

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: DPWH FIRST METRO MANILA ENGINEERING DISTRICT
 Region: MAIN & NCR
 Address: 2555 WESTBANK ROAD MANGGAYAN FLOODWAY ROSARIO PASIG CITY

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

Agency Account Code: P143
 Organization Type: National Government Agency (NCA)

Contact Person: ELIZABETH V. CRUZ
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Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	INSECTICIDE, aerosol type, net content: 600ml/min	can	10	10	10	30	4,180.80	10	10	10	30	4,180.80	10	10	10	30	4,180.80	10	10	10	30	4,180.80	120.00	139.36		16,723.20
Solvents																										
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (500g)	bottle	20	20	20	60	2,619.52	20	20	20	60	2,619.52	20	20	20	60	2,619.52	20	20	20	60	2,619.52	240.00	43.99		10,558.08
Color Compounds and Dispersions																										
3	STAMP PAD INK, purple or violet	bottle	5	5	5	15	369.41	5	5	5	15	369.41	5	5	5	15	369.41	5	5	5	15	369.41	60.00	24.63		1,477.63
Films																										
4	ACETATE, thickness: 0.075mm/min (2.0-2.5 mils)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	737.24		0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
5	13100001.F.P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
6	13100004.F.P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
Paper Materials and Products																										
7	14100001.A.A04	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.78	0.00
8	14100002.C.F.03	CONTINUOUS FORM, 1 PLY, 280 x 24mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00
9	14100003.C.F.02	CONTINUOUS FORM, 1 PLY, 280 x 375mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,039.60	0.00
10	14100004.C.F.02	CONTINUOUS FORM, 2 ply, 280 x 375mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
11	14100005.C.F.02	CONTINUOUS FORM, 2 ply, 280mm x 24mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	765.44	0.00
12	14100006.C.F.02	CONTINUOUS FORM, 1 PLY, 280 x 24mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	596.80	0.00
13	14100007.C.F.02	CONTINUOUS FORM, 3 PLY, 280 x 375mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,034.80	0.00
14	14100008.C.F.03	LOOSE LEAF COVER, made of chipboard, for legal	bundle	1	1	1	3	2,012.09	1	1	1	3	2,012.09	1	1	1	3	2,012.09	1	1	1	3	2,012.09	12.00	670.70	8,048.35
15	14100009.NF.002	NOTE PAD, stick on, 50mm x 26mm (2" x 1") min	pad	10	10	10	30	966.58	10	10	10	30	966.58	10	10	10	30	966.58	10	10	10	30	966.58	120.00	32.22	3,866.30
16	14100010.NF.008	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	10	10	30	1,681.68	10	10	10	30	1,681.68	10	10	10	30	1,681.68	10	10	10	30	1,681.68	120.00	56.06	6,726.72
17	14100011.NF.009	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10	10	10	30	1,244.88	10	10	10	30	1,244.88	10	10	10	30	1,244.88	10	10	10	30	1,244.88	120.00	415.0	4,979.52
18	14100012.NF.006	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.04	0.00
19	14100013.PF.004	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	150	150	150	450	59,562.04	100	100	100	300	39,711.36	100	50	50	200	26,474.24	150	150	150	450	59,562.04	1,400.00	132.37	185,319.68
20	14100014.PF.002	PAPER, MULTICOPY, 80gsm, size: 165mm x 140mm	ream	50	50	50	150	23,212.80	100	100	100	300	46,425.60	50	50	50	150	23,212.80	100	100	100	300	46,425.60	900.00	154.75	139,276.80
21	14100015.PF.001	PAPER, Multi Purpose (COPY) A4, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	114.51	0.00
22	14100016.PF.001	PAPER, Multi Purpose (COPY) Legal, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	129.98	0.00
23	14100017.PF.004	PAPER, PAD, ruled, size: 210mm x 140mm (11 x 20mm)	pad	5	5	5	15	260.21				0	0.00	5	5	5	15	260.21				0	0.00	0.00	17.35	520.42
24	14100018.PF.001	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	96.20	0.00
25	14100019.TB.001	PAPER, THERMAL, 55gsm, size: 216mm x 110mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	48.78	0.00
26	14100020.RB.004	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,060.80	5	5	5	15	1,060.80	5	5	5	15	1,060.80	5	5	5	15	1,060.80	60.00	70.72	4,243.20
27	14100021.RB.001	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,528.80	5	5	5	15	1,528.80	5	5	5	15	1,528.80	5	5	5	15	1,528.80	60.00	107.92	6,115.20
28	14100022.TT.004	TOILET TISSUE PAPER 2 plys sheets, 150 pulls	pack	50	50	50	150	9,812.40	40	40	40	120	7,849.92	40	40	40	120	7,849.92	50	50	50	150	9,812.40	540.00	65.42	35,324.64
Batteries and Cells and Accessories																										
29	15100001.BT.004	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	5	5	15	295.93	5	5	5	15	295.93	5	5	5	15	295.93	5	5	5	15	295.93	60.00	19.73	1,183.73
30	15100002.BT.002	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	3	3	3	9	175.50	3	3	3	9	175.50	3	3	3	9	175.50	3	3	3	9	175.50	36.00	19.50	702.00
31	15100003.BT.001	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	12.00	85.40	1,060.80

