

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2018-10 dated November 8, 2018, 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 2021 FORM at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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 the 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. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before **December 15, 2020**.

Department/Bureau/Office: Department of Education - Division of Negros Oriental Agency Account Code: _____ Contact Person: RUBY JEAN ESTRELLITA M. BIDAURE
 Region: VII Organization Type: _____ Position: Supply Officer
 Address: Capitol area, Dumaguete City E-mail : rubbyeanestrellita.bidaure@deped.gov.ph
 Telephone/Mobile Nos: (035)422-3921

| 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 | 10191509-IN-A01 | INSECTICIDE, aerosol type, net content: 600ml min | can | 6 | | | 6 | 836.16 | 4 | | | | 4 | 557.44 | 4 | | | | 4 | 557.44 | 3 | | | 3 | 418.08 | 17.00 | 139.36 | 2369.12 |
| PERFUMES OR COLOGNES OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 53131626-HS-S01 | HAND SANITIZER, 500 ml | bottle | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 151.43 | 0.00 | |
| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 12191601-AL-E01 | ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml) | bottle | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 43.58 | 0.00 | |
| 4 | 12191601-AL-E02 | ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters | gallon | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 457.60 | 0.00 | |
| 5 | 51471901-AL-I01 | ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml) | bottle | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 43.58 | 0.00 | |
| 6 | 51471901-AL-I02 | ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters | gallon | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 455.00 | 0.00 | |
| 7 | 51471505-PO-P01 | POVIDONE IODINE, 10 % solution, 120 ml | gallon | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 207.75 | 0.00 | |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 12171703-SI-P01 | STAMP PAD INK, purple or violet, 50ml (min.) | bottle | 2 | | | 2 | 63.04 | | | | | 0 | 0.00 | 2 | | | | 2 | 63.04 | | | 0 | 0.00 | 4.00 | 31.52 | 126.08 | |
| FILMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 13111203-AC-F01 | ACETATE, thickness: 0.075mm min (gauge #3) | roll | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 847.82 | 0.00 | |
| 10 | 13111201-CF-P01 | CARBON FILM, PE, black, size 210mm x 297mm | box | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 221.00 | 0.00 | |
| 11 | 13111201-CF-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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 14111525-CA-A01 | CARTOLINA, assorted colors | pack | 10 | | | 10 | 837.20 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 10.00 | 83.72 | 837.20 | |
| 13 | 14111506-CF-L11 | CONTINUOUS FORM, 1 PLY, 280 x 241mm | box | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 882.55 | 0.00 | |
| 14 | 14111506-CF-L12 | CONTINUOUS FORM, 1 PLY, 280 x 378mm | box | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 1029.60 | 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 | | |
| 15 | 14111506-CF-L22 | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless | box | 3 | | | 3 | 4,586.40 | 1 | | | | 1 | 1,528.80 | 4 | | | | 4 | 6,115.20 | 2 | | | 2 | 3,057.60 | 10.00 | 1528.80 | 15288.00 |
| 16 | 14111506-CF-L21 | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless | box | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 906.36 | 0.00 |
| 17 | 14111506-CF-L31 | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless | box | 7 | | | 7 | 6,188.00 | 6 | | | | 6 | 5,304.00 | 8 | | | | 8 | 7,072.00 | 6 | | | 6 | 5,304.00 | 27.00 | 884.00 | 23868.00 |
| 18 | 14111506-CF-L32 | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless | box | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1508.00 | 0.00 |
| 19 | 14111609-LL-C01 | LOOSELEAF COVER, made of chipboard, for legal | bundle | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 794.96 | 0.00 |
| 20 | 14111514-NP-S02 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | pad | 3 | | | 3 | 111.18 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 3.00 | 37.06 | 111.18 |
| 21 | 14111514-NP-S04 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | 5 | | | 5 | 296.40 | 3 | | | | 3 | 177.84 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 8.00 | 59.28 | 474.24 |
| 22 | 14111514-NP-S03 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | pad | 4 | | | 4 | 190.92 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 47.73 | 190.92 |
| 23 | 14111514-NB-S01 | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 10 | | | 10 | 120.40 | 1 | | | | 1 | 12.04 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 11.00 | 12.04 | 132.44 |
| 24 | 14111507-PP-M01 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | reams | 17 | | | 17 | 2,899.52 | 5 | | | | 5 | 852.80 | 7 | | | | 7 | 1,193.92 | | | | 0 | 0.00 | 29.00 | 170.56 | 4946.24 |
| 25 | 14111507-PP-M02 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | reams | 27 | | | 27 | 4,898.34 | 7 | | | | 7 | 1,269.94 | 16 | | | | 16 | 2,902.72 | 4 | | | 4 | 725.68 | 54.00 | 181.42 | 9796.68 |
| 26 | 14111507-PP-C01 | PAPER, Multi-Purpose (COPY) A4, 70 gsm | reams | 126 | | | 126 | 16,773.12 | 52 | | | | 52 | 6,922.24 | 56 | | | | 56 | 7,454.72 | 24 | | | 24 | 3,194.88 | 258.00 | 133.12 | 34344.96 |
| 27 | 14111507-PP-C02 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm | reams | 347 | | | 347 | 48,222.59 | 207 | | | | 207 | 28,766.79 | 162 | | | | 162 | 22,513.14 | 97 | | | 97 | 13,480.09 | 813.00 | 138.97 | 112982.61 |
| 28 | 14111531-PP-R01 | PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) | pad | 9 | | | 9 | 276.12 | 1 | | | | 1 | 30.68 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 10.00 | 30.68 | 306.80 |
| 29 | 14111503-PA-P01 | PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose | box | 6 | | | 6 | 588.30 | 6 | | | | 6 | 588.30 | 6 | | | | 6 | 588.30 | 7 | | | 7 | 686.35 | 25.00 | 98.05 | 2451.25 |
| 30 | 14111818-TH-P02 | PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m | roll | 2 | | | 2 | 111.28 | 1 | | | | 1 | 55.64 | 1 | | | | 1 | 55.64 | 1 | | | 1 | 55.64 | 5.00 | 55.64 | 278.20 |
| 31 | 14111531-RE-B01 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 30 | | | 30 | 2,121.60 | 9 | | | | 9 | 636.48 | 14 | | | | 14 | 990.08 | 8 | | | 8 | 565.76 | 61.00 | 70.72 | 4313.92 |
| 32 | 14111531-RE-B02 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 101.92 | 0.00 |
| 33 | 14111704-TT-P02 | TOILET TISSUE PAPER, 2-ply, 100% recycled | pack | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 87.40 | 0.00 |
| 34 | 14111704-IFPT01 | TISSUE, interfolded paper towel | pack | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 34.84 | 0.00 |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | 26111702-BT-A02 | BATTERY, dry cell, AA, 2 pieces per blister pack | pack | 35 | | | 35 | 1,270.50 | 11 | | | | 11 | 399.30 | 14 | | | | 14 | 508.20 | 4 | | | 4 | 145.20 | 64.00 | 36.30 | 2323.20 |
| 36 | 26111702-BT-A01 | BATTERY, dry cell, AAA, 2 pieces per blister pack | pack | 54 | | | 54 | 1,065.42 | 7 | | | | 7 | 138.11 | 22 | | | | 22 | 434.06 | 5 | | | 5 | 98.65 | 88.00 | 19.73 | 1736.24 |
| 37 | 26111702-BT-A03 | BATTERY, dry cell, D, 1.5 volts, alkaline | pack | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 96.20 | 0.00 |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38 | 31201610-GL-J01 | GLUE, all purpose, gross weight: 200 grams min | jar | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 62.10 | 0.00 |
