

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

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-phillips.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 APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 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 appdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: Department of Public Works and
Region: V
Address: Calandagan District Engineering
San Bruno Village, Vintar, Caramoan
Agency Code/UNSC: D7578
Organization Type: Infrastructure
Contact Person: MELCHOR P. TATAD
Position: Administrative Officer III
E-mail: melchor.p.tatad@pwds.gov.ph
Telephone/Mobile Nos: 09202853660

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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1. 12191601-AL-B04 ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	47.85	13,083.10				
2. 12191601-AL-B03 ALCOHOL, Ethyl, 1 Gallon	gallon	10	0	0	10	3,305.50	0	10	0	10	0	10	10	3,305.50	0	0	12	12	3,966.60		42	330.55		
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3. 60121413-CB-P01 CLEARBOOK, 20 transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	32.91	0.00			
4. 60121413-CB-P02 CLEARBOOK, 20 transparent pockets, legal	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	36.36	0.00			
5. 60121534-ER-P01 ERASER, plastic/ rubber	piece	15	15	17	47	210.09	0	6	6	53.64	14	14	14	42	187.74	7	7	8	22	98.34	123	4.47	549.81	
6. 60121524-SP-G01 SIGN PEN, Black, liquid or gel	piece	0	5	0	5	111.00	0	5	5	111.00	0	5	5	10	222.00	5	5	0	10	222.00	30	22.20	666.00	
7. 60121524-SP-G02 SIGN PEN, Blue, liquid or gel	piece	5	5	0	10	222.00	0	5	5	222.00	0	2	3	5	111.00	0	0	5	5	111.00	30	22.20	666.00	
8. 60121524-SP-G03 SIGN PEN, Red, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00	
9. 60121124-WR-P01 WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	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	0.00	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00		
11. 45111609-PH-P01 MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0.00	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	37	37	37	111	2,274.39	11	11	12	34	696.66	30	31	31	92	1,885.08	21	21	22	64	1,311.36	301	20.49	6,167.49
13. 26111702-BT-A01 BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	35	35	36	106	1,944.04	12	12	10	34	623.56	29	29	29	87	1,595.58	21	21	22	64	1,173.76	281	18.34	5,326.94
14. 26111702-BT-A03 BATTERY, dry cell, size D, Two (2) pieces per blister 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	96.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																								

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity Catalogue for the year	Price Catalogue (as of 28.10.2022)	Total Amount for the year			
				Jan												Q2									
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	81.64	0.00	
16	47131604-BR-S01	BROOM, Soft (Walls Tumbro)	piece	6	6	6	18	2,453.32	2	0	0	272.48	5	6	0	11	1,498.64	1	0	0	1	136.24	32	136.24	4,359.68
17	47131604-BR-T01	BROOM, Stick (Walls Tumbro)	piece	4	4	0	8	182.24	0	0	0	0.00	4	4	0	8	182.24	0	0	0	0	0.00	16	22.78	364.48
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	15	5	5	25	1,040.00	0	0	0	0.00	10	5	0	15	624.00	0	0	0	0	0.00	40	41.60	1,644.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	4	4	5	13	310.96	0	0	0	0.00	0	0	3	3	71.76	0	0	0	0	0.00	16	23.92	382.72
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.30	0.00
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	54.08	0.00
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	7	0	0	7	979.23	0	2	0	279.78	0	0	2	2	279.78	2	0	0	2	279.78	13	139.89	1,818.57
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	7	7	0	14	386.96	1	0	0	27.64	0	0	3	3	82.92	0	0	0	0	0.00	18	27.64	497.52
24	47131802-FM-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00
25	47131803-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	120.12	0.00
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	7	7	7	21	901.95	0	3	3	257.70	5	5	6	16	687.20	3	3	0	6	257.70	49	42.95	2,104.55
27	47121804-HP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00
28	47131613-HP-H02	MOP/HANDLE, heavy duty	piece	0	6	0	6	748.80	0	0	0	0.00	0	6	0	6	748.80	0	0	0	0	0.00	12	124.80	1,497.60
29	47131619-HP-R01	MOP/HEAD, made of rayon	piece	0	0	6	6	735.06	0	0	0	0.00	0	0	6	6	735.06	0	0	0	0	0.00	12	122.51	1,470.12
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	53.14	0.00
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.93	0.00
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	10	0	0	10	1,440.40	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	144.04	1,440.40
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	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-SF-P01	INK, for stamp pad, 50mL	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	28.91	0.00
CONSUMER ELECTRONICS																									
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	1	0	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16	7,339.16
FACE MASK																									
36	42131713-SM-H06	FACE MASK, 3 ply, 80% (50) pieces per box	box	14	13	13	40	3,100.00	9	9	27	2,092.50	13	14	13	40	3,100.00	9	9	8	26	2,015.00	133	77.50	10,397.50
FILMS																									
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	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	0.00	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	1	0	3	715.62	1	0	1	238.54	0	2	0	2	477.08	0	0	1	1	238.54	7	238.54	1,659.78
FIRE FIGHTING EQUIPMENT																									
40	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	5	5	5	15	17,160.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	1,144.00	17,160.00
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCTC	unit	10	0	0	10	56,132.50	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,613.25	56,132.50
FLAG OR ACCESSORIES																									
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	288.94	0.00
FURNITURE AND FURNISHINGS																									
43	56101504-CN-B01	MONOLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	347.41	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28.10.2022)	Total Amount for the year				
				Jan												Q2										
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4							
				Q1				Q2				Q3				Q4										
				AMOUNT				AMOUNT				AMOUNT				AMOUNT										
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	12	0	0	12	4,139.04	0	0	0	0	0.00	0	10	0	10	3,449.20	0	0	0	0	0.00	22	344.92	7,588.26
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	1	0	0	1	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,248.00	1,248.00
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	4	0	0	4	4,888.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,222.00	4,888.00
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
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	4	0	0	4	3,427.44	0	2	0	2	1,713.72	0	0	1	1	856.86	0	0	0	0	0.00	7	855.86	5,998.22