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Manufacturing Components and Supplies																										
31	31000001 GL-Box	GLUE, all purpose, gross weight: 200 grams min	jar	2	2	2	6	286.92	1	1	1	3	141.46	1	1	1	3	141.46	2	2	2	6	286.92	18.00	47.82	860.75
32	31000002 SW-Box	STAPLE WIRE, for heavy duty staplers, (25/14)	box	1	1	1	3	62.03	1	1	1	3	62.03	1	1	1	3	62.03	1	1	1	3	62.03	12.00	20.68	248.10
34	31000003 SW-Box	STAPLE WIRE, STANDARD, (26/6)	box	10	10	10	30	601.54	10	10	10	30	601.54	10	10	10	30	601.54	10	10	10	30	601.54	120.00	20.05	2,406.14
35	31000004 TA-Box	TAPE, ELECTRICAL, 18mm x 30M min	roll	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	12.00	18.20	218.40
36	31000005 TA-Max	TAPE, MASKING, width: 24mm (+/-mm)	roll	5	5	5	15	826.80	5	5	5	15	826.80	5	5	5	15	826.80	5	5	5	15	826.80	60.00	55.12	3,307.20
37	31000006 TA-Max	TAPE, MASKING, width: 48mm (+/-mm)	roll	1	1	1	3	319.80	1	1	1	3	319.80	1	1	1	3	319.80	1	1	1	3	319.80	12.00	106.60	1,279.20
38	31000007 TA-Box	TAPE, PACKAGING, width: 48mm (+/-mm)	roll	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	12.00	18.20	218.40
39	31000008 TA-Box	TAPE, TRANSPARENT, width: 24mm (+/-mm)	roll	5	5	5	15	136.50	5	5	5	15	136.50	5	5	5	15	136.50	5	5	5	15	136.50	60.00	9.10	546.00
40	31000009 TA-Box	TAPE, TRANSPARENT, width: 48mm (+/-mm)	roll	2	2	2	6	109.20	2	2	2	6	109.20	2	2	2	6	109.20	2	2	2	6	109.20	24.00	18.20	436.80
41	31000010 TA-Box	TWINE, plastic, one (1) kilo per roll	roll	1	1	1	3	152.88	1	1	1	3	152.88	1	1	1	3	152.88	1	1	1	3	152.88	12.00	50.96	611.52
Heating and Ventilation and Air Circulation																										
42	42000004 EF-Box	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	974.48	0.00
43	42000005 EF-Box	ELECTRIC FAN, OBIT type, ceiling, metal blade	unit	1	1	1	3	3,578.64	1	1	1	3	3,578.64	1	1	1	3	3,578.64	1	1	1	3	3,578.64	12.00	1,192.88	14,314.56
44	42000006 EF-Box	ELECTRIC FAN, STAND type, plastic blade	unit	1	1	1	3	3,019.16	1	1	1	3	3,019.16	1	1	1	3	3,019.16	1	1	1	3	3,019.16	12.00	1,006.39	12,076.65
45	42000007 EF-Box	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	669.66	0.00
Lighting and Fixtures and Accessories																										
46	46000001 FL-Box	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40.56	0.00
47	46000002 FL-Box	Light Bulb, LED, 2 watts 1 pc in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.49	0.00
Measuring and Observing and Testing Equipment																										
48	48000001 RU-Box	RULER, plastic, 450mm (18"), width: 48mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.48	0.00
Cleaning Equipment and Supplies																										
49	49000001 AR-Box	AIR FRESHENER, aerosol, 250ml/8.5oz min	can	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	120.00	86.66	10,327.20
50	49000002 BR-Box	BROOM, soft (lambo)	piece	3	3	3	9	1,170.00	3	3	3	9	1,170.00	3	3	3	9	1,170.00	3	3	3	9	1,170.00	36.00	130.00	4,680.00
51	49000003 BR-Box	BROOM, STICK (TING TING), usable length: 260mm min	piece	5	5	5	15	458.64	5	5	5	15	458.64	5	5	5	15	458.64	5	5	5	15	458.64	60.00	30.58	1,834.56
52	49000004 BR-Box	CLEANER, TOILET BOWL AND URINAL, 500ml/16.9oz min cap	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.60	0.00
53	49000005 CL-Box	CLEANSER, SCOURING POWDER, 500g min/1.1lb min	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23.92	0.00
54	49000006 DE-Box	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.01	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
4170000 DE F02	DETERGENT POWDER, all purpose, 1kg	pack	5	5	5	15	561.44	5	5	5	15	561.44	5	5	5	15	561.44	5	5	5	15	561.44	60.00	37.43	2,245.78
4170000 DE F03	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	5	5	5	15	1,844.70	5	5	5	15	1,844.70	5	5	5	15	1,844.70	5	5	5	15	1,844.70	60.00	112.98	7,378.80
4170000 DE F04	DUST PAN, non rigid plastic, w/ detachable handle	piece	2	2	2	6	149.01	2	2	2	6	149.01	2	2	2	6	149.01	2	2	2	6	149.01	24.00	24.84	596.04
4170000 DE F05	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	269.36	0.00
4170000 DE F06	FURNITURE CLEANER, aerosol type, 100ml min per can	can	2	2	2	6	524.16	2	2	2	6	524.16	2	2	2	6	524.16	2	2	2	6	524.16	24.00	87.36	2,096.64
4170000 MP B01	MOP BUCKET, heavy duty, hand plastic	unit	1			1	1,911.00	1			1	1,911.00	1			1	1,911.00	1			1	1,911.00	4.00	1,911.00	7,644.00
4170000 MP B02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1	1	1	3	436.80	1	1	1	3	436.80	1	1	1	3	436.80	1	1	1	3	436.80	12.00	145.60	1,747.20
4170000 MP B03	MOPHEAD, made of rayon, weight 400 grams min	piece	2	2	2	6	661.44	2	2	2	6	661.44	2	2	2	6	661.44	2	2	2	6	661.44	24.00	159.24	2,645.76
4170000 RO L01	RACS, all cotton, 32 pieces per kilogram min	bundle	6	6	6	18	894.44	6	6	6	18	894.44	6	6	6	18	894.44	6	6	6	18	894.44	72.00	49.69	3,577.77
4170000 SC B01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	102.96	0.00
4170000 TR F01	TRASHBAG, plastic, transparent	roll	100	100	100	300	41,964.00	100	100	100	300	41,964.00	100	100	100	300	41,964.00	100	100	100	300	41,964.00	1,200.00	139.88	167,856.00
4170000 WB F01	WASTEBASKET, non rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	33.59	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																									
4170000 DK F01	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39,208.00	0.00
4170000 DK B01	DVD REWRITABLE, speed 4x min, 4.7GB capacity min	piece	20	20	20	60	1,107.28	20	20	20	60	1,107.28	20	20	20	60	1,107.28	20	20	20	60	1,107.28	240.00	21.79	5,229.12
4170000 HD B01	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2	2	2	6	16,348.80	2	2	2	6	16,348.80	2	2	2	6	16,348.80	2	2	2	6	16,348.80	24.00	2,724.80	65,395.20
4170000 FD B01	FLASH DRIVE, 16 GB capacity	piece	6	6	6	18	4,979.52	6	6	6	18	4,979.52	6	6	6	18	4,979.52	6	6	6	18	4,979.52	72.00	276.64	19,918.08
4170000 LT F01	Laptop computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	35,916.40	0.00
4170000 MO B01	MOUSE, optical, USB connection type	unit	2	2	2	6	809.95	2	2	2	6	809.95	2	2	2	6	809.95	2	2	2	6	809.95	24.00	134.99	3,239.81
4170000 PR B01	PRINTER, IMPACT DOT MATRIX, 24 pins, 116 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	33,191.28	0.00
4170000 PR B02	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,995.52	0.00
4170000 PR B03	PRINTER, LASER, monochrome, network ready	unit	1			1	724.88	1			1	724.88	1			1	724.88	1			1	724.88	4.00	724.88	2,899.52
N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,500.00	0.00
N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
N/A	Hubs/Switches	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
N/A	Wireless Access Point	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
Office Equipment and Accessories and Supplies																									