| 39 | 31151804-SW-H01 | STAPLE WIRE, for heavy duty staplers, (23/13) | box | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 19.76 | 0.00 |
| 40 | 31151804-SW-S01 | STAPLE WIRE, STANDARD, (26/6) | box | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 21.09 | 0.00 |
| 41 | 31201502-TA-E01 | TAPE, ELECTRICAL, 18mm x 16M min | roll | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 18.67 | 0.00 |
| 42 | 31201503-TA-M01 | TAPE, MASKING, width: 24mm (±1mm) | roll | 34 | | | 34 | 1,856.40 | 12 | | | | 12 | 655.20 | 12 | | | | 12 | 655.20 | 8 | | | 8 | 436.80 | 66.00 | 54.60 | 3603.60 |
| 43 | 31201503-TA-M02 | TAPE, MASKING, width: 48mm (±1mm) | roll | 5 | | | 5 | 533.00 | 7 | | | | 7 | 746.20 | 5 | | | | 5 | 533.00 | 5 | | | 5 | 533.00 | 22.00 | 106.60 | 2345.20 |
| 44 | 31201517-TA-P01 | TAPE, PACKAGING, width: 48mm (±1mm) | roll | 26 | | | 26 | 519.22 | 11 | | | | 11 | 219.67 | 12 | | | | 12 | 239.64 | 4 | | | 4 | 79.88 | 53.00 | 19.97 | 1058.41 |
| 45 | 31201512-TA-T01 | TAPE, TRANSPARENT, width: 24mm (±1mm) | roll | 43 | | | 43 | 433.87 | 10 | | | | 10 | 100.90 | 15 | | | | 15 | 151.35 | 5 | | | 5 | 50.45 | 73.00 | 10.09 | 736.57 |
| 46 | 31201512-TA-T02 | TAPE, TRANSPARENT, width: 48mm (±1mm) | roll | 27 | | | 27 | 539.19 | 12 | | | | 12 | 239.64 | 13 | | | | 13 | 259.61 | 9 | | | 9 | 179.73 | 61.00 | 19.97 | 1218.17 |
| 47 | 31151507-TW-P01 | TWINE, plastic, one (1) kilo per roll | roll | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 58.24 | 0.00 |
| HEATING AND VENTILATION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48 | 40101604-EF-G01 | ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1109.68 | 0.00 |
| 49 | 40101604-EF-C01 | ELECTRIC FAN, ORBIT type, ceiling, metal blade | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1369.68 | 0.00 |
| 50 | 40101604-EF-S01 | ELECTRIC FAN, STAND type, plastic blade | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 856.86 | 0.00 |
| 51 | 40101604-EF-W01 | ELECTRIC FAN, WALL type, plastic blade | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 674.96 | 0.00 |
| MEDICAL THERMOMETERS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 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 | | | | | | |
| 52 | 41112224-TG-T01 | THERMOGUN | piece | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3068.00 | 0.00 | | | |
| LIGHTING AND FIXTURES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 53 | 39101628-LT-L01 | LED LINEAR TUBE, 18 WATTS PRO SERIES | piece | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 205.82 | 0.00 | | | |
| 54 | 39101628-LB-L01 | LIGHT BULB, Light Emitting Diode (LED), 6W | piece | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 82.16 | 0.00 | | | |
| MEASURING AND OBSERVING AND TESTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55 | 41111604-RU-P02 | RULER, plastic, 450mm (18"), width: 38mm min | piece | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 17.68 | 0.00 | | | |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56 | 47131812-AF-A01 | AIR FRESHENER, aerosol, 280ml/150g min | can | 14 | | | 14 | 1,263.08 | 4 | | | | 4 | 360.88 | 6 | | | | 6 | 541.32 | 4 | | 4 | 360.88 | 28.00 | 90.22 | 2526.16 |
| 57 | 47131604-BR-S01 | BROOM, soft (tambo) | piece | 4 | | | 4 | 544.96 | 7 | | | | 7 | 953.68 | 8 | | | | 8 | 1,089.92 | 2 | | 2 | 272.48 | 21.00 | 136.24 | 2861.04 |
| 58 | 47131604-BR-T01 | BROOM, STICK (TING-TING), usable length: 760mm min | piece | | | | 0 | 0.00 | 5 | | | | 5 | 91.00 | 5 | | | | 5 | 91.00 | | | 0 | 0.00 | 10.00 | 18.20 | 182.00 |
| 59 | 47131829-TB-C01 | CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap | bottle | 14 | | | 14 | 582.40 | 11 | | | | 11 | 457.60 | 14 | | | | 14 | 582.40 | 11 | | 11 | 457.60 | 50.00 | 41.60 | 2080.00 |
| 60 | 47131805-CL-P01 | CLEANSER, SCOURING POWDER, 350g min./can | can | 4 | | | 4 | 95.68 | 1 | | | | 1 | 23.92 | 4 | | | | 4 | 95.68 | 1 | | 1 | 23.92 | 10.00 | 23.92 | 239.20 |
| 61 | 47131811-DE-B02 | DETERGENT BAR, 140 grams as packed | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 9.03 | 0.00 |
| 62 | 47131811-DE-P02 | DETERGENT POWDER, all purpose, 1kg | pack | 4 | | | 4 | 149.72 | 1 | | | | 1 | 37.43 | 1 | | | | 1 | 37.43 | 1 | | 1 | 37.43 | 7.00 | 37.43 | 262.01 |
| 63 | 47131803-DS-A01 | DISINFECTANT SPRAY, aerosol type, 400-550 grams | can | 18 | | | 18 | 2,321.28 | 8 | | | | 8 | 1,031.68 | 12 | | | | 12 | 1,547.52 | 8 | | 8 | 1,031.68 | 46.00 | 128.96 | 5932.16 |
| 64 | 47131601-DU-P01 | DUST PAN, non-rigid plastic, w/ detachable handle | piece | 1 | | | 1 | 24.83 | | | | | 0 | 0.00 | 1 | | | | 1 | 24.83 | | | 0 | 0.00 | 2.00 | 24.83 | 49.66 |
| 65 | 51241552-SH-S01 | SODIUM HYPOCHLORITE, 3.785 liters | gallon | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 131.25 | 0.00 |
| 66 | 73101612-HS-L01 | HAND SOAP, Liquid, 500ml | bottle | 11 | | | 11 | 1,132.56 | 11 | | | | 11 | 1,132.56 | 11 | | | | 11 | 1,132.56 | 11 | | 11 | 1,132.56 | 44.00 | 102.96 | 4530.24 |
| 67 | 47131802-FW-P02 | FLOOR WAX, PASTE, RED | can | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 309.76 | 0.00 |
| 68 | 47131830-FC-A01 | FURNITURE CLEANER, aerosol type, 300ml min per can | can | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 115.53 | 0.00 |
| 69 | 47121804-MP-B01 | MOP BUCKET, heavy duty, hard plastic | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2288.00 | 0.00 |
| 70 | 47131613-MP-H02 | MOPHANDLE, heavy duty, aluminum, screw type | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 145.60 | 0.00 |
| 71 | 47131619-MP-R01 | MOPHEAD, made of rayon, weight: 400 grams min | piece | 6 | | | 6 | 742.56 | 5 | | | | 5 | 618.80 | 5 | | | | 5 | 618.80 | 5 | | 5 | 618.80 | 21.00 | 123.76 | 2598.96 |
| 72 | 47131501-RG-C01 | RAGS, all cotton, 32 pieces per kilogram min | bundle | 8 | | | 8 | 430.56 | 7 | | | | 7 | 376.74 | 5 | | | | 5 | 269.10 | 5 | | 5 | 269.10 | 25.00 | 53.82 | 1345.50 |
| 73 | 47131602-SC-N01 | SCOURING PAD, 5 pieces per pack | pack | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 107.12 | 0.00 |
| 74 | 47121701-TB-P04 | TRASHBAG, GPP specs, black, 940mmx1016mm | pack | 37 | | | 37 | 4,983.16 | 127 | | | | 127 | 17,104.36 | 127 | | | | 127 | 17,104.36 | 37 | | 37 | 4,983.16 | 328.00 | 134.68 | 44175.04 |
| 75 | 47121702-WB-P01 | WASTEBASKET, non-rigid plastic | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 27.96 | 0.00 |
| PERSONAL PROTECTIVE EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76 | 46181503-CA-C01 | COVERALL, non-sterile, protective, medical grade | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 1144.00 | 0.00 |
| 77 | 46181702-FSH01 | FACE SHIELD, direct splash protection | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 124.80 | 0.00 |
| 78 | 46181804-GG-G01 | PROTECTIVE SAFETY GOGGLES | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 156.00 | 0.00 |
| 79 | 42131601-PA-A01 | Polyethylene Apron (50g) | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 15.08 | 0.00 |
| 80 | 42131702-SG-01 | SURGICAL GOWN | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 299.52 | 0.00 |
| 81 | 42131711-HC-H01 | HEAD COVER, disposable | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2.60 | 0.00 |
| 82 | 42131609-SC-S01 | SHOE COVER, disposable | pair | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 8.32 | 0.00 |
| 83 | 42132203-MG-G01 | NITRILE GLOVES | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3.07 | 0.00 |
| 84 | 42132203-MG-G02 | PREMIUM LATEX GLOVES | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5.02 | 0.00 |
| 85 | 42131713-SM-M01 | SURGICAL MASK, 3-ply | piece | 180 | | | 180 | 2,527.20 | 120 | | | | 120 | 1,684.80 | 180 | | | | 180 | 2,527.20 | 120 | | 120 | 1,684.80 | 600.00 | 14.04 | 8424.00 |