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	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00
52	43211507-DSK002	DESKTOP, for Mid-Range Users	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	42,390.40	0.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	11	12	11	34	94,941.60	0	4	0	4	11,659.60	0	3	3	6	16,739.40	0	0	4	4	11,659.60	48	2,792.40	134,035.20
54	43211503-LAP001	LAPTOP, for Mid-range Users	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	42,390.00	0.00
55	43211503-LAP002	LAPTOP, Lightweight	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	46,800.00	0.00
56	43211708-MO-001	MOUSE, OPTICAL, USB connection type	unit	6	6	6	18	2,695.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	149.76	2,695.68
57	43212102-PR-002	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	1	0	1	38,100.97	0	0	0	0	0.00	0	0	0	0	0.00	1	38,100.97	38,100.97
58	43212102-PR-001	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	0	3	0	3	7,910.67	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,636.69	7,910.67
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.62	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GS-301	GLUE, all-purpose, 200 grams	jar	26	27	27	80	5,657.60	10	11	11	32	2,263.04	25	25	25	75	5,304.00	17	18	17	52	3,677.44	239	70.72	16,902.08
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	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	22.55	0.00
64	31151804-SW-S01	STAPLE WIRE, standard	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	23.76	0.00
65	31201502-TA-E01	TAPE, electrical	roll	10	5	0	15	291.75	0	0	0	0	0.00	5	5	5	15	291.75	0	0	0	0	0.00	30	19.45	583.50
66	31201503-TA-H01	TAPE, marking, 24mm	roll	27	28	28	83	5,136.04	7	7	7	21	1,299.48	27	28	28	83	5,136.04	10	10	11	31	1,018.28	218	61.88	13,489.94
67	31201503-TA-H02	TAPE, marking, 48 mm	roll	22	23	22	67	8,117.72	12	13	0	25	3,029.00	21	22	22	65	7,875.40	10	11	11	32	3,877.12	189	121.16	22,899.24
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	18	19	19	56	1,252.16	3	3	3	9	201.24	14	14	16	44	985.84	10	9	0	19	424.84	128	22.35	2,882.08
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	100	100	50	250	2,795.00	29	30	30	89	995.02	52	53	52	157	1,735.26	50	50	50	150	1,677.00	646	11.18	7,222.28
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	61	62	61	184	4,152.88	10	23	10	43	970.51	39	40	39	118	2,663.26	40	30	0	70	1,579.90	415	22.57	9,366.55
71	31151507-TW-P01	TYNINE, plastic	roll	1	0	0	1	66.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	66.62	66.62
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	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	16.64	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	12	13	13	38	563.16	10	11	11	32	474.24	11	13	10	34	503.88	9	9	9	27	400.14	131	14.82	1,941.42	

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								
				Q1				Q2				Q3							Q4							
				Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount				
74	44101602-PE-H01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	9,534.72		
75	44101807-CA-C01	CALCULATOR, Compact	unit	4	4	4	12	3,194.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	12	266.24	3,194.88	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	32.97	0.00	
77	44122105-BF-C01	CLIP, backbid, 19mm	box	37	37	37	111	967.92	17	18	18	53	462.16	23	24	24	71	615.12	22	23	23	68	592.96	303	8.72	2,642.16
78	44122105-BF-C02	CLIP, backbid, 25mm	box	38	39	39	116	1,711.00	19	19	20	58	855.50	25	26	25	76	1,121.00	19	20	19	58	855.50	308	14.75	4,543.00
79	44122105-BF-C03	CLIP, backbid, 32mm	box	4	4	5	13	332.28	5	4	4	13	332.28	4	5	4	13	332.28	4	4	5	13	332.28	52	25.56	1,329.12
80	44122105-BF-C04	CLIP, backbid, 50mm	box	40	40	41	121	6,780.84	22	24	22	68	3,610.72	25	25	26	76	4,259.04	22	24	22	68	3,610.72	333	56.04	18,661.32
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	101	102	102	305	3,516.65	61	62	62	185	2,133.05	78	79	79	236	2,721.08	64	64	65	193	2,225.28	919	11.53	10,596.07
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	4	5	5	14	468.02	2	1	0	3	100.29	5	5	4	14	468.02	0	3	0	3	100.29	34	33.43	1,136.62
83	44111315-DF-B01	DATA FILE BOX	piece	62	63	63	188	14,513.60	42	43	43	128	9,881.60	56	56	56	168	12,989.60	32	32	32	96	7,411.20	580	77.20	44,776.00
84	44122011-DF-F01	DATA FOLDER	piece	0	50	50	100	6,884.00	0	0	0	0	0.00	0	50	50	100	6,884.00	0	0	0	0	0.00	200	68.64	13,728.00
85	44103202-DS-H01	DATING AND STAMPING MACHINE	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	453.96	0.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces 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	764.40	0.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	473	474	473	1420	1,392,622.40	270	270	270	810	794,383.20	361	362	362	1085	1,064,081.20	253	254	253	760	745,347.20	4075	980.72	3,996,434.00
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	316	317	317	950	701,480.00	140	140	140	420	310,128.00	283	284	283	850	627,440.00	140	140	140	420	310,128.00	2640	738.40	1,949,376.00
89	44121506-EN-X02	ENVELOPE, Expanding, 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	30.49	0.00
90	44121506-EN-W02	ENVELOPE, Mailing, 500 pieces per box	box	5	5	3	13	5,622.76	0	0	0	0	0.00	2	2	0	4	1,730.08	0	1	1	2	865.04	19	432.52	8,217.88
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	2	2	1	5	2,444.00	0	0	0	0	0.00	2	2	1	5	2,444.00	0	0	0	0	0.00	10	488.80	4,888.00
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	2	2	2	6	68.46	1	0	0	1	11.41	0	3	3	6	68.46	0	0	1	1	11.41	14	11.41	159.74
93	44101714-FX-H01	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	79	80	80	239	22,618.96	49	49	49	147	13,912.08	71	72	72	215	20,347.60	48	49	48	145	13,722.80	746	94.64	70,601.44
95	44111315-FO-X01	FILE ORGANIZER, expanding, plastic, 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	85.20	0.00
96	44122018-FT-001	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-002	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	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	270.40	0.00
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	33	33	34	100	28,652.00	34	33	33	100	28,652.00	40	40	40	120	34,382.40	33	34	33	100	28,652.00	420	286.52	120,338.40
100	44122011-FO-L01	FOLDER, L-type, A4, 50 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	187.54	0.00
101	44122011-FO-L02	FOLDER, L-type, legal, 50 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	238.57	0.00
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces 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	952.64	0.00
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	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	333.26	0.00
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	11	12	12	35	2,208.85	8	9	9	26	1,640.86	7	7	8	22	1,388.42	10	11	11	32	2,019.52	115	63.11	7,257.65
106	44111315-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	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	36.66	0.00