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
83	4410001 CN B04	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	25.68	0.00
84	4410006 BF C04	CLIP, BACKFOLD, all metal, clamping: 19mm (. mm)	box	1	1	1	3	22.71	1	1	1	3	22.71	1	1	1	3	22.71	1	1	1	3	22.71	12.00	7.57	90.85
84	4410006 BF C02	CLIP, BACKFOLD, all metal, clamping: 25mm (. mm)	box	1	1	1	3	40.19	1	1	1	3	40.19	1	1	1	3	40.19	1	1	1	3	40.19	12.00	13.40	160.74
85	4410006 BF C03	CLIP, BACKFOLD, all metal, clamping: 32mm (. mm)	box	1	1	1	3	61.65	1	1	1	3	61.65	1	1	1	3	61.65	1	1	1	3	61.65	12.00	20.55	246.60
86	4410006 BF C04	CLIP, BACKFOLD, all metal, clamping: 34mm (. mm)	box	1	1	1	3	118.56	1	1	1	3	118.56	1	1	1	3	118.56	1	1	1	3	118.56	12.00	35.52	474.24
87	4410001 CT F04	CORRECTION TAPE, film base type, 10.6mm min	piece	5	5	5	15	263.33	5	5	5	15	263.33	5	5	5	15	263.33	5	5	5	15	263.33	60.00	17.50	1,053.31
88	4410006 CR B04	DATA FILE BOX, made of chipboard, with closed ends	piece	2	2	2	6	418.70	2	2	2	6	418.70	2	2	2	6	418.70	2	2	2	6	418.70	24.00	69.78	1,674.82
89	4410006 CR B02	DATA FOLDER, made of chipboard, tag/ta lock	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	68.64	0.00
90	4410006 EN D04	ENVELOPE, DOCUMENTARY, for A4 size document	box	1			1	408.14	1			1	408.14	1			1	408.14	1			1	408.14	4.00	408.14	1,632.55
91	4410006 EN D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1			1	518.08	1			1	518.08	1			1	518.08	1			1	518.08	4.00	518.08	2,072.30
92	4410006 EN B04	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	718.40	0.00
93	4410006 EN B02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.49	0.00
94	4410006 EN B03	ENVELOPE, MAILING, white, 80gsm (5)	box	1			1	328.64	1			1	328.64	1			1	328.64	1			1	328.64	4.00	328.64	1,314.56
95	4410006 EN B04	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	410.80	0.00
96	4410002 ER B04	ERASER, FELT, for blackboard/whiteboard	piece	1			1	11.11	1			1	11.11	1			1	11.11	1			1	11.11	4.00	11.11	44.43
97	4410008 FA P04	FASTENER, METAL, 70mm between prongs	box	5	5	5	15	1,183.73	5	5	5	15	1,183.73	5	5	5	15	1,183.73	5	5	5	15	1,183.73	60.00	78.92	4,734.91
98	4410005 F02 B04	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	70.61	0.00
99	4410008 F01 D04	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.48	0.00
100	4410008 F01 D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	16.64	0.00
101	4410008 F01 F04	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	253.29	0.00
102	4410008 F01 F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	291.20	0.00
103	4410008 F01 L04	FOLDER, L TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.68	0.00
104	4410008 F01 L02	FOLDER, L TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	219.72	0.00
105	4410002 F01 P02	FOLDER, PRESSBOARD, size: 240mm x 370mm (. mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	746.72	0.00
106	4410008 F02 B04	FOLDER, TAGBOARD, for A4 size documents	pack	50	50	50	150	32,604.00	50	50	50	150	32,604.00	50	50	50	150	32,604.00	50	50	50	150	32,604.00	600.00	217.36	130,416.00
107	4410008 F02 B02	FOLDER, TAGBOARD, for legal size documents	pack	50	50	50	150	41,945.28	50	50	50	150	41,945.28	50	50	50	150	41,945.28	50	50	50	150	41,945.28	600.00	279.54	167,781.12
108	4410008 F01 F04	INDEX TAB, self adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	51.88	0.00
109	4410005 MF B04	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	1	1	1	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	12.00	41.60	499.20
110	4410005 MA B02	MARKER, FLUORESCENT, 4 assorted colors per set	set	3	3	3	9	335.09	3	3	3	9	335.09	3	3	3	9	335.09	3	3	3	9	335.09	30.00	37.23	1,340.35