| 86 | 46182008-KN-M01 | KN95 FACE MASK | piece | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 104.00 | 0.00 |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 87 | 43211507-DSK001 | MITHI DESKTOP, basic | unit | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 24,793.60 | 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 | | |
| 88 | 43211507-DSK002 | MITHI DESKTOP, mid-range | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 42,390.40 | 0.00 | | | |
| 89 | 43211503-LAP001 | MITHI LAPTOP, mid-range | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 41,392.00 | 0.00 | | | |
| 90 | 43201827-HD-X02 | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 | piece | 3 | | | 3 | 7,952.49 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 3.00 | 2650.83 | 7952.49 | | | |
| 91 | 43202010-FD-U01 | FLASH DRIVE, 16 GB capacity | piece | 3 | | | 3 | 502.32 | | | | | | | 0 | 0.00 | 1 | | | | 1 | 167.44 | 4.00 | 167.44 | 669.76 | | | |
| 92 | 43211708-MO-O01 | MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind | unit | 16 | | | 16 | 1,780.80 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 16.00 | 111.30 | 1780.80 | | | |
| 93 | 43211708-MO-O02 | MOUSE, WIRELESS, USB | unit | 1 | | | 1 | 154.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 1.00 | 154.00 | 154.00 | | | |
| 94 | 43212102-PR-D02 | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 38100.97 | 0.00 | | | |
| 95 | 43212102-PR-D01 | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 9191.52 | 0.00 | | | |
| 96 | 43212105-PR-L01 | PRINTER, laser, monochrome | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 724.88 | 0.00 | | | |
| 97 | 43212105-PR-L02 | PRINTER, laser, colored | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 7899.00 | 0.00 | | | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 98 | 44121710-CH-W01 | CHALK, molded, white, dustless, length: 78mm min | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 29.64 | 0.00 | | | |
| 99 | 44122105-BF-C01 | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm) | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 9.05 | 0.00 | | | |
| 100 | 44122105-BF-C02 | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | box | 3 | | | 3 | 45.81 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 3.00 | 15.27 | 45.81 | | | |
| 101 | 44122105-BF-C03 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 20.80 | 0.00 | | | |
| 102 | 44122105-BF-C04 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 47.84 | 0.00 | | | |
| 103 | 44121801-CT-R01 | CORRECTION TAPE, film base type, UL 6m min | piece | 207 | | | 207 | 2,902.14 | 105 | | | | | | 105 | 1,472.10 | 121 | | | | 121 | 1,696.42 | 60 | 60 | 841.20 | 493.00 | 14.02 | 6911.86 |
| 104 | 44111515-DF-B01 | DATA FILE BOX, made of chipboard, with closed ends | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 77.20 | 0.00 | | | |
| 105 | 44122011-DF-F01 | DATA FOLDER, made of chipboard, taglia lock | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 68.64 | 0.00 | | | |
| 106 | 44121506-EN-D01 | ENVELOPE, DOCUMENTARY, for A4 size document | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 673.09 | 0.00 | | | |
| 107 | 44121506-EN-D02 | ENVELOPE, DOCUMENTARY, for legal size document | box | 11 | | | 11 | 10,198.76 | 4 | | | | | | 4 | 3,708.64 | 1 | | | | 1 | 927.16 | 1 | 927.16 | 17.00 | 927.16 | 15761.72 | |
| 108 | 44121506-EN-X01 | ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc | box | 1 | | | 1 | 738.40 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 1.00 | 738.40 | 738.40 | | | |
| 109 | 44121506-EN-X02 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 30.49 | 0.00 | | | |
| 110 | 44121506-EN-M02 | ENVELOPE, mailing, white, 70gsm | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 378.20 | 0.00 | | | |
| 111 | 44121504-EN-W02 | ENVELOPE, mailing, white, with window | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 433.68 | 0.00 | | | |
| 112 | 44111912-ER-B01 | ERASER, FELT, for blackboard/whiteboard | piece | 1 | | | 1 | 10.30 | 1 | | | | | | 1 | 10.30 | | | | | 0 | 0.00 | 2.00 | 10.30 | 20.60 | | | |
| 113 | 44122118-FA-P01 | FASTENER, METAL, 70mm between prongs | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 83.41 | 0.00 | | | |
| 114 | 44111515-FO-X01 | FILE ORGANIZER, expanding, plastic, 12 pockets | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 86.04 | 0.00 | | | |
| 115 | 44122018-FT-D01 | FILE TAB DIVIDER, bristol board, for A4 | set | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 11.13 | 0.00 | | | |
| 116 | 44122018-FT-D02 | FILE TAB DIVIDER, bristol board, for legal | set | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 14.23 | 0.00 | | | |
| 117 | 44122011-FO-F01 | FOLDER, FANCY, for A4 size documents | bundle | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 270.40 | 0.00 | | | |
| 118 | 44122011-FO-F02 | FOLDER, FANCY, for legal size documents | bundle | 4 | | | 4 | 1,247.52 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 4.00 | 311.88 | 1247.52 | | | |
| 119 | 44122011-FO-L01 | FOLDER, L-TYPE, PLASTIC, for A4 size documents | pack | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 171.43 | 0.00 | | | |
| 120 | 44122011-FO-L02 | FOLDER, L-TYPE, PLASTIC, for legal size documents | pack | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 243.24 | 0.00 | | | |
| 121 | 44122027-FO-P01 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 952.64 | 0.00 | | | |
| 122 | 44122011-FO-T03 | FOLDER, TAGBOARD, for A4 size documents | pack | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 279.00 | 0.00 | | | |
| 123 | 44122011-FO-T04 | FOLDER, TAGBOARD, for legal size documents | pack | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 321.36 | 0.00 | | | |
| 124 | 44122008-IT-T01 | INDEX TAB, self-adhesive, transparent | box | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 56.68 | 0.00 | | | |
| 125 | 44111515-MF-B02 | MAGAZINE FILE BOX, LARGE size, made of chipboard | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 41.60 | 0.00 | | | |
| 126 | 44121716-MA-F01 | MARKER, FLUORESCENT, 3 assorted colors per set | set | 9 | | | 9 | 420.12 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 9.00 | 46.68 | 420.12 | | | |
| 127 | 44121708-MW-B01 | MARKER, whiteboard, black, felt tip, bullet type | piece | 2 | | | 2 | 26.76 | | | | | | | 0 | 0.00 | 2 | | | | 2 | 26.76 | 4.00 | 13.38 | 53.52 | | | |

| 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 | | | | | | |
| 128 | 44121708-MW-B02 | MARKER, whiteboard, blue, felt tip, bullet type | piece | 2 | | | 2 | 26.76 | | | | | | | 0 | 0.00 | 2 | | | | | | 2 | 26.76 | | | | 0 | 0.00 | 4.00 | 13.38 | 53.52 |
| 129 | 44121708-MW-B03 | MARKER, whiteboard, red, felt tip, bullet type | piece | 2 | | | 2 | 26.76 | | | | | | | 0 | 0.00 | 2 | | | | | | 2 | 26.76 | | | | 0 | 0.00 | 4.00 | 13.38 | 53.52 |
| 130 | 44121708-MP-B01 | MARKER, PERMANENT, bullet type, black | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8.98 | 0.00 |
| 131 | 44121708-MP-B02 | MARKER, PERMANENT, bullet type, blue | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8.98 | 0.00 |
| 132 | 44121708-MP-B03 | MARKER, PERMANENT, bullet type, red | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8.98 | 0.00 |
| 133 | 44122104-PC-G01 | PAPER CLIP, vinyl/plastic coat, length: 32mm min | box | 68 | | | 68 | 527.68 | 27 | | | | | | 27 | 209.52 | 23 | | | | | | 23 | 178.48 | 15 | | | 15 | 116.40 | 133.00 | 7.76 | 1032.08 |
| 134 | 44122104-PC-J02 | PAPER CLIP, vinyl/plastic coat, length: 50mm min | box | 61 | | | 61 | 1,045.54 | 24 | | | | | | 24 | 411.36 | 21 | | | | | | 21 | 359.94 | 14 | | | 14 | 239.96 | 120.00 | 17.14 | 2056.80 |
| 135 | 44121706-PE-L01 | PENCIL, lead, w/ eraser, wood cased, hardness: HB | box | 2 | | | 2 | 41.58 | 2 | | | | | | 2 | 41.58 | 1 | | | | | | 1 | 20.79 | | | | 0 | 0.00 | 5.00 | 20.79 | 103.95 |
