GRAND TOTAL (A + B+ C)																						P	9,008,964.43				
E. APPROVED BUDGET BY THE AGENCY HEAD 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:


DAISY B. GENITE
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:


JUDE MARTIN M. CAPALAR
Accountant / Budget Officer

LINO FRANCISCO C. GONZALEZ
Head of Office/Agency


REBECCA G. YUSE
OFFICER IN-CHARGE
OFFICE OF THE DISTRICT ENGINEER

Date Prepared: August 18, 2021