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
171	4410008 MW Box	MARKER, whiteboard, black, felt tip, bullet type	piece	3	3	3	9	92.76	3	3	3	9	92.76	3	3	3	9	92.76	3	3	3	9	92.76	36.00	10.31	371.03	
172	4410008 MW Box	MARKER, whiteboard, blue, felt tip, bullet type	piece	3	3	3	9	92.76	3	3	3	9	92.76	3	3	3	9	92.76	3	3	3	9	92.76	36.00	10.31	371.03	
173	4410008 MW Box	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.31	0.00	
174	4410008 MW Box	MARKER, PERMANENT, bullet type, black	piece	10	10	10	30	289.54	10	10	10	30	289.54	10	10	10	30	289.54	10	10	10	30	289.54	170.00	9.65	1,158.14	
175	4410008 MW Box	MARKER, PERMANENT, bullet type, blue	piece	5	5	5	15	144.77	5	5	5	15	144.77	5	5	5	15	144.77	5	5	5	15	144.77	60.00	9.65	579.07	
176	4410008 MW Box	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.65	0.00	
177	4410004 PL 320	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	5	5	5	15	89.70	5	5	5	15	89.70	5	5	5	15	89.70	5	5	5	15	89.70	60.00	5.98	358.80	
178	4410004 PL 302	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	5	5	5	15	191.10	5	5	5	15	191.10	5	5	5	15	191.10	5	5	5	15	191.10	60.00	12.74	764.40	
179	4410005 PB 320	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.79	0.00	
180	4410003 RB 300	RING BINDER, 80 rings, plastic, 32mm x 1.7mm	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.79	0.00	
181	4410003 RB 300	RUBBER BAND, 20mm min lay flat length (#18)	box	1	1	1	3	290.16	1	1	1	3	290.16	1	1	1	3	290.16	1	1	1	3	290.16	12.00	96.72	1,160.64	
182	4410005 SF 400	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	1	1	3	82.99	1	1	1	3	82.99	1	1	1	3	82.99	1	1	1	3	82.99	12.00	27.66	331.97	
183	4410004 BL Box	CUTTER BLADE, for heavy duty cutter	piece	2	2	2	6	70.64	2	2	2	6	70.64	2	2	2	6	70.64	2	2	2	6	70.64	24.00	11.77	282.55	
184	4410004 CUT Box	CUTTER KNIFE, for general purpose	piece	1	1	1	3	82.21	1	1	1	3	82.21	1	1	1	3	82.21	1	1	1	3	82.21	12.00	27.40	328.85	
185	4410004 DS Box	DATING AND STAMPING MACHINE, heavy duty	piece	1			1	478.38	1			1	478.38	1			1	478.38	1			1	478.38	4.00	478.38	1,913.52	
186	4410009 PL Box	PENCIL SHARPENER, manual, single cutter head	piece	1			1	187.20	1			1	187.20	1			1	187.20	1			1	187.20	4.00	187.20	748.80	
187	4410004 PL Box	PUNCHER, paper, heavy duty, with two hole guide	piece	2	2	2	6	791.73	2	2	2	6	791.73	2	2	2	6	791.73	2	2	2	6	791.73	24.00	131.96	3,166.92	
188	4410004 SY Box	SCISSORS, symmetrical, blade length: 55mm min	pair	1	1	1	3	46.80	1	1	1	3	46.80	1	1	1	3	46.80	1	1	1	3	46.80	12.00	15.60	187.20	
189	4410005 ST Box	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2	2	2	6	492.96	2	2	2	6	492.96	2	2	2	6	492.96	2	2	2	6	492.96	24.00	82.16	1,971.84	
190	4410005 ST Box	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	878.80	0.00	
191	4410005 SR Box	STAPLE REMOVER, PLIER TYPE	piece	2	1	1	4	72.72	2	1	1	4	72.72	2	1	1	4	72.72	2	1	1	4	72.72	16.00	18.18	290.87	
192	4410004 TD Box	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1	1	1	3	167.48	1	1	1	3	167.48	1	1	1	3	167.48	1	1	1	3	167.48	12.00	55.83	669.93	
193	4410004 PB Box	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1	10,400.00	1			1	10,400.00	1			1	10,400.00	1			1	10,400.00	4.00	10,400.00	41,600.00	
194	4410004 CA Box	CALCULATOR, compact, 12 digits	unit	1	1	1	3	405.60	1	1	1	3	405.60	1	1	1	3	405.60	1	1	1	3	405.60	12.00	115.20	1,622.40	
195	4410004 FA Box	FACSIMILE MACHINE, uses thermal paper	unit	1			1	4,711.20	1			1	4,711.20	1			1	4,711.20	1			1	4,711.20	4.00	4,711.20	18,844.80	
196	4410004 PT Box	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1	8,688.08				0	0.00				0	0.00				1	8,688.08	2.00	8,688.08	16,176.16	
197	4410004 PL Box	PAPER SHREDDER, cutting width: 4mm-4mm (Entry Level)	unit	1			1	5,699.20	1			1	5,699.20	1			1	5,699.20	1			1	5,699.20	4.00	5,699.20	22,796.80	
198	4410004 PL Box	PAPER SHREDDER, cutting width: 4mm-4mm (Mid Level)	unit	1			1	0.00	1			1	0.00	1			1	0.00	1			1	0.00	4.00	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																											

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
139	4401000, BR 005	DRUM CART, BROTHER DR 3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,864.00	0.00
140	4401000, CA 004	INK CART, CANON CL 740, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,001.52	0.00
141	4401000, CA 003	INK CART, CANON CL 800, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00
142	4401000, CA 006	INK CART, CANON PC 740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00
143	4401000, CA 001	INK CART, CANON PC 800, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00
144	4401000, EF 001	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
145	4401000, EF 002	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
146	4401000, EF 003	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
147	4401000, EF 004	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
148	4401000, HP 040	INK CART, HP C2P04AA (HP62), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
149	4401000, HP 740	INK CART, HP C2P08AA (HP62), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
150	4401000, HP 009	INK CART, HP C9353AA (HP72), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	658.32	0.00
151	4401000, HP 740	INK CART, HP C9352AA (HP72), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	745.68	0.00
152	4401000, HP 745	INK CART, HP C9392A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,492.40	0.00
153	4401000, HP 745	INK CART, HP C9395A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
154	4401000, HP 040	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
155	4401000, HP 745	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
156	4401000, HP 745	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
157	4401000, HP 040	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,996.80	0.00
158	4401000, HP 040	INK CART, HP C640WA (HP66), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,016.00	0.00
159	4401000, HP 745	INK CART, HP C643WA (HP66), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	766.48	0.00
160	4401000, HP 009	INK CART, HP C885AA (HP70), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	339.04	0.00
161	4401000, HP 745	INK CART, HP C888AA (HP70), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	339.04	0.00
162	4401000, RX 000	INK CART, HP CD972AA (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	619.20	0.00
163	4401000, RX 000	INK CART, HP CD973AA (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	619.20	0.00
164	4401000, RX 000	INK CART, HP CD974AA (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	619.20	0.00
165	4401000, RX 000	INK CART, HP CD975AA (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,241.80	0.00
166	4401000, RX 000	INK CART, HP C11551WA (HP91), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	844.80	0.00