108	44121706-MP-B01	MARKER, Permanent, Black	piece	34	35	34	103	769.41	13	14	13	40	298.80	27	28	27	82	612.54	12	12	12	36	268.92	261	7.47	1,949.67
109	44121706-MP-B02	MARKER, Permanent, Blue	piece	4	3	3	10	74.70	4	3	3	10	74.70	7	7	8	22	164.34	3	4	3	10	74.70	52	7.47	386.44

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year		Price Catalogue (as of 28.10.2022)		Total Amount for the year		
				Monthly Quantity Requirement																						
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct						Nov	Dec
110	44121706-MP-803	MARKER, Permanent, Red	piece	2	2	2	6	44.82	0	3	3	6	44.82	0	2	4	6	44.82	2	2	2	6	44.82	24	7.47	179.28
111	44121706-MW-801	MARKER, Whiteboard, Black	piece	44	44	45	133	1,283.45	42	43	42	127	1,225.55	31	32	32	95	916.75	21	22	21	64	617.60	419	9.65	4,043.35
112	44121706-MW-802	MARKER, Whiteboard, Blue	piece	0	5	0	5	48.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9.65	48.25
113	44121706-MW-803	MARKER, Whiteboard, Red	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	9.65	0.00
114	4412104-PC-001	PAPER CLIP, vinyl/plastic coated, 33mm	box	22	23	23	68	599.76	21	21	21	63	555.66	17	18	18	53	467.46	17	18	18	53	467.46	237	8.82	2,090.34
115	4412104-PC-002	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	28	28	28	84	1,157.52	29	29	30	88	1,212.64	16	17	16	49	675.22	22	23	23	68	937.04	289	13.78	3,962.42
116	44101601-PT-001	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	1	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,297.60	9,297.60
117	44121706-PE-001	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	40	40	41	121	2,515.59	13	13	13	39	810.61	30	31	31	92	1,912.68	12	13	13	38	790.02	280	20.79	6,028.10
118	44121615-PS-001	PENCIL SHARPENER, manual, single cutter head	piece	5	6	6	17	3,618.79	1	0	0	1	212.87	0	1	0	1	212.87	0	0	0	0	0.00	19	212.87	4,044.53
119	44101602-PL-001	PUNCHER, paper, heavy duty	piece	8	9	9	26	3,920.80	2	2	3	7	1,055.60	5	6	6	17	2,563.60	1	2	1	4	603.20	64	150.80	8,143.20
120	4412037-AB-P10	RING BINDER, plastic, 32 mm, 10 pieces 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	274.23	0.00
121	4412101-RL-801	RUBBER BAND No. 18, 350g	box	4	5	5	14	1,892.80	0	4	0	4	540.80	4	4	5	13	1,757.60	0	0	4	4	540.80	35	135.20	4,732.00
122	44121905-SP-001	STAMP PAD, felt	piece	8	9	9	26	1,037.92	3	3	3	9	359.28	0	4	5	9	359.28	0	4	4	8	319.36	52	39.92	2,075.94
123	44121618-SS-001	SCISSORS, symmetrical or asymmetrical	pair	19	20	20	59	1,966.83	0	3	3	6	200.22	0	5	2	7	233.59	1	0	0	1	33.37	73	33.37	2,436.01
124	44121615-ST-001	STAPLER, standard type	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	145.60	0.00
125	44121615-ST-801	STAPLER, heavy duty (binder type), desktop	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	888.16	0.00
126	44121613-SR-001	STAPLE REMOVER, plier type	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	27.87	0.00
127	44121605-TD-101	TAPE DISPENSER, table top	piece	7	7	6	20	1,456.00	1	0	0	1	72.80	3	2	2	7	509.60	1	2	2	5	364.00	33	72.80	2,402.40
PAPER MATERIALS AND PRODUCTS																										
128	14111525-CA-001	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-111	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 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-112	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 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	1,166.89	0.00
131	14111506-CF-122	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 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-121	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 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-131	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 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-132	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 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-LI-001	LOOSE-LEAF 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-MP-502	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	12	13	13	38	1,408.28	12	12	13	37	1,371.22	12	13	13	38	1,408.28	12	12	13	37	1,371.22	150	37.06	5,559.00
137	14111514-MP-504	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	36	36	36	108	6,402.24	19	19	19	57	3,378.96	39	40	39	118	6,995.04	19	20	20	59	3,497.52	342	59.28	20,273.76
138	14111514-MP-503	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	27	28	28	83	4,316.00	20	21	21	62	3,224.00	27	28	28	83	4,316.00	20	21	21	62	3,224.00	280	52.00	15,080.00
139	14111514-MB-501	NOTEBOOK, steno-grapher	piece	10	0	0	10	120.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	12.04	120.40
140	14111507-PP-001	PAPER, MULTICOPIY A4, 500 sheets per ream	ream	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	165.65	0.00
141	14111507-PP-002	PAPER, MULTICOPIY LEGAL, 500 sheets per ream	ream	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	189.18	0.00
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	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	137.74	0.00
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	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	158.91	0.00
144	14111531-PP-001	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

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28.10.2022)	Total Amount for the year				
				Q1												Q2															Q3			
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT															
145	1411503-PA-P01	PAPER, parchment, 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	96.05	9.00								
146	1411531-RE-B01	RECORD BOOK, 300 PAGES	book	57	58	58	173	10,795.20	36	37	37	110	6,864.00	34	35	35	104	6,489.60	28	28	29	85	5,304.00	472	62.40	29,413.20								
147	1411531-RE-B02	RECORD BOOK, 500 PAGES	book	61	61	61	183	19,032.00	43	42	45	130	13,520.00	38	39	38	115	11,960.00	36	37	37	110	11,440.00	538	104.00	55,912.00								
148	1411818-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	1411704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls 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	33.80	0.00								
150	1411704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	34	35	34	103	8,890.96	8	8	8	24	2,071.68	22	22	24	68	5,869.76	8	8	8	24	2,071.68	219	86.32	18,994.08								
PERFUMES OR COLOGNES OR FRAGRANCES																																		
151	53131624-HS-501	LIQUID HAND SANITIZER, 500mL	bottle	19	19	19	57	4,608.45	10	10	10	30	2,425.50	14	14	14	42	3,395.70	15	10	10	35	2,829.75	164	80.85	13,289.40								
PESTICIDES OR PEST REPELLENTS																																		
152	10191509-IN-A01	INSECTICIDE, 600mL	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	139.36	0.00								
PRINTED PUBLICATIONS																																		
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA	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	1,128.32	0.00								
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, 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	1,179.32	0.00								