| 136 | 44122037-RB-P10 | RING BINDER, plastic, 32mm, 84 rings | bundle | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 239.79 | 0.00 |
| 137 | 44122101-RU-B01 | RUBBER BAND, 70mm min lay flat length (#18) | box | 56 | | | 56 | 6,132.00 | 11 | | | | | | 11 | 1,204.50 | 33 | | | | | | 33 | 3,613.50 | 9 | | | 9 | 985.50 | 109.00 | 109.50 | 11935.50 |
| 138 | 44121905-SP-F01 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 2 | | | 2 | 69.90 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 34.95 | 69.90 |
| 139 | 44121612-BL-H01 | CUTTER BLADE, for heavy duty cutter | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 14.82 | 0.00 |
| 140 | 44121612-CU-H01 | CUTTER KNIFE, for general purpose | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 33.43 | 0.00 |
| 141 | 44103202-DS-M01 | DATING AND STAMPING MACHINE, heavy duty | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 453.96 | 0.00 |
| 142 | 44121619-PS-M01 | PENCIL SHARPENER, manual, single cutter head | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 202.80 | 0.00 |
| 143 | 44101602-PU-P01 | PUNCHER, paper, heavy duty, with two hole guide | piece | 1 | | | 1 | 131.96 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 131.96 | 131.96 |
| 144 | 44121618-SS-S01 | SCISSORS, symmetrical, blade length: 65mm min | pair | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 40.56 | 0.00 |
| 145 | 44121615-ST-S01 | STAPLER, STANDARD TYPE, load cap: 200 staples min | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 176.80 | 0.00 |
| 146 | 44121615-ST-B01 | STAPLER, BINDER TYPE, heavy duty, desktop | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 914.16 | 0.00 |
| 147 | 44121613-SR-P01 | STAPLE REMOVER, PLIER-TYPE | piece | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 24.90 | 0.00 |
| 148 | 44121605-TD-T01 | TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | 4 | | | 4 | 256.80 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 64.20 | 256.80 |
| 149 | 44101602-PB-M01 | BINDING AND PUNCHING MACHINE, binding cap: 50mm | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 9534.72 | 0.00 |
| 150 | 44101807-CA-C01 | CALCULATOR, compact, 12 digits | unit | 9 | | | 9 | 3,121.65 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 9.00 | 346.85 | 3121.65 |
| 151 | 44101714-FX-M01 | FACSIMILE MACHINE, uses thermal paper | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 5642.00 | 0.00 |
| 152 | 44101601-PT-M01 | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 9297.60 | 0.00 |
| 153 | 44101603-PS-M01 | PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level) | unit | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 5699.20 | 0.00 |
| PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 154 | 44103109-BR-D05 | DRUM CART, BROTHER DR-3455 | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 6947.20 | 0.00 |
| 155 | 44103105-BR-B04 | INK CART, BROTHER LC67B, Black | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 910.00 | 0.00 |
| 156 | 44103105-BR-B05 | INK CART, BROTHER LC67HYBK, Black | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1601.60 | 0.00 |
| 157 | 44103109-BR-D06 | TONER CART, BROTHER DR-451CL, high yield 3000 pag | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 6760.00 | 0.00 |
| 158 | 44103103-BR-B16 | TONER CART, BROTHER TN-456 BLACK, high yield 6500 | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 5080.40 | 0.00 |
| 159 | 44103103-BR-C03 | TONER CART, BROTHER TN-456 CYAN, high yield 6500 | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8569.60 | 0.00 |
| 160 | 44103103-BR-M03 | TONER CART, BROTHER TN-456 MAGENTA, high yield 65 | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8569.60 | 0.00 |
| 161 | 44103103-BR-Y03 | TONER CART, BROTHER TN-456 YELLOW, high yield 650 | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 8569.60 | 0.00 |
| 162 | 44103103-SA-B03 | TONER CART, SAMSUNG ML-D2850B, Black | Cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 5116.80 | 0.00 |
| 163 | 44103105-CA-C04 | INK CART, CANON CL-741, Col. | cart | 12 | | | 12 | 11,868.48 | 6 | | | | | | 6 | 5,934.24 | 6 | | | | | | 6 | 5,934.24 | 6 | | | 6 | 5,934.24 | 30.00 | 989.04 | 29671.20 |
| 164 | 44103105-CA-C02 | INK CART, CANON CL-811, Colored | cart | 10 | | | 10 | 10,296.00 | 7 | | | | | | 7 | 7,207.20 | 3 | | | | | | 3 | 3,088.80 | 3 | | | 3 | 3,088.80 | 23.00 | 1029.60 | 23680.80 |
| 165 | 44103105-CA-B04 | INK CART, CANON PG-740, Black | cart | 13 | | | 13 | 9,802.00 | 7 | | | | | | 7 | 5,278.00 | 7 | | | | | | 7 | 5,278.00 | 7 | | | 7 | 5,278.00 | 34.00 | 754.00 | 25636.00 |
| 166 | 44103105-CA-B02 | INK CART, CANON PG-810, Black | cart | 16 | | | 16 | 12,480.00 | 10 | | | | | | 10 | 7,800.00 | 5 | | | | | | 5 | 3,900.00 | 4 | | | 4 | 3,120.00 | 35.00 | 780.00 | 27300.00 |
| 167 | 44103105-EP-B17 | INK CART, EPSON C13T664100 (T6641), Black | cart | 99 | | | 99 | 24,710.40 | 74 | | | | | | 74 | 18,470.40 | 63 | | | | | | 63 | 15,724.80 | 32 | | | 32 | 7,987.20 | 268.00 | 249.60 | 66892.80 |

| 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 |
| 168 | 44103105-EP-C17 | INK CART, EPSON C13T664200 (T6642), Cyan | cart | 39 | | | 39 | 9,734.40 | 29 | | | 29 | 7,238.40 | 23 | | | 23 | 5,740.80 | 7 | | | 7 | 1,747.20 | 98.00 | 249.60 | 24460.80 |
| 169 | 44103105-EP-M17 | INK CART, EPSON C13T664300 (T6643), Magenta | cart | 40 | | | 40 | 9,984.00 | 30 | | | 30 | 7,488.00 | 23 | | | 23 | 5,740.80 | 7 | | | 7 | 1,747.20 | 100.00 | 249.60 | 24960.00 |
| 170 | 44103105-EP-Y17 | INK CART, EPSON C13T664400 (T6644), Yellow | cart | 41 | | | 41 | 10,233.60 | 31 | | | 31 | 7,737.60 | 23 | | | 23 | 5,740.80 | 7 | | | 7 | 1,747.20 | 102.00 | 249.60 | 25459.20 |
| 171 | 44103105-HP-B40 | INK CART, HP C2P04AA (HP62) Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 773.76 | 0.00 |
| 172 | 44103105-HP-T40 | INK CART, HP C2P06AA (HP62) Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 950.56 | 0.00 |
| 173 | 44103105-HP-B09 | INK CART, HP C9351AA, (HP21), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 795.60 | 0.00 |
| 174 | 44103105-HP-T10 | INK CART, HP C9352AA, (HP22), Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 920.40 | 0.00 |
| 175 | 44103105-HP-P48 | Ink Cartridge, HP C9397A (HP72) 69ml Photo Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1996.80 | 0.00 |
| 176 | 44103105-HP-C48 | Ink Cartridge, HP C9398A (HP72) 69ml Cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1996.80 | 0.00 |
| 177 | 44103105-HP-M48 | Ink Cartridge, HP C9399A (HP72) 69ml Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1996.80 | 0.00 |
| 178 | 44103105-HP-Y48 | Ink Cartridge, HP C9400A (HP72) 69ml Yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1996.80 | 0.00 |
| 179 | 44103105-HP-G48 | Ink Cartridge, HP C9401A (HP72) 69ml Gray | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1996.80 | 0.00 |
| 180 | 44103105-HP-B48 | Ink Cartridge, HP C9403A (HP72) 130ml Matte Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 3016.00 | 0.00 |
| 181 | 44103105-HP-B17 | INK CART, HP CC640WA, (HP60), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 769.60 | 0.00 |
| 182 | 44103105-HP-T17 | INK CART, HP CC643WA, (HP60), Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 915.20 | 0.00 |
| 183 | 44103105-HP-B35 | INK CART, HP CD887AA, (HP703), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 184 | 44103105-HP-T35 | INK CART, HP CD888AA, (HP703), Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 185 | 44103105-HX-C40 | INK CART, HP CD972AA, (HP 920XL), Cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 641.68 | 0.00 |
| 186 | 44103105-HX-M40 | INK CART, HP CD973AA, (HP 920XL), Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 641.68 | 0.00 |
