

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	0	50	0	50	1,524.50	0	50	0	50	1,524.50	0	50	0	50	1,524.50	0	50	0	50	1,524.50	200.00	30.49	6098.00
100	44121506-EN-M02	ENVELOPE, mailing	box	0	3	0	3	1,134.60	0	3	0	3	1,134.60	0	3	0	3	1,134.60	0	3	0	3	1,134.60	12.00	378.20	4538.40
101	44121504-EN-W02	ENVELOPE, mailing, with window	box	0	3	0	3	1,301.04	0	3	0	3	1,301.04	0	3	0	3	1,301.04	0	3	0	3	1,301.04	12.00	433.68	5204.16
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	36	0	36	370.80	0	36	0	36	370.80	0	36	0	36	370.80	0	36	0	36	370.80	144.00	10.30	1483.20
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	0	24	0	24	2,001.84	0	24	0	24	2,001.84	0	24	0	24	2,001.84	0	24	0	24	2,001.84	96.00	83.41	8007.36
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	12	0	12	1,032.48	0	12	0	12	1,032.48	0	12	0	12	1,032.48	0	12	0	12	1,032.48	48.00	86.04	4129.92
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	36	0	36	400.68	0	36	0	36	400.68	0	36	0	36	400.68	0	36	0	36	400.68	144.00	11.13	1602.72
106	44122018-FT-D02	FILE TAB DIVIDER, legal	set	0	36	0	36	512.28	0	36	0	36	512.28	0	36	0	36	512.28	0	36	0	36	512.28	144.00	14.23	2049.12
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	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	0.00	270.40	0.00
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	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	0.00	311.88	0.00
109	44122011-FO-L01	FOLDER, L-type, A4	pack	0	36	0	36	6,171.48	0	36	0	36	6,171.48	0	36	0	36	6,171.48	0	36	0	36	6,171.48	144.00	171.43	24685.92
110	44122011-FO-L02	FOLDER, L-type, legal	pack	0	36	0	36	8,756.64	0	36	0	36	8,756.64	0	36	0	36	8,756.64	0	36	0	36	8,756.64	144.00	243.24	35026.56
111	44122027-FO-P01	FOLDER, pressboard	box	0	3	0	3	2,857.92	0	3	0	3	2,857.92	0	3	0	3	2,857.92	0	3	0	3	2,857.92	12.00	952.64	11431.68
112	44122011-FO-T03	FOLDER, with tab, A4	pack	0	6	0	6	1,674.00	0	6	0	6	1,674.00	0	6	0	6	1,674.00	0	6	0	6	1,674.00	24.00	279.00	6696.00
113	44122011-FO-T04	FOLDER, with tab, legal	pack	0	6	0	6	1,928.16	0	6	0	6	1,928.16	0	6	0	6	1,928.16	0	6	0	6	1,928.16	24.00	321.36	7712.64
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	12	0	12	680.16	0	12	0	12	680.16	0	12	0	12	680.16	0	12	0	12	680.16	48.00	56.68	2720.64
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	0	50	0	50	2,080.00	0	50	0	50	2,080.00	0	50	0	50	2,080.00	0	50	0	50	2,080.00	200.00	41.60	8320.00
116	44121716-MA-F01	MARKER, fluorescent	set	0	36	0	36	1,319.76	0	36	0	36	1,319.76	0	36	0	36	1,319.76	0	36	0	36	1,319.76	144.00	36.66	5279.04
117	44121708-MW-B01	MARKER, whiteboard, black	piece	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	96.00	13.38	1284.48
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	96.00	13.38	1284.48
119	44121708-MW-B03	MARKER, whiteboard, red	piece	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	0	24	0	24	321.12	96.00	13.38	1284.48
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	96.00	8.98	862.08
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	96.00	8.98	862.08
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	0	24	0	24	215.52	96.00	8.98	862.08