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	881.12	0.00								
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, 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	892.32	0.00								
8	44103105-EP-B17	INK CARTRIDGE, EPSON CL37664100 (T6641), Black	cart	33	34	33	100	24,960.00	14	14	14	42	10,483.20	16	17	17	50	12,480.00	17	18	17	52	12,879.20	244	249.60	60,902.40								
9	44103105-EP-C17	INK CARTRIDGE, EPSON CL37664200 (T6642), Cyan	cart	46	46	46	138	34,444.80	29	30	30	89	22,214.40	32	33	33	98	24,460.80	29	29	29	87	21,715.20	412	249.60	102,835.20								
10	44103105-EP-M17	INK CARTRIDGE, EPSON CL37664300 (T6643), Magenta	cart	46	46	46	138	34,444.80	29	30	30	89	22,214.40	32	33	33	98	24,460.80	29	29	29	87	21,715.20	412	249.60	102,835.20								
11	44103105-EP-Y17	INK CARTRIDGE, EPSON CL37664400 (T6644), Yellow	cart	46	46	46	138	34,444.80	29	30	30	89	22,214.40	32	33	33	98	24,460.80	29	29	29	87	21,715.20	412	249.60	102,835.20								
12	44103105-HP-B40	INK CARTRIDGE, HP CZP04AA (HPB2), 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 CZP06AA (HPR2), 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	3,016.00	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	880.88	0.00								
22	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HPB0), 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	0.00	0.00								
23	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HPB0), 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								

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 20 Jan 2022)	Total Amount for the year							
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT			
24	44103105-HP-B35	INK CARTRIDGE, HP CD867AA (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	419.12	0.00
25	44103105-HP-T35	INK CARTRIDGE, HP CD868AA (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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	0	1,341.28	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	0	1,970.80	0.00
37	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP950XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,517.36	0.00
38	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP950XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,517.36	0.00
39	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP950XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	0	256.88	0.00
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	0.00	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	0.00	0	256.88	0.00
48	44103105-HP-T43	INK CARTRIDGE, HP F0V26AA (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	0.00	0	424.32	0.00
49	44103105-HP-B43	INK CARTRIDGE, HP F0V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	424.32	0.00
50	44103105-HP-C50	INK CARTRIDGE, HP U051AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	982.80	0.00
51	44103105-HP-M50	INK CARTRIDGE, HP U054AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	982.80	0.00
52	44103105-HP-Y50	INK CARTRIDGE, HP U057AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	982.80	0.00
53	44103105-HP-B50	INK CARTRIDGE, HP U060AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,294.80	0.00
54	44103105-HX-C48	INK CARTRIDGE, HP U063AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,339.52	0.00
55	44103105-HX-M48	INK CARTRIDGE, HP U066AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,339.52	0.00
56	44103105-HX-Y48	INK CARTRIDGE, HP U069AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,339.52	0.00
57	44103105-HX-B48	INK CARTRIDGE, HP U072AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,817.92	0.00
58	44103105-HP-C51	INK CARTRIDGE, HP T0L89AA (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	0.00	0	468.00	0.00
59	44103105-HP-M51	INK CARTRIDGE, HP T0L93AA (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	0.00	0	468.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (per 20 Jan 2022)	Total Amount for the year					
				Jan												Feb											
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount	
60	44103105-HP-Y51	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	488.00		8.00
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		8.00
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		8.00
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		8.00
64	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015096)	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		8.00
65	44103109-BE-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		8.00
66	44103103-BE-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		8.00
67	44103103-BE-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		8.00
68	44103103-BE-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		8.00
69	44103103-BE-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		8.00
70	44103103-BE-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		8.00
71	44103103-BE-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		8.00
72	44103103-BE-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		8.00
73	44103103-BE-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		8.00
74	44103103-BE-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		8.00
75	44103103-BE-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		8.00
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		8.00
77	44103103-HP-B12	TONER CARTRIDGE, HP CE8435A, Black	cart	12	12	14	38	117,769.60	14	14	0	28	86,777.60	14	14	0	28	86,777.60	14	14	0	28	86,777.60	122	3,099.20		378,102.40
78	44103103-HP-B14	TONER CARTRIDGE, HP CE840A, 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		8.00
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		8.00
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		8.00
81	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	44	46	35	125	403,340.00	15	19	16	50	162,136.00	31	31	18	80	259,417.60	17	24	18	59	191,320.48	314	3,262.72		1,016,214.88
82	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	3	0	0	3	7,851.20	0	7	0	7	16,452.80	3	0	0	3	7,851.20	0	0	5	5	11,752.00	18	2,350.40		42,287.20
83	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	3	0	0	3	7,851.20	0	5	0	5	13,052.00	0	3	0	3	7,851.20	0	0	3	3	7,851.20	14	2,610.40		36,545.60
84	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	3	0	0	3	7,851.20	0	5	0	5	13,052.00	0	2	0	2	5,220.80	0	0	3	3	7,851.20	13	2,610.40		33,935.20
85	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	3	0	0	3	7,851.20	0	5	0	5	13,052.00	0	2	0	2	5,220.80	0	0	3	3	7,851.20	13	2,610.40		33,935.20
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		8.00
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	3,063.60		8.00
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	3,063.60		8.00
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	3,063.60		8.00
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		8.00