| 187 | 44103105-HX-Y40 | INK CART, HP CD974AA, (HP 920XL), Yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 641.68 | 0.00 |
| 188 | 44103105-HX-B40 | INK CART, HP CD975AA, (HP 920XL), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1269.84 | 0.00 |
| 189 | 44103105-HP-B20 | INK CART, HP CH561WA, (HP61), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 656.24 | 0.00 |
| 190 | 44103105-HP-T20 | INK CART, HP CH562WA, (HP61), Tricolor | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 821.60 | 0.00 |
| 191 | 44103105-HP-B49 | INK CART, HP CH565A (HP82) Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1944.80 | 0.00 |
| 192 | 44103105-HP-C49 | INK CART, HP CH566A (HP82) Cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1539.20 | 0.00 |
| 193 | 44103105-HP-M49 | INK CART, HP CH567A (HP82) Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1539.20 | 0.00 |
| 194 | 44103105-HP-Y49 | INK CART, HP CH568A (HP82) Yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1539.20 | 0.00 |
| 195 | 44103105-HX-B43 | INK CART, HP CN045AA, (HP950XL), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1570.40 | 0.00 |
| 196 | 44103105-HX-C43 | INK CART, HP CN046AA, (HP951XL), Cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1165.84 | 0.00 |
| 197 | 44103105-HX-M43 | INK CART, HP CN047AA, (HP951XL), Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1165.84 | 0.00 |
| 198 | 44103105-HX-Y43 | INK CART, HP CN048AA, (HP951XL), Yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1165.84 | 0.00 |
| 199 | 44103105-HP-B36 | INK CART, HP CN692AA, (HP704), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 200 | 44103105-HP-T36 | INK CART, HP CN693AA, (HP704), Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 201 | 44103105-HP-B33 | INK CART, HP CZ107AA, (HP678), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 202 | 44103105-HP-T33 | INK CART, HP CZ108AA, (HP678), Tricolor | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 203 | 44103105-HP-B42 | INK CART, HP CZ121A (HP685A), Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| 204 | 44103105-HP-C33 | INK CART, HP CZ122A (HP685A), Cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 249.60 | 0.00 |
| 205 | 44103105-HP-M33 | INK CART, HP CZ123A (HP685A), Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 249.60 | 0.00 |
| 206 | 44103105-HP-Y33 | INK CART, HP CZ124A (HP685A), Yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 249.60 | 0.00 |
| 207 | 44103105-HP-T43 | Ink Cartridge, HP F6V26AA (HP680) Tri-color | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 405.60 | 0.00 |
| 208 | 44103105-HP-B43 | Ink Cartridge, HP F6V27AA (HP680) Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 405.60 | 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 |
| 209 | 44103105-HP-C50 | Ink Cartridge, HP L0551AA (HP955) Cyan Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| 210 | 44103105-HP-M50 | Ink Cartridge, HP L0554AA (HP955) Magenta Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| 211 | 44103105-HP-Y50 | Ink Cartridge, HP L0557AA (HP955) Yellow Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| 212 | 44103105-HP-B50 | Ink Cartridge, HP L0560AA (HP955) Black Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 4956.60 | 0.00 |
| 213 | 44103105-HX-C48 | Ink Cartridge, HP L0563AA (HP955XL) Cyan Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| 214 | 44103105-HX-M48 | Ink Cartridge, HP L0566AA (HP955XL) Magenta Origin | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| 215 | 44103105-HX-Y48 | Ink Cartridge, HP L0569AA (HP955XL) Yellow Origina | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| 216 | 44103105-HX-B48 | Ink Cartridge, HP L0572AA (HP955XL) Black Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 1644.24 | 0.00 |
| 217 | 44103105-HP-C51 | Ink Cartridge, HP T6L89AA (HP905) Cyan Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| 218 | 44103105-HP-M51 | Ink Cartridge, HP T6L93AA (HP905) Magenta Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| 219 | 44103105-HP-Y51 | Ink Cartridge, HP T6L97AA (HP905) Yellow Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| 220 | 44103105-HP-B51 | Ink Cartridge, HP T6M01AA (HP905) Black Original | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 741.28 | 0.00 |
| 221 | 44103112-EP-R05 | RIBBON CART, EPSON C13S015516 (#8750), Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 77.43 | 0.00 |
| 222 | 44103112-EP-R07 | RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 736.32 | 0.00 |
| 223 | 44103112-EP-R13 | RIBBON CART, EPSON C13S015632, Black, forLX-310 | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 77.94 | 0.00 |
| 224 | 44103103-BR-B03 | TONER CART, BROTHER TN-2025, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2685.28 | 0.00 |
| 225 | 44103103-BR-B04 | TONER CART, BROTHER TN-2130, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 1892.80 | 0.00 |
| 226 | 44103103-BR-B05 | TONER CART, BROTHER TN-2150, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2685.28 | 0.00 |
| 227 | 44103103-BR-B09 | TONER CART, BROTHER TN-3320, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3567.20 | 0.00 |
| 228 | 44103103-BR-B11 | TONER CART, BROTHER TN-3350, Black, for HL5450DN | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 5002.40 | 0.00 |
| 229 | 44103103-HP-B12 | TONER CART, HP CB435A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3380.00 | 0.00 |
| 230 | 44103103-HP-B14 | TONER CART, HP CB540A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3337.36 | 0.00 |
| 231 | 44103103-HP-B18 | TONER CART, HP CE255A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 7332.00 | 0.00 |
| 232 | 44103103-HP-B21 | TONER CART, HP CE278A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3952.00 | 0.00 |
| 233 | 44103103-HP-B22 | TONER CART, HP CE285A (HP85A), Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3432.00 | 0.00 |
| 234 | 44103103-HP-B23 | TONER CART, HP CE310A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2360.80 | 0.00 |
| 235 | 44103103-HP-C23 | TONER CART, HP CE311A, Cyan | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2542.80 | 0.00 |
| 236 | 44103103-HP-Y23 | TONER CART, HP CE312A, Yellow | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2542.80 | 0.00 |
| 237 | 44103103-HP-M23 | TONER CART, HP CE313A, Magenta | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2542.80 | 0.00 |
| 238 | 44103103-HP-B24 | TONER CART, HP CE320A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 2916.16 | 0.00 |
| 239 | 44103103-HP-C24 | TONER CART, HP CE321A, Cyan | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3072.16 | 0.00 |
| 240 | 44103103-HP-Y24 | TONER CART, HP CE322A, Yellow | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3072.16 | 0.00 |
| 241 | 44103103-HP-M24 | TONER CART, HP CE323A, Magenta | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 3072.16 | 0.00 |
| 242 | 44103103-HP-B25 | TONER CART, HP CE390A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 7856.16 | 0.00 |
| 243 | 44103103-HP-B26 | TONER CART, HP CE400A, Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 6900.40 | 0.00 |
| 244 | 44103103-HP-C26 | TONER CART, HP CE401A, Cyan | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 10193.04 | 0.00 |
| 245 | 44103103-HP-Y26 | TONER CART, HP CE402A, Yellow | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 10193.04 | 0.00 |
| 246 | 44103103-HP-M26 | TONER CART, HP CE403A, Magenta | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 10193.04 | 0.00 |
| 247 | 44103103-HP-B27 | TONER CART, HP CE410A, (HP305), Black | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 4201.60 | 0.00 |
| 248 | 44103103-HP-C27 | TONER CART, HP CE411A, (HP305), Cyan | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 6011.20 | 0.00 |