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	24	0	24	186.24	0	24	0	24	186.24	0	24	0	24	186.24	0	24	0	24	186.24	96.00	7.76	744.96
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	24	0	24	330.72	0	24	0	24	330.72	0	24	0	24	330.72	0	24	0	24	330.72	96.00	13.78	1322.88
125	44121706-PE-L01	PENCIL, lead, with eraser	box	0	24	0	24	498.96	0	24	0	24	498.96	0	24	0	24	498.96	0	24	0	24	498.96	96.00	20.79	1995.84
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	0	6	0	6	1,438.74	0	6	0	6	1,438.74	0	6	0	6	1,438.74	0	6	0	6	1,438.74	24.00	239.79	5754.96
127	44122101-RU-B01	RUBBER BAND, No. 18	box	0	6	0	6	600.30	0	6	0	6	600.30	0	6	0	6	600.30	0	6	0	6	600.30	24.00	100.05	2401.20
128	44121905-SP-F01	STAMP PAD, felt	piece	0	24	0	24	838.80	0	24	0	24	838.80	0	24	0	24	838.80	0	24	0	24	838.80	96.00	34.95	3355.20
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	0	24	0	24	355.68	0	24	0	24	355.68	0	24	0	24	355.68	0	24	0	24	355.68	96.00	14.82	1422.72
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	24	0	24	802.32	0	24	0	24	802.32	0	24	0	24	802.32	0	24	0	24	802.32	96.00	33.43	3209.28
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	24	0	24	10,895.04	0	24	0	24	10,895.04	0	24	0	24	10,895.04	0	24	0	24	10,895.04	96.00	453.96	43580.16
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	12	0	12	2,432.04	0	12	0	12	2,432.04	0	12	0	12	2,432.04	0	12	0	12	2,432.04	48.00	202.67	9728.16
133	44101602-FU-P01	PUNCHER, paper, heavy duty	piece	0	12	0	12	1,809.60	0	12	0	12	1,809.60	0	12	0	12	1,809.60	0	12	0	12	1,809.60	48.00	150.80	7238.40
134	44121618-SS-S01	SCISSORS, symmetrical	pair	0	15	0	15	608.40	0	15	0	15	608.40	0	15	0	15	608.40	0	15	0	15	608.40	60.00	40.56	2433.60
135	44121615-ST-S01	STAPLER, standard type	piece	0	24	0	24	3,369.60	0	24	0	24	3,369.60	0	24	0	24	3,369.60	0	24	0	24	3,369.60	96.00	140.40	13478.40
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	0	24	0	24	21,941.28	0	24	0	24	21,941.28	0	24	0	24	21,941.28	0	24	0	24	21,941.28	96.00	914.22	87765.12
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	24	0	24	597.60	0	24	0	24	597.60	0	24	0	24	597.60	0	24	0	24	597.60	96.00	24.90	2390.40
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	12	0	12	770.40	0	12	0	12	770.40	0	12	0	12	770.40	0	12	0	12	770.40	48.00	64.20	3081.60
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capac	unit	0	2	0	2	19,069.44	0	2	0	2	19,069.44	0	2	0	2	19,069.44	0	2	0	2	19,069.44	8.00	9534.72	76277.76
140	44101807-CA-C01	CALCULATOR, compact	unit	0	12	0	12	4,162.20	0	12	0	12	4,162.20	0	12	0	12	4,162.20	0	12	0	12	4,162.20	48.00	346.85	16648.80
141	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5642.00	0.00
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	0	6	0	6	55,785.60	0	6	0	6	55,785.60	0	6	0	6	55,785.60	0	6	0	6	55,785.60	24.00	9297.60	223142.40
143	44101603-PS-M01	PAPER SHREDDER	unit	0	6	0	6	34,195.20	0	6	0	6	34,195.20	0	6	0	6	34,195.20	0	6	0	6	34,195.20	24.00	5699.20	136780.80
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
144	44103109-BR-D05	DRUM CART, BROT																								