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	6,766.00		8.00
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		8.00
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		8.00
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		8.00
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	3,857.60		8.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 20.10.2022)	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		
96	44103103-HP-C27	TONER CARTRIDGE, HP CE411A (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,011.20		6.00	
97	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,460.00		6.00	
98	44103103-HP-M27	TONER CARTRIDGE, HP CE413A (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,011.20		6.00	
99	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,050.80		6.00	
100	44103103-HP-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,332.00		6.00	
101	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,878.72		6.00	
102	44103103-HP-B53	TONER CARTRIDGE, HP CF216A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,246.80		6.00	
103	44103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M415	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,680.40		6.00	
104	44103103-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,359.52		6.00	
105	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP31A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,880.00		6.00	
106	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP33A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,034.72		6.00	
107	44103103-HP-B51	TONER CARTRIDGE, HP CF283XC (HP33X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,796.00		6.00	
108	44103103-HP-B59	TONER CARTRIDGE, HP CF287A (HP37), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,829.00		6.00	
109	44103103-HP-B52	TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	13,728.00		6.00	
110	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,574.00		6.00	
111	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,682.00		6.00	
112	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,682.00		6.00	
113	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,482.00		6.00	
114	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	10	16	0	26	182,790.40	0	10	10	20	140,608.00	5	5	8	18	126,547.20	10	9	0	19	133,677.60	83	7,030.40	585,523.20
115	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	9	10	0	19	167,466.00	5	8	18	16	158,652.00	5	5	8	18	158,652.00	5	5	8	18	158,652.00	73	8,814.00	643,422.00
116	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	9	10	0	19	167,466.00	5	8	18	18	158,652.00	5	5	8	18	158,652.00	5	5	8	18	158,652.00	73	8,814.00	643,422.00
117	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	14	15	0	29	235,606.00	10	5	13	28	246,792.00	10	10	8	28	246,792.00	10	10	8	28	246,792.00	113	8,814.00	995,982.00
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	0.00	0	3,099.20		6.00
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	0.00	0	3,660.80		6.00
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	0.00	0	3,660.80		6.00
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	0.00	0	3,660.80		6.00
122	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP110A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	3,900.00		6.00
123	44103103-HP-B54	TONER CARTRIDGE, HP CF410XC (HP110XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	6,849.40		6.00
124	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP110A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	5,038.80		6.00
125	44103103-HP-C64	TONER CARTRIDGE, HP CF411XC (HP110XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8,522.00		6.00
126	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP110A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	5,038.80		6.00
127	44103103-HP-Y64	TONER CARTRIDGE, HP CF412XC (HP110XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8,532.80		6.00
128	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP110A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	5,038.80		6.00
129	44103103-HP-M64	TONER CARTRIDGE, HP CF413XC (HP110XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8,522.80		6.00
130	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	8	5	4	17	63,648.00	4	3	0	7	26,208.00	10	4	3	17	63,648.00	1	0	4	5	18,720.00	46	3,744.00	172,224.00
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	0.00	0	4,680.00		6.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (P/28-JAN-2022)	Total Amount for the year				
				Q1												Q2															Q3			
				Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug	Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount											
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 ML-T-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	3,496.00		0.00							
134	44103103-SA-B07	TONER CARTRIDGE, SAMSUNG ML-T-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 ML-T-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 ML-T-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 ML-T-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 ML-T-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-B10	TONER CARTRIDGE, SAMSUNG ML-T-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 ML-T-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 ML-T-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 ML-T-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 SCK-DE555A, 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-SPT-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-SPT-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-SPT-003	Computer games 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-SPT-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	43232302-SPT-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-SPT-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-SPT-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-SPT-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-SPT-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	43233001-SPT-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-SPT-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-SPT-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-SPT-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-SPT-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-SPT-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-SPT-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)																																		
		colored paper (pink) long	pink	5	5	6	16	3,200.00	5	5	5	15	3,000.00	3	4	4	11	2,200.00	4	3	3	10	2,000.00	52	200.00		10,400.00							
		colored paper (blue) short	pink			1	1	200.00				0	0.00		1		1	200.00				0	0.00	2	200.00		400.00							
		colored paper (yellow) long	pink	10	10	11	31	6,200.00	3	3	2	8	1,600.00	9	10	10	29	5,800.00	2	3	3	8	1,600.00	76	200.00		15,200.00							