| 249 | 44103103-HP-Y27 | TONER CART, HP CE412A, (HP305), Yellow | cart | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 6011.20 | 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 |
| 250 | 44103103-HP-M27 | TONER CART, HP CE413A, (HP305), Magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 6011.20 | 0.00 |
| 251 | 44103103-HP-B28 | TONER CART, HP CE505A, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4466.80 | 0.00 |
| 252 | 44103103-HX-B28 | TONER CART, HP CE505X, Black, high cap | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7332.00 | 0.00 |
| 253 | 44103103-HP-B52 | Toner Cartridge, HP CF217A (HP17A) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3044.01 | 0.00 |
| 254 | 44103103-HP-B53 | Toner Cartridge, HP CF226A (HP26A) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5787.60 | 0.00 |
| 255 | 44103103-HP-B55 | Toner Cartridge, HP CF280A, LaserJet Pro M401/M425 | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5200.00 | 0.00 |
| 256 | 44103103-HP-B51 | HP Toner CF280XC | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7112.56 | 0.00 |
| 257 | 44103103-HP-B56 | Toner Cartridge, HP CF281A (HP81A) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 8606.00 | 0.00 |
| 258 | 44103103-HP-B57 | Toner Cartridge, HP CF283A (HP83A) LaserJet Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3241.70 | 0.00 |
| 259 | 44103103-HX-B51 | Toner Cartridge, HP CF283XC (HP83X) Bk Contract L | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4056.00 | 0.00 |
| 260 | 44103103-HP-B58 | Toner Cartridge, HP CF287A (HP87) black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 10051.00 | 0.00 |
| 261 | 44103103-HX-B52 | Toner Cartridge, HP CF325XC (HP25X) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 13156.00 | 0.00 |
| 262 | 44103103-HP-B60 | Toner Cartridge, HP CF350A Black LJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2901.60 | 0.00 |
| 263 | 44103103-HP-C60 | Toner Cartridge, HP CF351A Cyan LJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2953.60 | 0.00 |
| 264 | 44103103-HP-Y60 | Toner Cartridge, HP CF352A Yellow LJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2953.60 | 0.00 |
| 265 | 44103103-HP-M60 | Toner Cartridge, HP CF353A Magenta LJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2953.60 | 0.00 |
| 266 | 44103103-HP-B61 | Toner Cartridge, HP CF360A (HP508A) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7056.40 | 0.00 |
| 267 | 44103103-HP-C61 | Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 8846.24 | 0.00 |
| 268 | 44103103-HP-Y61 | Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 8846.24 | 0.00 |
| 269 | 44103103-HP-M61 | Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 8846.24 | 0.00 |
| 270 | 44103103-HP-B62 | Toner Cartridge, HP CF400A (HP201A) Black LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3429.78 | 0.00 |
| 271 | 44103103-HP-C62 | Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4043.83 | 0.00 |
| 272 | 44103103-HP-Y62 | Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4043.83 | 0.00 |
| 273 | 44103103-HP-M62 | Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4043.83 | 0.00 |
| 274 | 44103103-HP-B63 | Toner Cartridge, HP CF410A (HP410A) black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4440.80 | 0.00 |
| 275 | 44103103-HX-B54 | Toner Cartridge, HP CF410XC (HP410XC) black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7441.20 | 0.00 |
| 276 | 44103103-HP-C63 | Toner Cartridge, HP CF411A (HP410A) cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5616.00 | 0.00 |
| 277 | 44103103-HX-C54 | Toner Cartridge, HP CF411XC (HP410XC) cyan | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7472.40 | 0.00 |
| 278 | 44103103-HP-Y63 | Toner Cartridge, HP CF412A (HP410A) yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5616.00 | 0.00 |
| 279 | 44103103-HX-Y54 | Toner Cartridge, HP CF412XC (HP410XC) yellow | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7472.40 | 0.00 |
| 280 | 44103103-HP-M63 | Toner Cartridge, HP CF413A (HP410A) magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 5616.00 | 0.00 |
| 281 | 44103103-HX-M54 | Toner Cartridge, HP CF413XC (HP410XC) magenta | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7472.40 | 0.00 |
| 282 | 44103103-HP-B34 | TONER CART, HP Q2612A, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3900.00 | 0.00 |
| 283 | 44103103-HP-B48 | TONER CART, HP Q7553A, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 4399.20 | 0.00 |
| 284 | 44103103-SA-B06 | TONER CART, SAMSUNG MLT-D101S, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3406.00 | 0.00 |
| 285 | 44103103-SA-B07 | TONER CART, SAMSUNG MLT-D103S, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2350.40 | 0.00 |
| 286 | 44103103-SA-B08 | TONER CART, SAMSUNG MLT-D104S, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2454.40 | 0.00 |
| 287 | 44103103-SA-B09 | TONER CART, SAMSUNG MLT-D105L, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3380.00 | 0.00 |
| 288 | 44103103-SA-B14 | TONER CART, SAMSUNG MLT-D108S, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 2875.58 | 0.00 |
| 289 | 44103103-SA-B21 | TONER CART, SAMSUNG MLT-D203E, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 7259.20 | 0.00 |
| 290 | 44103103-SA-B18 | TONER CART, SAMSUNG MLT-D203L, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 3458.00 | 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 | |
| 291 | 44103103-SA-B20 | TONER CART, SAMSUNG MLT-D203U, black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 6442.80 | 0.00 | |
| 292 | 44103103-SA-B12 | TONER CART, SAMSUNG MLT-D205E, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 7321.14 | 0.00 | |
| 293 | 44103103-SA-B05 | TONER CART, SAMSUNG MLT-D205L, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 3962.24 | 0.00 | |
| 294 | 44103103-SA-B10 | TONER CART, SAMSUNG SCX-D6555A, Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 4066.40 | 0.00 | |
| 295 | 44103103-BR-B15 | TONER CART, BROTHER TN-3478 Black | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 6370.00 | 0.00 | |
| 296 | 44103103-CA-B00 | TONER CART, CANON CRG 324 II | cart | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 13399.36 | 0.00 | |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 297 | 45121517-DO-C02 | DOCUMENT CAMERA | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 23623.60 | 0.00 | |
| 298 | 45111609-MM-P01 | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 17472.00 | 0.00 | |
| FLAG OR ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 299 | 55121905-PH-F01 | PHILIPPINE NATIONAL FLAG, 100% polyester | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 284.84 | 0.00 | |
| PRINTED PUBLICATIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 300 | 55101524-RA-H01 | HANDBOOK (RA 9184), 7th Edition | book | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 37.21 | 0.00 | |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 301 | 46191601-FE-M01 | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1144.00 | 0.00 | |
| 302 | 46191601-FE-H01 | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 5613.25 | 0.00 | |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 303 | 52161535-DV-R01 | DIGITAL VOICE RECORDER, memory: 4GB (expandable) | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 6415.64 | 0.00 | |
| FURNITURE AND FURNISHINGS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 304 | 56101504-CM-B01 | CHAIR, monobloc, beige, with backrest, w/o armrest | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 303.68 | 0.00 | |
| 305 | 56101504-CM-W01 | CHAIR, monobloc, white, with backrest, w/o armrest | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 301.60 | 0.00 | |
| 306 | 56101519-TM-S01 | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1336.40 | 0.00 | |