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408	44000005 HP T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	826.80	0.00
409	44000005 HP B45	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,872.00	0.00
410	44000005 HP C45	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
411	44000005 HP M45	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
412	44000005 HP Y45	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
413	44000005 HP B41	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
414	44000005 HP C41	INK CART, HP CN046AA, (HP950XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,554.80	0.00
415	44000005 HP M41	INK CART, HP CN047AA, (HP950XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,175.20	0.00
416	44000005 HP Y41	INK CART, HP CN048AA, (HP950XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,180.40	0.00
417	44000005 HP B30	INK CART, HP CN052AA, (HP704), Black	cart	3	3	3	9	3,051.36	3	3	3	9	3,051.36	3	3	3	9	3,051.36	3	3	3	9	3,051.36	36.00	339.04	12,205.44
418	44000005 HP T30	INK CART, HP CN053AA, (HP704), Tri-color	cart	2	2	2	6	2,034.24	2	2	2	6	2,034.24	2	2	2	6	2,034.24	2	2	2	6	2,034.24	24.00	339.04	8,136.96
419	44000005 HP B33	INK CART, HP C2102AA, (HP678), Black	cart	3	3	3	9	3,051.36	3	3	3	9	3,051.36	3	3	3	9	3,051.36	3	3	3	9	3,051.36	36.00	339.04	12,205.44
420	44000005 HP T33	INK CART, HP C2103AA, (HP678), Tri-color	cart	2	2	2	6	2,034.24	2	2	2	6	2,034.24	2	2	2	6	2,034.24	2	2	2	6	2,034.24	24.00	339.04	8,136.96
421	44000005 HP B41	INK CART, HP C2121A (HP685A), Black	cart	3	3	3	9	3,294.72	3	3	3	9	3,294.72	3	3	3	9	3,294.72	3	3	3	9	3,294.72	36.00	366.08	13,178.88
422	44000005 HP C41	INK CART, HP C2122A (HP685A), Cyan	cart	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	24.00	249.60	5,990.40
423	44000005 HP M41	INK CART, HP C2123A (HP685A), Magenta	cart	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	24.00	249.60	5,990.40
424	44000005 HP Y41	INK CART, HP C2124A (HP685A), Yellow	cart	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	2	2	2	6	1,497.60	24.00	249.60	5,990.40
425	44000005 HP T41	INK CART, HP F6V26AA (HP680) Tri-color	cart	2	2	2	6	2,422.99	2	2	2	6	2,422.99	2	2	2	6	2,422.99	2	2	2	6	2,422.99	24.00	403.83	9,691.97
426	44000005 HP B41	INK CART, HP F6V27AA (HP680) Black	cart	3	3	3	9	3,614.49	3	3	3	9	3,614.49	3	3	3	9	3,614.49	3	3	3	9	3,614.49	36.00	403.83	14,537.95
427	44000005 HP C5A	INK CART, HP L0553AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
428	44000005 HP M5A	INK CART, HP L0554AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
429	44000005 HP Y5A	INK CART, HP L0557AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
430	44000005 HP B5A	INK CART, HP L0560AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
431	44000005 HP C47	INK CART, HP L0563AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
432	44000005 HP M47	INK CART, HP L0566AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
433	44000005 HP Y47	INK CART, HP L0569AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
434	44000005 HP B47	INK CART, HP L0572AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00
435	44000005 HP C51	INK CART, HP T6189AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,737.02	0.00
436	44000005 HP M51	INK CART, HP T6193AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	451.67	0.00
437	44000005 HP Y51	INK CART, HP T6193AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	451.67	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
997	4401005 HP PLY	NK CART, HP T6L92AA (HP905) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
998	4401005 HP BLY	NK CART, HP T6M09AA (HP905) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	741.23	0.00
999	4401005 HP C95	NK CART, HP T6M09AA (HP905XL) Cyan Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1000	4401005 HP M95	NK CART, HP T6M09AA (HP905XL) Magenta Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1001	4401005 HP T65	NK CART, HP T6M17AA (HP905XL) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1002	4401005 HP B65	NK CART, HP T6M17AA (HP905XL) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1003	4401005 HP B05	RIBBON CART, EPSON C13S055516 (#8750), Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1004	4401005 HP B02	RIBBON CART, EPSON C13S055531 (S055080), Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	76.75	0.00
1005	4401005 HP B03	RIBBON CART, EPSON C13S055632, Black, for LX 310				0	0.00				0	0.00				0	0.00				0	0.00	0.00	75.92	0.00
1006	4401003 BR B03	TONER CART, BROTHER TN 2025, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2556.32	0.00
1007	4401003 BR B08	TONER CART, BROTHER TN 2150, Black	2	1	1	4	7,280.00	2	1	1	4	7,280.00	2	1	1	4	7,280.00	2	1	1	4	7,280.00	16.00	1,820.00	29,120.00
1008	4401003 BR B05	TONER CART, BROTHER TN 2150, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,615.60	0.00
1009	4401003 BR B09	TONER CART, BROTHER TN 3320, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,541.95	0.00
1010	4401003 BR B01	TONER CART, BROTHER TN 3350, Black, for HL5450DN (LJ Printer)				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,288.54	0.00
1011	4401003 HP B01	TONER CART, HP CB435A, Black	2	2	2	6	17,147.52	2	2	2	6	17,147.52	2	2	2	6	17,147.52	2	2	2	6	17,147.52	24.00	2,857.92	68,590.08
1012	4401003 HP B04	TONER CART, HP CB540A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,312.40	0.00
1013	4401003 HP B00	TONER CART, HP CE 255A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,291.20	0.00
1014	4401003 HP B03	TONER CART, HP CE 278A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,179.28	0.00
1015	4401003 HP B02	TONER CART, HP CE 285A (HP85A), Black	25	25	30	80	236,288.00	25	25	25	75	221,520.00	25	25	25	75	221,520.00	25	25	25	75	221,520.00	305.00	2,953.60	900,848.00
1016	4401003 HP B04	TONER CART, HP CE 310A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,586.80	0.00
1017	4401003 HP C03	TONER CART, HP CE 310A, Cyan				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
1018	4401003 HP Y03	TONER CART, HP CE 312A, Yellow				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
1019	4401003 HP M03	TONER CART, HP CE 313A, Magenta				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80	0.00
1020	4401003 HP B08	TONER CART, HP CE 320A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,514.80	0.00
1021	4401003 HP C08	TONER CART, HP CE 320A, Cyan				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
1022	4401003 HP Y08	TONER CART, HP CE 322A, Yellow				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
1023	4401003 HP M08	TONER CART, HP CE 323A, Magenta				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80	0.00
1024	4401003 HP B05	TONER CART, HP CE 390A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,690.80	0.00
1025	4401003 HP B08	TONER CART, HP CE 430A, Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,754.80	0.00