		colored paper (yellow) A4	pink			1	1	200.00			1	1	200.00	1			1	200.00	1	1		2	400.00	5	200.00		1,000.00							
		colored paper (green) long	pink	10	10	5	25	5,000.00				0	0.00		10	10	20	4,000.00				0	0.00	45	200.00		9,000.00							
		colored paper (green) A4	pink		2	3	5	1,000.00	1			1	200.00	1			1	200.00		2		2	400.00	9	200.00		1,800.00							

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 July 2022)	Total Amount for the year
				Q1				Q2				Q3				Q4										
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT							
	colored paper (assorted) long	pack	7	8	8	23	4,600.00	4	4	2	10	2,000.00	8	8	9	25	5,000.00	3	3	4	10	2,000.00	68	200.00	13,600.00	
	colored paper (assorted) A4	pack	6	6	6	18	3,600.00	4	4	3	11	2,200.00	7	7	4	18	3,600.00	3	4	4	11	2,200.00	58	200.00	11,600.00	
	Continuous tracing paper 24x36" (92 gm)	roll	20	20	20	60	240,000.00	10	10	10	30	120,000.00	20	20	20	60	240,000.00	25	20	20	65	260,000.00	215	4,000.00	860,000.00	
	genius paper ink 14x11 (magenta)	box	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	160	4,464.00	714,240.00	
	specialty transparent index tabs (colored)	pack	10	10	10	30	4,500.00	7	7	6	20	3,000.00	7	7	6	20	3,000.00	10	10	10	30	4,500.00	100	150.00	15,000.00	
	Accountable form (official receipt)	pad	25			25	2,500.00				0	0.00				0	0.00				0	0.00	25	100.00	2,500.00	
	document (rectangle)	pcs	6	6	7	19	1,900.00		4		4	400.00	7	6	6	19	1,900.00			3	3	300.00	45	100.00	4,500.00	
	writer pad plastic	pcs	7			7	3,500.00	1			1	500.00			6	6	3,000.00				0	0.00	14	500.00	7,000.00	
	writer pad plastic with cover	pcs	3			3	2,250.00				0	0.00				0	0.00				0	0.00	3	750.00	2,250.00	
	Master Drafting Paper A2 size	sheet	7	7	6	20	140,000.00	4	4	2	10	70,000.00	4	4	2	10	70,000.00	6	6	8	20	140,000.00	60	7,000.00	420,000.00	
	Coupon bond A5 (100 gm w/b. 30)	ream	8	8	9	25	14,250.00				0	0.00				0	0.00	8	8	9	25	14,250.00	50	570.00	28,500.00	
	Coupon bond long (100 gm w/b. 30)	ream	10	10	10	30	10,500.00	8	8	4	20	7,000.00	7	7	6	20	7,000.00	10	10	10	30	10,500.00	100	350.00	35,000.00	
	Paper bond 14x 20 long	ream	441	440	444	1325	394,250.00	320	320	320	960	278,400.00	324	324	324	972	281,880.00	341	342	342	1025	297,250.00	4282	290.00	1,241,780.00	
	Paper bond 14x 20 long	ream	200	200	200	600	162,000.00	156	157	157	470	126,900.00	163	164	163	490	132,900.00	150	150	150	450	121,500.00	2010	270.00	542,700.00	
	Paper bond 14x 20 short	ream	410	410	410	1230	248,140.00	326	327	327	980	213,640.00	353	354	353	1060	231,080.00	316	317	317	950	207,100.00	4220	218.00	919,960.00	
	Paper bond 14x 20 A4 size	ream	124	124	125	373	155,914.00	98	97	97	292	122,054.00	101	101	101	303	126,654.00	120	121	121	362	151,316.00	1330	418.00	555,940.00	
	Paper bond 150 pages triple wire	pc	62	63	63	188	12,598.00	43	43	44	130	8,710.00	40	40	40	120	8,040.00	36	37	37	110	7,270.00	546	67.00	36,716.00	
	Record Book 150 pages triple wire	pc	50	50	50	150	19,200.00	33	34	33	100	12,800.00	31	32	32	95	12,160.00	28	28	28	85	10,880.00	430	128.00	55,040.00	
	Record Book 200 pages	pc	383	384	383	1150	598,000.00	383	384	385	1150	598,000.00	250	250	250	750	390,000.00	250	250	250	750	390,000.00	3800	520.00	1,978,000.00	
	DPW4 Stencils (apobook 120 pages)	pc	383	384	383	1150	299,000.00	383	384	385	1150	299,000.00	250	250	250	750	195,000.00	250	250	250	750	195,000.00	3800	260.00	988,000.00	
	DPW4 Stencils (apobook 150 pages)	pc	383	384	383	1150	590.00	1	2	2	5	590.00	2	2	1	5	590.00	1	2	2	5	590.00	20	116.00	2,360.00	
	colateral book 12 columns	book	1	2	2	5	590.00	1	2	2	5	590.00	2	2	1	5	590.00	1	2	2	5	590.00	20	190.00	3,800.00	
	colateral book 24 columns	book	1	2	2	5	950.00	1	2	2	5	950.00	2	2	1	5	950.00	1	2	2	5	950.00	20	190.00	3,800.00	
	colateral book 24 columns	pack	14	14	14	42	3,980.00	1			1	95.00		1		1	95.00			1	1	95.00	45	95.00	4,275.00	
	Special Paper	pack	5	5		10	3,000.00				0	0.00				0	0.00				0	0.00	10	300.00	3,000.00	
	Highliner 5%g	pcs									0	0.00				0	0.00				0	0.00	10	200.00	2,000.00	
	Highliner 1"	pcs									0	0.00				0	0.00				0	0.00	10	200.00	2,000.00	
	Photo Paper	pad	47	48	47	142	22,010.00	38	39	39	116	17,980.00	23	24	24	71	11,005.00	22	22	22	66	10,230.00	395	155.00	61,225.00	
	Sticker Paper	pack	30	30	31	91	8,645.00	12	12	13	37	3,515.00	18	19	19	56	5,320.00	20	20	21	61	5,795.00	245	95.00	23,275.00	
	Folder 1file (long)	pc	575	575	575	1725	12,075.00	383	384	385	1150	8,050.00	436	437	437	1310	9,170.00	408	409	408	1225	8,575.00	5410	7.00	37,870.00	
	Folder 1file (short)	pc	133	134	133	400	2,400.00	138	138	139	415	2,490.00	105	105	105	315	1,890.00	123	124	123	370	2,220.00	1500	6.00	9,000.00	
	Folder 1Long Colored paper	pc	31	32	32	95	950.00	38	39	38	115	1,150.00	35	35	35	105	1,050.00	15	15	15	45	450.00	360	10.00	3,600.00	
	Folder Expandable (long colored)	pc	33	34	33	100	3,100.00	33	34	33	100	3,100.00	33	34	33	100	3,100.00	33	34	33	100	3,100.00	400	31.00	12,400.00	
	Folder Expandable (long)	pc	253	254	253	760	16,720.00	103	103	104	310	6,820.00	120	120	120	360	7,920.00	153	154	153	460	10,120.00	1890	22.00	41,580.00	
	Folder Expandable (short)	pc	30	30	30	90	810.00	25	25	25	75	675.00	11	12	12	35	315.00	41	42	42	125	1,125.00	325	9.00	2,925.00	
	Folder Strong Plastic - Short	pc				0	0.00				0	0.00	10	5	5	20	100.00				0	0.00	20	5.00	100.00	
	Envelope brown (short)	pc	131	132	132	395	1,185.00	68	68	69	205	615.00	83	83	84	250	750.00	76	77	77	220	660.00	1080	3.00	3,240.00	
	Plastic Envelope with handle (long)	pc	4	4	5	13	1,261.00				0	0.00	2	2	1	5	485.00				0	0.00	18	97.00	1,746.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity Catalogue (as of 29 Jan 2022)	Price (per unit)	Total Amount for the year					
				Jan												Q2											
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount	
			pc	2	2	2	6	60.00	2	2	2	6	60.00	2	2	2	6	60.00	2	2	2	6	60.00	24	10.00		240.00
	Plastic Envelope 10x8		pc	24	24	24	72	3,024.00	12	13	13	38	1,596.00	22	23	22	67	2,614.00	11	12	12	35	1,470.00	212	42.00		8,904.00
	Correction Pen		pc	3	4	4	11	473.00				0	0.00	4	4	3	11	473.00				0	0.00	22	43.00		946.00
	Correction Fluid		pc	13	14	13	40	7,200.00	8	9	9	26	4,680.00	10	10	10	30	5,400.00	9	8	8	25	4,500.00	121	180.00		21,780.00
	retainer (long 12")		box	12	13	13	38	1,254.00	7	7	7	21	693.00	5	5	8	18	594.00	9	9	8	26	858.00	103	33.00		3,399.00
	penn gel flat head		box	1	1		2	4,000.00		2		2	4,000.00			2	2	4,000.00	2			2	4,000.00	8	2,000.00		16,000.00
	Paper Cutter Metal Base (A3)		pc	4	3		7	840.00	2	1		3	360.00	3			3	360.00	2	2		4	480.00	17	120.00		2,040.00
	Screw		pc	12	12	12	36	4,680.00				0	0.00	12	12	12	36	4,680.00				0	0.00	72	130.00		9,360.00
	Data file box (4.5x7.1x3.3/4")		pc	61	62	62	185	31,450.00	51	52	52	155	26,350.00	52	51	52	155	26,350.00	12	12	12	36	6,120.00	531	170.00		90,279.00
	Data file box with cover		pc	30	30	40	100	31,000.00				0	0.00	40	30	30	100	31,000.00				0	0.00	200	310.00		62,000.00
	Data folder (arch file vertical)		pc	315	315	315	945	406,240.00	546	549	546	1645	710,640.00	263	264	263	790	341,280.00	263	264	263	790	341,280.00	4170	432.00		1,801,440.00