| 307 | 56101519-TM-S02 | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min | unit | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 1315.60 | 0.00 | |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 308 | 60121413-CB-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 | |
| 309 | 60121413-CB-P02 | CLEARBOOK, 20 transparent pockets, for LEGAL size | piece | 82 | | | 82 | 3,475.16 | 16 | | | 16 | 678.08 | 36 | | | 36 | 1,525.68 | 5 | | | 5 | 211.90 | 139.00 | 42.38 | 5890.82 | |
| 310 | 60121534-ER-P01 | ERASER, PLASTIC/RUBBER, for pencil draft/writing | piece | 20 | | | 20 | 88.40 | 2 | | | 2 | 8.84 | | | | 0 | 0.00 | | | | 0 | 0.00 | 22.00 | 4.42 | 97.24 | |
| 311 | 60121524-SP-G01 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 34.61 | 0.00 | |
| 312 | 60121524-SP-G02 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 34.61 | 0.00 | |
| 313 | 60121524-SP-G03 | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 34.61 | 0.00 | |
| 314 | 60121124-WR-P01 | WRAPPING PAPER, kraft, 65gsm (-5%) | pack | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 154.84 | 0.00 | |
| SOFTWARE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 43231513-SFT-001 | Business function specific software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | 43231602-SFT-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 | 0.00 | |
| 3 | 43232004-SFT-003 | Computer game or entertainment software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | 43232107-SFT-004 | Content authoring and editing software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | 43232202-SFT-005 | Content management software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | 43232304-SFT-006 | Data management and query software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | 43232402-SFT-007 | Development software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | 43232505-SFT-008 | Educational or reference software | license | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 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 | | | | |
| 9 43232603-SFT-009 | Industry specific software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 43232701-SFT-010 | Network applications software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 43232802-SFT-011 | Network management software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 43232905-SFT-012 | Networking software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 43233004-SFT-013 | Operating environment software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 43233205-SFT-014 | Security and protection software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 43233405-SFT-015 | Utility and device driver software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 43233501-SFT-016 | Information exchange software | license | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 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)

Common Electrical Supplies

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|---|--|--|--|--|---|------|--|--|--|--|--|--|--|---|------|--|--|--|--|---|------|------|------|------|
| 1 40101701-AC-W01 | Air Conditioning Unit, Window Inverter Type | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 40101701-AC-S01 | Air Conditioning Unit, Split Type | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

Common Office Equipment

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|----------------------|--|--|--|--|---|------|--|--|--|--|--|--|--|---|------|--|--|--|--|---|------|------|------|------|
| 1 44111905-WB-N01 | White Board | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 44111911-WB-D01 | White Board, Digital | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | | | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 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 | | | |
| 15 | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Common Office Supplies | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Ballpen, Black | pieces | 125 | | 125 | 750.00 | 30 | | | 30 | 180.00 | 78 | | | 78 | 468.00 | 28 | | | 28 | 168.00 | 261.00 | 6.00 | 1566.00 |
| 2 | Ballpen, Black | box | 4 | | 4 | 24.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 6.00 | 24.00 |
| 3 | Ballpen, Blue | pieces | 155 | | 155 | 930.00 | 39 | | | 39 | 234.00 | 85 | | | 85 | 510.00 | 23 | | | 23 | 138.00 | 302.00 | 6.00 | 1812.00 |
| 4 | Ballpen, Blue | box | 5 | | 5 | 30.00 | 4 | | | 4 | 24.00 | 1 | | | 1 | 6.00 | | | | 0 | 0.00 | 10.00 | 6.00 | 60.00 |
| 5 | Ballpen, Red | piece | 2 | | 2 | 12.00 | | | | 0 | 0.00 | 2 | | | 2 | 12.00 | | | | 0 | 0.00 | 4.00 | 6.00 | 24.00 |
| 6 | Binder Clip (1 1/2") | box | 29 | | 29 | 913.50 | 5 | | | 5 | 157.50 | 7 | | | 7 | 220.50 | 3 | | | 3 | 94.50 | 44.00 | 31.50 | 1386.00 |
| 7 | Binder Clip (1") | box | 16 | | 16 | 352.00 | 7 | | | 7 | 154.00 | 11 | | | 11 | 242.00 | 10 | | | 10 | 220.00 | 44.00 | 22.00 | 968.00 |
| 8 | Binder Clip (2") | box | 39 | | 39 | 1,638.00 | 4 | | | 4 | 168.00 | 6 | | | 6 | 252.00 | 2 | | | 2 | 84.00 | 51.00 | 42.00 | 2142.00 |
| 9 | Binder Clip, Medium | pcs | 92 | | 92 | 966.00 | 35 | | | 35 | 367.50 | 28 | | | 28 | 294.00 | 20 | | | 20 | 210.00 | 175.00 | 10.50 | 1837.50 |
| 10 | Binder Clip, Small | pcs | 44 | | 44 | 88.00 | 30 | | | 30 | 60.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 74.00 | 2.00 | 148.00 |
| 11 | Calculator, 12 digit, big, MX-120-B | piece | 10 | | 10 | 8,400.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10.00 | 840.00 | 8400.00 |
| 12 | Carbon Paper, LONG | box | 4 | | 4 | 126.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 31.50 | 126.00 |
| 13 | Carbon Paper, short | box | 2 | | 2 | 49.22 | 2 | | | 2 | 49.22 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 24.61 | 98.44 |
| 14 | Envelope, Brown, Long | pcs | 506 | | 506 | 1,593.90 | 267 | | | 267 | 841.05 | 159 | | | 159 | 500.85 | 137 | | | 137 | 431.55 | 1,069.00 | 3.15 | 3367.35 |
| 15 | Envelope, Brown, Long | pcs | 6 | | 6 | 18.90 | 6 | | | 6 | 18.90 | 6 | | | 6 | 18.90 | 6 | | | 6 | 18.90 | 24.00 | 3.15 | 75.60 |
| 16 | Envelope, brown, short | pieces | 117 | | 117 | 251.55 | 55 | | | 55 | 118.25 | 35 | | | 35 | 75.25 | 35 | | | 35 | 75.25 | 242.00 | 2.15 | 520.30 |
| 17 | Envelope, Expanding with garter, long | pieces | 60 | | 60 | 1,575.00 | | | | 0 | 0.00 | 60 | | | 60 | 1,575.00 | | | | 0 | 0.00 | 120.00 | 26.25 | 3150.00 |
| 18 | Envelope, Expanding, long, assorted | pieces | 70 | | 70 | 816.90 | 10 | | | 10 | 116.70 | 10 | | | 10 | 116.70 | 11 | | | 11 | 128.37 | 101.00 | 11.67 | 1178.67 |
| 19 | Envelope, Expanding, long, brown | pcs | 31 | | 31 | 325.50 | 56 | | | 56 | 588.00 | 26 | | | 26 | 273.00 | 16 | | | 16 | 168.00 | 129.00 | 10.50 | 1354.50 |
| 20 | Envelope, Expanding, long, green | bundle | 1 | | 1 | 324.26 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 324.26 | 324.26 |
| 21 | Envelope, Expanding, long, kraftboard | box | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | | | 10 | 7,839.70 | 10 | | | 10 | 7,839.70 | 20.00 | 783.97 | 15679.40 |
| 22 | Envelope, plastic, long | pieces | 10 | | 10 | 89.30 | 10 | | | 10 | 89.30 | 10 | | | 10 | 89.30 | 10 | | | 10 | 89.30 | 40.00 | 8.93 | 357.20 |
| 23 | Fastener, Plastic | box | 21 | | 21 | 661.50 | 7 | | | 7 | 220.50 | 12 | | | 12 | 378.00 | 3 | | | 3 | 94.50 | 43.00 | 31.50 | 1354.50 |
| 24 | Folder, Green, | pieces | 6 | | 6 | 25.20 | 6 | | | 6 | 25.20 | 6 | | | 6 | 25.20 | 6 | | | 6 | 25.20 | 24.00 | 4.20 | 100.80 |
| 25 | Folder, white, long | pieces | 861 | | 861 | 3,616.20 | 400 | | | 400 | 1,680.00 | 324 | | | 324 | 1,360.80 | 267 | | | 267 | 1,121.40 | 1,852.00 | 4.20 | 7778.40 |