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		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
205 4401001 HP V-15	TONER CART., HP CE409A, Cyan	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,575.50	0.00
217 4401001 HP V-25	TONER CART., HP CE402A, Yellow	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,575.50	0.00
218 4401001 HP M-15	TONER CART., HP CE403A, Magenta	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,575.50	0.00
219 4401001 HP B-17	TONER CART., HP CE410A, (HP305), Black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,868.80	0.00
220 4401001 HP C-17	TONER CART., HP CE411A, (HP305), Cyan	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,572.00	0.00
221 4401001 HP Y-17	TONER CART., HP CE412A, (HP305), Yellow	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,572.00	0.00
222 4401001 HP M-17	TONER CART., HP CE413A, (HP305), Magenta	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,572.00	0.00
231 4401001 HP B-18	TONER CART., HP CE505A, Black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,079.92	0.00
234 4401001 HP B-18	TONER CART., HP CE505X, Black, High Yield	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,213.44	0.00
235 4401001 HP B-13	TONER CART., HP CE272A (HP272A) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,932.50	0.00
236 4401001 HP B-13	TONER CART., HP CE226A (HP226A) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
237 4401001 HP B-13	TONER CART., HP CE226XC (HP226XC) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
238 4401001 HP B-13	TONER CART., HP CE280A, LaserJet Pro M401/M425 Z/JK Black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
239 4401001 HP B-13	TONER CART., HP CE280XC	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,962.80	0.00
240 4401001 HP B-13	TONER CART., HP CE285A (HPB3A) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,640.50	0.00
247 4401001 HP B-13	TONER CART., HP CE285A (HPB3A) LaserJet Black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,241.70	0.00
249 4401001 HP B-13	TONER CART., HP CE285XC (HPB3XC) Black Contract LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,946.50	0.00
251 4401001 HP B-13	TONER CART., HP CE285A (HPB3) Black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,051.60	0.00
254 4401001 HP B-13	TONER CART., HP CE310Ac (HPB36) black	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
255 4401001 HP C-15	TONER CART., HP CE310Ac (HPB36) cyan	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
260 4401001 HP Y-15	TONER CART., HP CE312Ac (HPB36) yellow	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
261 4401001 HP M-15	TONER CART., HP CE313Ac (HPB36) magenta	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
262 4401001 HP B-13	TONER CART., HP CE325XC (HP25X) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,156.00	0.00
263 4401001 HP B-13	TONER CART., HP CE350A Black LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,901.60	0.00
264 4401001 HP C-13	TONER CART., HP CE351A Cyan LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
265 4401001 HP Y-13	TONER CART., HP CE352A Yellow LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
267 4401001 HP M-13	TONER CART., HP CE353A Magenta LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
268 4401001 HP B-13	TONER CART., HP CE360A (HP360A) Black LaserJet	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,189.20	0.00
269 4401001 HP B-13	TONER CART., HP CE360XC (HP360XC) Black Contract LJ	cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
215	44101013 HP CLJ	TONER CART, HP CF365A (HP505A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
216	4410102 HP CLJ	TONER CART, HP CF365C (HP505C) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.00	0.00
217	4410104 HP YLJ	TONER CART, HP CF352A (HP505A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
218	4410104 HP YLJ	TONER CART, HP CF352X (HP505X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
219	4410103 HP MLJ	TONER CART, HP CF351A (HP505A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
220	4410103 HP MLJ	TONER CART, HP CF351X (HP505X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
221	44101013 HP BLJ	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
222	44101013 HP CLJ	TONER CART, HP CF400A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
223	44101013 HP YLJ	TONER CART, HP CF400A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
224	44101013 HP MLJ	TONER CART, HP CF400A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
225	44101013 HP BLJ	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,440.80	0.00
226	44101013 HP BLJ	TONER CART, HP CF410X (HP410X) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,441.20	0.00
227	44101013 HP CLJ	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
228	44101013 HP CLJ	TONER CART, HP CF410X (HP410X) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
229	44101013 HP YLJ	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
230	44101013 HP YLJ	TONER CART, HP CF412X (HP410X) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
231	44101013 HP MLJ	TONER CART, HP CF411A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
232	44101013 HP MLJ	TONER CART, HP CF412X (HP410X) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
233	44101013 HP BLJ	TONER CART, HP Q2512A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,164.72	0.00
234	44101013 HP BLJ	TONER CART, HP Q2512A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,481.80	0.00
235	44101013 HP BLJ	TONER CART, HP Q2551A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,372.80	0.00
236	44101013 LK BLJ	TONER CART, LEXMARK E350HHP, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,874.32	0.00
237	44101013 LK BLJ	TONER CART, LEXMARK E650AHP, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,630.40	0.00
238	44101013 SA BLJ	TONER CART, SAMSUNG MLT D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,641.60	0.00
239	44101013 SA BLJ	TONER CART, SAMSUNG MLT D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,910.00	0.00
240	44101013 SA BLJ	TONER CART, SAMSUNG MLT D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,444.00	0.00
241	44101013 SA BLJ	TONER CART, SAMSUNG MLT D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,287.20	0.00
242	44101013 SA BLJ	TONER CART, SAMSUNG MLT D105S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,745.60	0.00
243	44101013 SA BLJ	TONER CART, SAMSUNG MLT D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,714.00	0.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
234	44301013 SA-B01	TONER CART, SAMSUNG MLT D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,617.60	0.00
235	44301013 SA-B01	TONER CART, SAMSUNG MLT D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,454.00	0.00
236	44301013 SA-B01	TONER CART, SAMSUNG MLT D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,204.00	0.00
237	44301013 SA-B01	TONER CART, SAMSUNG MLT D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,064.80	0.00
238	44301013 SA-B01	TONER CART, SAMSUNG SCX D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,357.60	0.00