	Document file (B4 11x13.5) (cover)		pc	100	100	100	300	120,000.00	165	165	165	495	198,000.00	93	94	93	280	111,000.00	88	88	89	265	106,000.00	1340	400.00		536,000.00
	Document file (A4)		pc	8	8	8	24	13,200.00				0	0.00		3		3	1,650.00		2		2	1,100.00	29	550.00		15,950.00
	document tray 3 layer		pc	7	7	6	20	5,000.00				0	0.00				0	0.00				0	0.00	20	250.00		5,000.00
	mechanical pencil		pc	8	8	9	25	8,250.00				0	0.00		2		2	500.00			5	5	1,250.00	32	250.00		8,000.00
	teachler pencil lead 0.5mm refill		pc	5			5	3,500.00				0	0.00				0	0.00				0	0.00	5	700.00		3,500.00
	file tray (blayer or more)		pc	6	6	6	18	1,800.00				0	0.00				0	0.00				0	0.00	18	100.00		1,800.00
	Stainless Steel Ruler		pc	7	7	6	20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00		3,000.00
	metal ruler		pc	1			1	240.00			1	1	240.00				0	0.00				0	0.00	2	240.00		480.00
	balpen (red)		jar	26	27	27	80	82,000.00	25	25	25	75	48,750.00	25	25	25	75	48,750.00	18	18	18	54	35,100.00	284	650.00		184,600.00
	balpen (black)		jar	23	24	24	71	46,150.00	21	21	21	63	40,950.00	21	21	22	64	41,600.00	19	20	20	59	38,350.00	237	650.00		167,050.00
	balpen (blue)		jar	20	20	10	50	3,750.00	8	8	9	25	1,875.00	20	20	15	55	4,125.00	8	8	9	25	1,875.00	155	75.00		11,625.00
	balpen (blue) 12pcs/pcck		box	25	25	25	75	5,625.00	10	20	10	40	3,000.00	21	21	23	65	4,875.00	18	18	14	50	3,750.00	230	75.00		17,250.00
	balpen (black) 12pcs/pcck		box	25	25	25	75	3,450.00	8	8	9	25	1,150.00	9	8	8	25	1,150.00	9	9	9	27	1,242.00	152	46.00		6,992.00
	desktop ballpoint pen		pcs	5			5	2,160.00		5		5	2,160.00				5	2,160.00	5			5	2,160.00	20	432.00		8,640.00
	Sign Pen Green		box	15	15	16	46	19,872.00	7	7	7	21	9,072.00	15	15	15	45	19,440.00	8	8	9	25	10,800.00	137	432.00		59,184.00
	Sign Pen D 70 (black)		box	15	15	15	45	19,440.00	8	8	9	25	10,800.00	15	15	15	45	19,440.00	10	10	10	30	12,060.00	145	432.00		62,640.00
	Sign Pen D 70 (blue)		box	19	19	19	57	24,624.00	10	10	6	26	11,232.00	10	10	12	32	13,824.00	10	10	11	31	13,292.00	146	432.00		63,072.00
	Sign Pen D 5 (black)		box	21	22	22	65	28,080.00	11	12	11	34	14,688.00	10	15	15	40	17,280.00	15	15	10	40	17,280.00	179	432.00		77,328.00
	Sign Pen D 5 (blue)		box	8	8	9	25	8,000.00	10	5	5	20	6,400.00	5	5	10	20	6,400.00	10	5	5	20	6,400.00	85	320.00		27,200.00
	Sign Pen D 5 (black) energel liquid gel		box	7	4	3	14	4,480.00	7	4	3	14	4,480.00	5	5	5	15	4,800.00	6	6	2	14	4,480.00	57	320.00		18,240.00
	Sign Pen D 5 (black) energel liquid gel		box	2			2	864.00		3		3	1,296.00	3			3	1,296.00			3	3	1,296.00	11	432.00		4,752.00
	Sign Pen D 4 (black)		pc	4			4	2,400.00		1		1	600.00			1	1	600.00	1			1	600.00	7	600.00		4,200.00
	Wall Clock		pc	5	5		10	11,000.00				0	0.00				0	0.00				0	0.00	10	1,100.00		11,000.00
	Scientific Calculator		pc	36	38	36	110	5,720.00	21	22	22	65	3,380.00	28	29	29	86	4,472.00	30	40		70	3,640.00	331	52.00		17,212.00
	Stable Boss nightlighter (assorted color)		pc	13	14	14	41	11,480.00	2	3		5	1,400.00	4	4	4	12	3,360.00	5			5	1,400.00	63	280.00		17,640.00
	Shaper with remover		pc																								

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 20-July-2022)	Total Amount for the year				
			Jan				Feb				Mar				Apr										
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
	electronic stapler (heavy duty)	pc	5			5	15,000.00				0	0.00				0	0.00			5	3,000.00		15,000.00		
	Staple Wire Standard 855	box	43	45	43	131	7,598.00	28	28	28	84	4,872.00	30	31	31	92	5,336.00	22	23	22	67	3,868.00	374	58.00	21,652.00
	Rubber band (small)	box	5			5	1,000.00				0	0.00			2	2	400.00				0	0.00	7	200.00	1,400.00
	Stamp Pad (ink (white)) 50 ml	blt	10	10	11	31	2,325.00	2	3	3	8	600.00	10	8		18	1,350.00	5	5	1	11	825.00	68	75.00	5,100.00
	Stamp Pad (ink (blue)) 50 ml	blt	6			6	450.00				0	0.00				0	0.00				0	0.00	6	75.00	450.00
	Stamp Pad (ink (black)) 50 ml	blt	4			4	300.00				0	0.00		4		4	300.00				0	0.00	8	75.00	600.00
	Stamp Pad (ink (red)) 50 ml	blt	4			4	300.00				0	0.00		4		4	300.00				0	0.00	8	75.00	600.00
	Stamp Pad (ink (green)) 50 ml	blt	4			4	300.00				0	0.00		4		4	300.00				0	0.00	8	75.00	600.00
	Stamp (CERTIFIED PHOTO COPY)	pc	10	5	5	20	3,000.00	5	5		10	1,500.00		5	5	10	1,500.00	10		10	1,500.00	50	150.00	7,500.00	
	data stamp	pc	10			10	1,500.00				0	0.00				0	0.00			0	0.00	10	150.00	1,500.00	
	whiteboard (243 feet)	pc	7	7	8	22	18,700.00	5	5		10	8,500.00	10			0	0.00			0	0.00	10	150.00	1,500.00	
	whiteboard (120 feet)	pc	10	10		20	17,000.00	5	5		10	8,500.00		10		10	8,500.00			10	8,500.00	52	850.00	44,200.00	
	whiteboard (18" x 24")	pc	6			6	3,600.00				0	0.00				0	0.00			0	0.00	6	600.00	3,600.00	
	engineer's field book	pc	12	13		25	1,900.00	12	13		25	1,900.00		12	13	25	1,900.00	10	15		25	1,900.00	100	76.00	7,600.00
	wire binding coil (plastic comb ring)	pc	5	5	5	15	675.00	5	5	5	15	675.00	5	5	5	10	450.00		5	5	10	450.00	50	45.00	2,250.00
	Ribbon, Nylon for typewriter	pc	5	6		11	451.00	1			1	41.00		3		3	123.00			3	3	123.00	18	41.00	738.00
	water well paste	pc	4			4	208.00				0	0.00			4	4	208.00				0	0.00	8	52.00	416.00
	ring binding coil 3"	pc	18	17		35	7,000.00				0	0.00	10	10	15	35	7,000.00				0	0.00	70	280.00	14,000.00
	ring binding coil 2"	pc	18	17		35	5,950.00				0	0.00	10	10	15	35	5,950.00				0	0.00	70	170.00	11,900.00
	ring binding coil 1"	pc	18	17		35	4,550.00				0	0.00	10	10	15	35	4,550.00				0	0.00	70	130.00	9,100.00
	index card	pc	20	20	20	60	3,000.00				0	0.00	10	10	20	40	2,000.00				0	0.00	100	50.00	5,000.00
	tabling index	pc	10	10	20	40	6,000.00				0	0.00	10	10	20	40	6,000.00				0	0.00	80	150.00	12,000.00
	rpc cover	pc	2			2	1,600.00		1		1	800.00				0	0.00				0	0.00	3	800.00	2,400.00
	TOILET TISSUE PAPER 3 RPLY	pack	25	25		50	10,000.00				0	0.00				0	0.00				0	0.00	50	200.00	10,000.00
	Thin Box	pack	5	5		10	1,800.00		5		5	900.00	5			5	900.00	5	5	10	1,800.00	30	180.00	5,400.00	
	duct tape	roll	9	9	9	27	4,050.00		2		2	300.00	9	9	9	27	4,050.00			2	2	300.00	58	150.00	8,700.00
	Type Marking 5"	roll	11	12	12	35	840.00	5			5	120.00	12	12	11	35	840.00		5	5	5	120.00	80	24.00	1,920.00
	Type transparent 5"	roll	18	19	18	55	935.00	5	5	5	15	285.00	18	18	19	55	935.00	5	5	5	15	285.00	140	17.00	2,380.00
	double sided tape 1"	roll	34	33	33	100	7,500.00	12	12	11	35	2,625.00	28	28	29	85	6,375.00	11	12	12	35	2,625.00	255	75.00	19,125.00
	double sided tape for wall	roll	14	15	14	43	4,171.00				0	0.00	14	14	15	43	4,171.00				0	0.00	86	97.00	8,342.00
	Paint Cover (transparent) for ASA, Long and Short Size	pc	10	5	5	20	6,000.00				0	0.00				0	0.00				0	0.00	20	300.00	6,000.00
	Electric Calculator w/ tape dispenser/ adding machine tape	unit	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
	labor executive table with top glass	unit	4			4	80,000.00		4		4	80,000.00				4	80,000.00	4			4	80,000.00	16	20,000.00	320,000.00
	executive table w/ top glass	unit				0	0.00				0	0.00	5			5	125,000.00				0	0.00	5	25,000.00	125,000.00