239	44301013 RR-B01	TONER CART/DRUM, SAMSUNG MLT 1478, Black, for printer HL 5400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,059.44	0.00
240	44301013 A-B01	TONER CART/DRUM, CANON 324, for printer LBP6 J80x	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15,999.36	0.00
Audio and Visual Equipment and Supplies																										
241	45101013 D01-A01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	28,850.00	0.00
242	45101013 M01-P01	MULTIMEDIA PROJECTOR, 4000 lumen ANSI Lumens	unit	1			1	18,616.00				0	0.00	1			1	18,616.00				0	0.00	2.00	18,616.00	37,232.00
Flag or Accessories																										
243	55101013 PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1			1	319.28				0	0.00	1			1	319.28				0	0.00	2.00	319.28	638.56
Printed Publications																										
244	55101013 RA-P01	HANDBOOK (RA 9184), 7th Edition	book	1	1	1	3	135.84	1	1	1	3	135.84	1	1	1	3	135.84	1	1	1	3	135.84	12.00	46.28	555.36
Fire Fighting Equipment																										
245	46101013 FF-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5KGS	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,144.00	0.00
246	46101013 FF-B01	FIRE EXTINGUISHER, PURE HCFC 13B, 4.5KGS	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,992.00	0.00
Consumer Electronics																										
247	51101013 EV-B01	DIGITAL VOICE RECORDER, memory 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,828.14	0.00
Furniture and Furnishings																										
248	56101013 M-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00
249	56101013 M-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00
250	56101013 TM-S01	TABLE, MONOBLOC, WHITE, 88g x 88gmm (15" x 15")mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,326.00	0.00
251	56101013 TM-S02	TABLE, MONOBLOC, BEIGE, 88g x 88gmm (15" x 15")mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,326.00	0.00
Arts and Crafts Equipment and Accessories and Supplies																										
252	60101013 B-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39.78	0.00
253	60101013 B-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	42.38	0.00
254	60101013 ER-B01	ERASER, PLASTIC/RUBBER, for pen & draft writing	piece	5	5	5	15	66.30	5	5	5	15	66.30	5	5	5	15	66.30	5	5	5	15	66.30	60.00	4.42	265.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
305	60x15x24 MF 001	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	350.00	34.61	12,460.03
306	60x15x24 MF 002	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	350.00	34.61	12,460.03
307	60x15x24 MF 003	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	5	5	15	519.12	5	5	5	15	519.12	5	5	5	15	519.12	5	5	5	15	519.12	60.00	34.61	2,076.67
308	60x15x24 MF 004	WRAPPING PAPER, kraft, 61gsm (-53)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	129.67	0.00
SOFTWARE																										
1	433 00000 MF 001	Business functions specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2	433 00000 MF 002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3	433 00000 MF 003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4	433 00000 MF 004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5	433 00000 MF 005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6	433 00000 MF 006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7	433 00000 MF 007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8	433 00000 MF 008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9	433 00000 MF 009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10	433 00000 MF 010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11	433 00000 MF 011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12	433 00000 MF 012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13	433 00000 MF 013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14	433 00000 MF 014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15	433 00000 MF 015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
16	433 00000 MF 016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
OTHER SOFTWARE																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
PASSENGER AIR TRANSPORTATION																										
1	08000000000	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
COMMON ELECTRICAL SUPPLIES																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
COMMON OFFICE EQUIPMENT																									
1	DIGITAL COPIER	UNIT	1			1	200,000.00	1			1	200,000.00	1			1	200,000.00	1			1	200,000.00	4.00	200,000.00	800,000.00
2	DIGITAL COPIER	UNIT	1			1	100,000.00	1			1	100,000.00	1			1	100,000.00	1			1	100,000.00	4.00	100,000.00	400,000.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
COMMON OFFICE SUPPLIES																									
1	PENCIL #2	BOX	5	5	5	15	1,425.00	5	5	5	15	1,425.00	5	5	5	15	1,425.00	5	5	5	15	1,425.00	95.00	95.00	9,025.00
2	BALLPEN, BLACK	PIECE	20	20	20	60	2,400.00	20	20	20	60	2,400.00	20	20	20	60	2,400.00	20	20	20	60	2,400.00	240.00	40.00	9,600.00
3	BALLPEN, BLUE	PIECE	20	20	20	60	2,400.00	20	20	20	60	2,400.00	20	20	20	60	2,400.00	20	20	20	60	2,400.00	240.00	40.00	9,600.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
COMMON JANITORIAL SUPPLIES																									
1	DOORMAT, RUBBER	PIECE	2	2	2	6	1,800.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	24.00	300.00	7,200.00
2	DOORMAT, COTTON	PIECE	5	5	5	15	1,275.00	5	5	5	15	1,275.00	5	5	5	15	1,275.00	5	5	5	15	1,275.00	60.00	85.00	5,100.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Equipment and Accessories																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Supplies																								
1	DRY COPIER CUSTOMER LETTER TAGLIA LOCK AND DFWH LOGO	PIECE	500		500	125,000.00	500			500	125,000.00	500			500	125,000.00	500			500	125,000.00	2,000.00	250.00	500,000.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Audio and visual presentation and composing equipment																								
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Photographic or filming or video equipment																								
7	DSLR CAMERA	UNIT	1		1	45,000.00	1			1	45,000.00	1			1	45,000.00	1			1	45,000.00	4.00	45,000.00	180,000.00
8	DIGITAL CAMERA	UNIT	2		2	60,000.00	2			2	120,000.00	2			2	120,000.00	2			2	120,000.00	8.00	15,000.00	120,000.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Cleaning Equipment and Supplies																								
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Paper Materials and Products																								
13	PAPER, MULTI PURPOSE COPY, SIZE A3	REAM	5	5	5	7,500.00	3	3	3	9	4,500.00	3	3	3	9	4,500.00	5	5	5	15	7,500.00	48.00	500.00	24,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
1		TRACING PAPER, 24X36, 80/BS	ROLL	15	15	15	45	135,000.00	10	10	10	30	90,000.00	10	10	10	30	90,000.00	15	15	15	45	135,000.00	150.00	3,000.00	450,000.00
1		MYLAR PAPER	ROLL	10	5	5	20	70,000.00	10	5	5	20	70,000.00	10	5	5	20	70,000.00	10	5	5	20	70,000.00	80.00	3,500.00	280,000.00
		BLUE PRINT PAPER	ROLL	5	5	5	15	18,750.00	5	5	5	15	18,750.00	5	5	5	15	18,750.00	5	5	5	15	18,750.00	60.00	1,250.00	75,000.00
		LETTERHEAD, 80 CSM, A4	REAM	25			25	27,000.00	25			25	27,000.00	25			25	27,000.00	25			25	27,000.00	100.00	1,080.00	108,000.00
		LETTERHEAD, 80 CSM, LEGAL	REAM	10			10	14,400.00	15			15	21,600.00	10			10	14,400.00	15			15	21,600.00	50.00	1,440.00	72,000.00
Lighting and fixtures and accessories																										
1		FLUORESCENT LAMP, 35 WATTS	PIECE	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	24.00		0.00
1		CFL, LED, 9 WATTS	PIECE	2	2	2	6	900.00	2	2	2	6	900.00	2	2	2	6	900.00	2	2	2	6	900.00	24.00	150.00	3,600.00
1		CFL, LED, 11 WATTS	PIECE	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	24.00		0.00
		FLUORESCENT LAMP, 18 WATTS	PIECE	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	24.00		0.00
		FLAT CORD WIRE, STRANDED, #18	ROLL	1			1	0.00				0	0.00	1			1	0.00				0	0.00	2.00		
		FLAT CORD WIRE, STRANDED, #12	ROLL	1			1	0.00				0	0.00	1			1	0.00				0	0.00	2.00		
		FLAT CORD WIRE, STRANDED, #14	ROLL	1			1	0.00				0	0.00	1			1	0.00				0	0.00	2.00		0.00
Electrical equipment and components and supplies																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Computer Supplies																										
1		CDRW	PIECE	5	5	5	15	675.00	5	5	5	15	675.00	5	5	5	15	675.00	5	5	5	15	675.00	60.00	45.00	2,700.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
1	KEYBOARD AND MOUSE COMBO	SET	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	12.00	1,200.00	14,400.00	
2	OPTICAL MOUSE	PIECE	1	1	1	3	930.00	1	1	1	3	930.00	1	1	1	3	930.00	1	1	1	3	930.00	12.00	310.00	3,720.00	
3	PORTABLE EXTERNAL HARD DRIVE, 2 TB	PIECE	1	1		2	15,000.00	1	1		2	15,000.00	1	1		2	15,000.00	1	1		2	15,000.00	8.00	7,500.00	60,000.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
CONSUMABLES																										
4	INK CARTRIDGE, HP715, BLACK	CART	5	5	5	15	19,600.00	5	5	5	15	19,600.00	5	5	5	15	19,600.00	5	5	5	15	19,600.00	60.00	2,640.00	158,400.00	
5	INK CARTRIDGE, HP715, YELLOW	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
6	INK CARTRIDGE, HP715, CYAN	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
7	INK CARTRIDGE, HP715, MAGENTA	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
8	INK CARTRIDGE, LC665, BLACK	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
9	INK CARTRIDGE, LC665, YELLOW	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
10	INK CARTRIDGE, LC665, CYAN	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
11	INK CARTRIDGE, LC665, MAGENTA	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
12	INK CARTRIDGE, LC667, BLACK	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
13	INK CARTRIDGE, LC667, YELLOW	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
14	INK CARTRIDGE, LC667, CYAN	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
15	INK CARTRIDGE, LC667, MAGENTA	CART	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	3	3	3	9	14,805.00	36.00	1,645.00	59,220.00	
16	INK CARTRIDGE, LC9519, BLACK	CART	3	3	3	9	19,800.00	3	3	3	9	19,800.00	3	3	3	9	19,800.00	3	3	3	9	19,800.00	36.00	2,200.00	79,200.00	
17	INK CARTRIDGE, LC9519, YELLOW	CART	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	36.00	1,560.00	56,160.00	
18	INK CARTRIDGE, LC9519, CYAN	CART	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	36.00	1,560.00	56,160.00	
19	INK CARTRIDGE, LC9519, MAGENTA	CART	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	3	3	3	9	14,040.00	36.00	1,560.00	56,160.00	
20	INK CARTRIDGE, LC9517, BLACK	CART	3	3	3	9	8,640.00	3	3	3	9	8,640.00	3	3	3	9	8,640.00	3	3	3	9	8,640.00	36.00	960.00	34,560.00	
21	INK CARTRIDGE, LC9517, YELLOW	CART	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	36.00	920.00	33,120.00	
22	INK CARTRIDGE, LC9517, CYAN	CART	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	36.00	920.00	33,120.00	
23	INK CARTRIDGE, LC9517, MAGENTA	CART	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	3	3	3	9	8,280.00	36.00	920.00	33,120.00	
24	TONER CARTRIDGE, HP136A, BLACK	CART	3	3	3	9	36,900.00	3	3	3	9	36,900.00	3	3	3	9	36,900.00	3	3	3	9	36,900.00	36.00	4,100.00	147,600.00	
25	TONER CARTRIDGE, HP136A, YELLOW	CART	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	24.00	4,240.00	101,760.00	
26	TONER CARTRIDGE, HP136A, CYAN	CART	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	24.00	4,240.00	101,760.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
11	TONER CARTRIDGE, HP130A, MAGENTA	CART	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	2	2	2	6	25,440.00	24.00	4,240.00	101,760.00		
14	TONER CARTRIDGE, HP204A, BLACK	CART	1	1	1	3	11,520.00	1	1	1	3	11,520.00	1	1	1	3	11,520.00	1	1	1	3	11,520.00	12.00	3,840.00	46,080.00		
15	TONER CARTRIDGE, HP204A, YELLOW	CART	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	4.00	3,840.00	15,360.00		
16	TONER CARTRIDGE, HP204A, CYAN	CART	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	4.00	3,840.00	15,360.00		
	TONER CARTRIDGE, HP204A, MAGENTA	CART	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	1			1	3,840.00	4.00	3,840.00	15,360.00		
	BOTTLED INK, BLACK	BTL	2	2	2	6	2,160.00	2	2	2	6	2,160.00	2	2	2	6	2,160.00	2	2	2	6	2,160.00	24.00	360.00	8,640.00		
	BOTTLED INK, YELLOW	BTL	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	12.00	360.00	4,320.00		
18	BOTTLED INK, CYAN	BTL	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	12.00	360.00	4,320.00		
19	BOTTLED INK, MAGENTA	BTL	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	1	1	1	3	1,080.00	12.00	360.00	4,320.00		
	TONER CARTRIDGE, TK7119	CART	4	4	4	12	102,000.00	4	4	4	12	102,000.00	4	4	4	12	102,000.00	4	4	4	12	102,000.00	48.00	8,500.00	408,000.00		
	TONER CARTRIDGE, TK3104	CART	3	3	3	9	68,400.00	3	3	3	9	68,400.00	3	3	3	9	68,400.00	3	3	3	9	68,400.00	36.00	7,600.00	273,600.00		
	TONER CARTRIDGE, TK1147	CART	1	1	1	3	19,410.00	1	1	1	3	19,410.00	1	1	1	3	19,410.00	1	1	1	3	19,410.00	12.00	6,470.00	77,640.00		
Other Categories																											
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
A. TOTAL																									P	8,012,748.91	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									P	801,274.89	
C. GRAND TOTAL (A + B)																									P	8,814,023.80	
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									P	-	
G. MONTHLY CASH REQUIREMENTS																									P	-	
G.1 Available at Procurement Service Stores					617,777.45						576,977.07				559,777.63				602,026.70		P	2,361,503.91					
G.2 Other Items not available at PS but regularly purchased from other sources					1,432,350.00						1,191,580.00				1,184,180.00				1,439,580.00		P	5,647,920.00					
TOTAL MONTHLY CASH REQUIREMENTS					2,050,127.45						1,668,557.07				1,644,102.63				2,041,606.70		P	8,009,423.91					

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	

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

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

Prepared by:

Emelita R. Bautista
EMELITA R. BAUTISTA
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

Tuningning T. Esabella
TUNINGNING T. ESABELLA
Accountant / Local Budget Officer

Approved by:

Roberto S. Nicolas
ROBERTO S. NICOLAS
Head of Office/Agency

Date Prepared August 29, 2018