	executive office table with computer table	unit				0	0.00				0	0.00	30			30	480,000.00				0	0.00	30	16,000.00	480,000.00
	executive chair	unit	1			1	7,800.00		1		1	7,800.00	12			12	93,600.00				0	0.00	14	7,800.00	109,200.00
	senior executive chair	unit	5	10	5	20	200,000.00				0	0.00	5			5	50,000.00				0	0.00	25	10,000.00	250,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 29 July 2023)	Total Amount for the year			
				Jan												Feb									
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
	senior executive table	unit	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1	15,000.00	15,000.00
	executive wheel chair	unit				0	0.00	1			1	15,500.00				0	0.00				0	0.00	1	15,500.00	15,500.00
	sofa	set	1			1	30,000.00		2	2	4	120,000.00				0	0.00				0	0.00	5	30,000.00	150,000.00
	clinical chair	unit	5	5	3	13	65,000.00				0	0.00				0	0.00				0	0.00	13	5,000.00	65,000.00
	senior executive chair	unit	11			11	88,000.00		1		1	8,000.00				0	0.00				0	0.00	12	6,000.00	96,000.00
	clinical/computer table	unit	12	11		23	345,000.00				0	0.00				0	0.00				0	0.00	23	15,000.00	345,000.00
	Desk Organizer	pc	5			5	3,500.00				0	0.00				0	0.00				0	0.00	5	700.00	3,500.00
	laminating film	box	5	5	5	15	6,300.00	5	5	5	15	6,300.00				0	0.00				0	0.00	30	420.00	12,600.00
	hydraulic machine	pcs	1			1	16,900.00				0	0.00				0	0.00				0	0.00	1	16,900.00	16,900.00
	venetian blind	pc				0	0.00	1			1	100,000.00				0	0.00				0	0.00	1	100,000.00	100,000.00
	Mechanical Panel	pc	5	5		10	3,000.00				0	0.00				0	0.00				0	0.00	10	300.00	3,000.00
	Technical Paper/Printing Paper	pc	5	5		10	20,000.00				0	0.00				0	0.00				0	0.00	10	2,000.00	20,000.00
	Tray/blot scale	pc	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
	Leathering Glue	set	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1	8,000.00	8,000.00
	Cabinets (lens)	unit	2			2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
	computer repair tool kit	unit				0	0.00		1		1	2,500.00				0	0.00				0	0.00	1	2,500.00	2,500.00
	office table	unit	3	3		6	60,000.00				0	0.00				0	0.00				0	0.00	6	10,000.00	60,000.00
	office chair	unit	3	3		6	48,000.00				0	0.00				0	0.00				0	0.00	6	8,000.00	48,000.00
	Telephone table/stand	pc	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
	wooden cabinet	unit	2			2	60,000.00				0	0.00				0	0.00				0	0.00	2	30,000.00	60,000.00
	Wooden Cupboard (for router /hairboards)	unit	10	10		20	6,000.00				0	0.00				0	0.00				0	0.00	20	300.00	6,000.00
	Steel Cabinet	unit	2			2	30,000.00		2		2	30,000.00				0	0.00				0	0.00	4	15,000.00	60,000.00
	Steel Cabinet for files (3-bay)	unit	5			5	45,000.00				0	0.00				0	0.00				0	0.00	5	9,000.00	45,000.00
	Steel Cabinet with Vault	unit	1			1	40,000.00				0	0.00				0	0.00				0	0.00	1	40,000.00	40,000.00
	Router Blotch - 2 panels each	unit	5	5	5	15	37,500.00				0	0.00				0	0.00				0	0.00	15	2,500.00	37,500.00
	water dispenser	unit	1			1	18,000.00		3		3	54,000.00				0	0.00				0	0.00	4	18,000.00	72,000.00
	air conditioner split type 2.5 H B (Inverter w/ Installation)	unit				0	0.00		1		1	60,000.00				0	0.00				0	0.00	1	60,000.00	60,000.00
	Extension Wire (convenience outlet) 6 gang - 7 m	unit	4			4	6,000.00		2		2	3,000.00				0	0.00	2			2	3,000.00	8	1,500.00	12,000.00
	Emergency Light Bulb - for network room	unit				0	0.00		1		1	5,000.00				0	0.00				0	0.00	1	5,000.00	5,000.00
	compact bulb 11 watts (LED) 70	pcs	12	12	12	36	11,520.00	12	12	12	36	11,520.00	12	12	12	36	11,520.00	12	12	12	36	11,520.00	144	320.00	46,080.00
	compact bulb 3 watts (LED) 50	pcs	12	12	12	36	6,480.00	12	12	12	36	6,480.00	12	12	12	36	6,480.00	12	12	12	36	900.00	113	180.00	20,340.00
	fluorescent tube 32 watts	pcs	8	8	9	25	2,250.00	8	8	9	25	2,250.00	8	8	9	25	2,250.00	8	8	9	25	2,250.00	100	90.00	9,000.00
	fluorescent tube 40 watts	pcs	8	8	9	25	2,625.00	8	8	9	25	2,625.00	8	8	9	25	2,625.00	8	8	9	25	2,625.00	100	105.00	10,500.00
	LED Straight fluorescent Tube 18.15W cool white	pcs	8	8	9	25	11,250.00	8	8	9	25	11,250.00	8	8	9	25	11,250.00	8	8	9	25	11,250.00	100	450.00	45,000.00
	ballast 40 watts	pcs	3	3	3	9	1,485.00	3	3	3	9	1,485.00	3	3	3	9	1,485.00	3	3	3	9	1,485.00	36	165.00	5,940.00
	Bar chart B 16	pcs	33			33	3,300.00				0	0.00				0	0.00				0	0.00	33	100.00	3,300.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity Catalogue (by 31st Dec 2022)	Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
				Monthly Quantity Requirement												Q1 Amount	Q2 Amount	Q3 Amount																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct			Nov	Dec	Q4																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (R of 28 July 2022)	Total Amount for the year					
		Q1				Q2				Q3				Q4											
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT								
	curtain w/ tieback and rod	set	16	17	17	50	225,000.00				0	0.00	16	17	17	50	225,000.00		0	0.00	100	4,500.00	450,000.00		
	bed cover/ bed sheet/ pillows	set	10			10	15,000.00		10			10	15,000.00		5		5	7,500.00		0	0.00	25	1,500.00	37,500.00	
	ink for Epson T1310X Cyan	bl	5	5		10	37,500.00	5	5		10	37,500.00	5	5		10	37,500.00	5	5	10	37,500.00	40	3,750.00	150,000.00	
	ink for Epson T1310X yellow	bl	5	5		10	37,500.00	5	5		10	37,500.00	5	5		10	37,500.00	5	5	10	37,500.00	40	3,750.00	150,000.00	
	ink for Epson T1310X Magenta	bl	5	5		10	37,500.00	5	5		10	37,500.00	5	5		10	37,500.00	5	5	10	37,500.00	40	3,750.00	150,000.00	
	ink for Epson T1310X Black	bl	5	5		10	37,500.00	5	5		10	37,500.00	5	5		10	37,500.00	5	5	10	37,500.00	40	3,750.00	150,000.00	
	Canon 303	box	6			6	25,800.00	6			6	25,800.00	6			6	25,800.00		6	25,800.00	24	4,300.00	103,200.00		
	Microsoft Office 365 software	unit	5			5	37,500.00				0	0.00				0	0.00			0	0.00	5	7,500.00	37,500.00	
	genuine Epson ink T4981 (black)	bl	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	160	4,464.00	714,240.00
	genuine Epson ink T4981 (cyan)	bl	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	13	14	13	40	178,560.00	160	4,464.00	714,240.00
	Gloves	PCS	6			6	900.00	16	17	17	50	7,500.00				0	0.00			0	0.00	56	150.00	8,400.00	
	tablet destruction cable	PCS	14	14	14	42	2,940.00	4	4	4	12	840.00	4	4	4	12	840.00	4	4	4	12	840.00	78	70.00	5,460.00
	musical tape	PCS	4	4	4	12	1,440.00	4	4	4	12	1,440.00	4	4	4	12	1,440.00	4	4	4	12	1,440.00	48	120.00	5,760.00
	teble pad	PCS	5	5	6	16	720.00	5	5	6	16	720.00	5	5	5	15	675.00					63	45.00	2,835.00	
A. TOTAL																								30,400,973.34	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								3,040,097.33	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																								-	
D. GRAND TOTAL (A + B + C)																								33,441,070.67	
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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

MELODY Z. LAYAD
Property/ Supply Officer

SHELLY T. SANTILLAS
Accountant / Budget Officer

EDY FERDINAND K. JOVEN
Head of Office/ Agency

Date Prepared: September 2, 2022