| 26 | Folder, white, short | pieces | 253 | | 253 | 996.82 | 106 | | | 106 | 417.64 | 104 | | | 104 | 409.76 | 62 | | | 62 | 244.28 | 525.00 | 3.94 | 2068.50 |
| 27 | Glue Gel Big, 150ml | bottle | 6 | | 6 | 445.44 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 74.24 | 445.44 |
| 28 | Glue Gun, Heavy Duty, big | pieces | 1 | | 1 | 513.45 | 1 | | | 1 | 513.45 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 513.45 | 1026.90 |
| 29 | Glue Stick, Big | stick | 140 | | 140 | 1,176.00 | 10 | | | 10 | 84.00 | 10 | | | 10 | 84.00 | 10 | | | 10 | 84.00 | 170.00 | 8.40 | 1428.00 |
| 30 | Glue Stick, small | stick | 107 | | 107 | 561.75 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 107.00 | 5.25 | 561.75 |
| 31 | Glue, 118ml | bottle | 2 | | 2 | 63.00 | | | | 0 | 0.00 | 1 | | | 1 | 31.50 | | | | 0 | 0.00 | 3.00 | 31.50 | 94.50 |
| 32 | Glue, 130 ml | bottle | 16 | | 16 | 655.20 | 21 | | | 21 | 859.95 | 8 | | | 8 | 327.60 | 1 | | | 1 | 40.95 | 46.00 | 40.95 | 1883.70 |
| 33 | Glue, Small | bottle | 5 | | 5 | 125.00 | 1 | | | 1 | 25.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 25.00 | 150.00 |
| 34 | Highlighter, Luminous Green | piece | 11 | | 11 | 389.84 | 1 | | | 1 | 35.44 | 1 | | | 1 | 35.44 | | | | 0 | 0.00 | 13.00 | 35.44 | 460.72 |
| 35 | Highlighter, yellow | pieces | 15 | | 15 | 531.60 | 3 | | | 3 | 106.32 | 7 | | | 7 | 248.08 | 1 | | | 1 | 35.44 | 26.00 | 35.44 | 921.44 |
| 36 | Laminating Film | box | 8 | | 8 | 2,969.44 | 1 | | | 1 | 371.18 | 1 | | | 1 | 371.18 | | | | 0 | 0.00 | 10.00 | 371.18 | 3711.80 |
| 37 | Laminating Film 250MicX100X150mm | box | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | | | 10 | 4,200.00 | 10.00 | 420.00 | 4200.00 |
| 38 | Liquid Eraser, Ink | bottle | 1 | | 1 | 49.61 | | | | 0 | 0.00 | 1 | | | 1 | 49.61 | | | | 0 | 0.00 | 2.00 | 49.61 | 99.22 |
| 39 | Lithium Coin Cell Battery - CR2032 v3 | pieces | 10 | | 10 | 616.90 | | | | 0 | 0.00 | 10 | | | 10 | 616.90 | | | | 0 | 0.00 | 20.00 | 61.69 | 1233.80 |

| 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 |
| 40 | Logbook (# 85 pp. 300) | piece | 30 | | | 30 | 13,387.50 | 9 | | | 9 | 4,016.25 | 14 | | | 14 | 6,247.50 | 8 | | | 8 | 3,570.00 | 61.00 | 446.25 | 27221.25 |
| 41 | Manila paper | piece | 10 | | | 10 | 42.00 | | | | 0 | 0.00 | 10 | | | 10 | 42.00 | | | | 0 | 0.00 | 20.00 | 4.20 | 84.00 |
| 42 | Marker, Permanent, black, broad | pieces | 41 | | | 41 | 1,453.04 | 15 | | | 15 | 531.60 | 27 | | | 27 | 956.88 | 8 | | | 8 | 283.52 | 91.00 | 35.44 | 3225.04 |
| 43 | Marker, Permanent, black, fine | pieces | 4 | | | 4 | 141.76 | | | | 0 | 0.00 | 4 | | | 4 | 141.76 | | | | 0 | 0.00 | 8.00 | 35.44 | 283.52 |
| 44 | Marker, Permanent, blue, broad | pieces | 23 | | | 23 | 815.12 | 13 | | | 13 | 460.72 | 13 | | | 13 | 460.72 | 6 | | | 6 | 212.64 | 55.00 | 35.44 | 1949.20 |
| 45 | Marker, Permanent, blue, fine | pieces | 4 | | | 4 | 141.76 | | | | 0 | 0.00 | 4 | | | 4 | 141.76 | | | | 0 | 0.00 | 8.00 | 35.44 | 283.52 |
| 46 | Marker, permanent, broad, black | box | 3 | | | 3 | 1,260.00 | | | | 0 | 0.00 | 1 | | | 1 | 420.00 | | | | 0 | 0.00 | 4.00 | 420.00 | 1680.00 |
| 47 | Marker, permanent, broad, blue | box | 2 | | | 2 | 840.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 420.00 | 840.00 |
| 48 | Marker, Permanent, red, broad | pieces | 8 | | | 8 | 283.52 | | | | 0 | 0.00 | 4 | | | 4 | 141.76 | | | | 0 | 0.00 | 12.00 | 35.44 | 425.28 |
| 49 | Marker, Whiteboard refill black | bottles | 1 | | | 1 | 106.05 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 106.05 | 106.05 |
| 50 | Marker, Whiteboard, broad, black | box | 3 | | | 3 | 1,512.00 | 2 | | | 2 | 1,008.00 | 1 | | | 1 | 504.00 | | | | 0 | 0.00 | 6.00 | 504.00 | 3024.00 |
| 51 | Marker, Whiteboard, broad, blue | boxes | 2 | | | 2 | 1,008.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 504.00 | 1008.00 |
| 52 | Metacards (assorted color) | reams | 3 | | | 3 | 795.39 | 1 | | | 1 | 265.13 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 265.13 | 1060.52 |
| 53 | Notebook with hard cover, 200 pages | pieces | 17 | | | 17 | 2,704.36 | 1 | | | 1 | 159.08 | | | | 0 | 0.00 | | | | 0 | 0.00 | 18.00 | 159.08 | 2863.44 |
| 54 | Parchment Paper, 8.5x11 | set | 6 | | | 6 | 240.00 | 6 | | | 6 | 240.00 | 6 | | | 6 | 240.00 | 7 | | | 7 | 280.00 | 25.00 | 40.00 | 1000.00 |
| 55 | Pencil Sharpener | piece | 3 | | | 3 | 75.00 | 2 | | | 2 | 50.00 | 1 | | | 1 | 25.00 | 2 | | | 2 | 50.00 | 8.00 | 25.00 | 200.00 |
| 56 | Pencil Sharpener, Desk-mount | piece | 1 | | | 1 | 840.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 840.00 | 840.00 |
| 57 | Pencil with eraser | pieces | 175 | | | 175 | 1,225.00 | 25 | | | 25 | 175.00 | 68 | | | 68 | 476.00 | 21 | | | 21 | 147.00 | 289.00 | 7.00 | 2023.00 |
| 58 | Permanent Marker, refill, black | bottle | 11 | | | 11 | 1,166.00 | 2 | | | 2 | 212.00 | 3 | | | 3 | 318.00 | 2 | | | 2 | 212.00 | 18.00 | 106.00 | 1908.00 |
| 59 | Permanent Marker, refill, blue | bottle | 9 | | | 9 | 954.00 | 1 | | | 1 | 106.00 | 3 | | | 3 | 318.00 | 1 | | | 1 | 106.00 | 14.00 | 106.00 | 1484.00 |
| 60 | Photo Paper, A4 | pack | 3 | | | 3 | 166.95 | 2 | | | 2 | 111.30 | 3 | | | 3 | 166.95 | 4 | | | 4 | 222.60 | 12.00 | 55.65 | 667.80 |
| 61 | Photo Paper, short | ream | 3 | | | 3 | 166.95 | 3 | | | 3 | 166.95 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 55.65 | 333.90 |
| 62 | Plastic Cover, | meters | 5 | | | 5 | 315.00 | 5 | | | 5 | 315.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10.00 | 63.00 | 630.00 |
| 63 | Platic Twine, 1 kl | roll | 10 | | | 10 | 960.00 | 6 | | | 6 | 576.00 | 5 | | | 5 | 480.00 | 6 | | | 6 | 576.00 | 27.00 | 96.00 | 2592.00 |
| 64 | Puncher | piece | 1 | | | 1 | 189.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 189.00 | 189.00 |
| 65 | Puncher, Heavy Duty, 2-hole | piece | 1 | | | 1 | 189.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 189.00 | 189.00 |
| 66 | PUSH PIN, flat head type, assorted colors, | case | 2 | | | 2 | 63.00 | | | | 0 | 0.00 | 1 | | | 1 | 31.50 | | | | 0 | 0.00 | 3.00 | 31.50 | 94.50 |
| 67 | PVC Cover A4 | reams | 1 | | | 1 | 342.30 | | | | 0 | 0.00 | 1 | | | 1 | 342.30 | | | | 0 | 0.00 | 2.00 | 342.30 | 684.60 |
| 68 | PVC Cover Long | reams | 8 | | | 8 | 3,216.00 | 1 | | | 1 | 402.00 | 5 | | | 5 | 2,010.00 | | | | 0 | 0.00 | 14.00 | 402.00 | 5628.00 |
| 69 | PVC Cover Short | reams | 5 | | | 5 | 2,346.75 | 1 | | | 1 | 469.35 | 4 | | | 4 | 1,877.40 | 1 | | | 1 | 469.35 | 11.00 | 469.35 | 5162.85 |
| 70 | Retractable ballpoint .3 | piece | 3 | | | 3 | 22.05 | 1 | | | 1 | 7.35 | 3 | | | 3 | 22.05 | 1 | | | 1 | 7.35 | 8.00 | 7.35 | 58.80 |
| 71 | Ring binder, 1 | pcs | 5 | | | 5 | 150.00 | 10 | | | 10 | 300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 15.00 | 30.00 | 450.00 |
| 72 | Ring binder, 1/2 | pcs | 34 | | | 34 | 1,020.00 | 19 | | | 19 | 570.00 | 14 | | | 14 | 420.00 | 28 | | | 28 | 840.00 | 95.00 | 30.00 | 2850.00 |
| 73 | Ring binder, 10mm | pieces | 10 | | | 10 | 300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | | | 10 | 300.00 | 20.00 | 30.00 | 600.00 |
| 74 | Ring Binder, 25mm | pieces | 39 | | | 39 | 1,170.00 | 14 | | | 14 | 420.00 | 14 | | | 14 | 420.00 | 38 | | | 38 | 1,140.00 | 105.00 | 30.00 | 3150.00 |
| 75 | Ring binder, 3/4 | length | | | | 0 | 0.00 | 3 | | | 3 | 90.00 | 3 | | | 3 | 90.00 | | | | 0 | 0.00 | 6.00 | 30.00 | 180.00 |
| 76 | Ring Binder, 50mm | pieces | 10 | | | 10 | 598.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | | | 10 | 598.50 | 20.00 | 59.85 | 1197.00 |
| 77 | Rubber Band, Small | box | 39 | | | 39 | 778.05 | 8 | | | 8 | 159.60 | 34 | | | 34 | 678.30 | 7 | | | 7 | 139.65 | 88.00 | 19.95 | 1755.60 |
| 78 | Ruler - Stainless Steel 24" / 50 cm | pieces | 8 | | | 8 | 3,150.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 8.00 | 393.75 | 3150.00 |
| 79 | Ruler, wooden type, 450mm | piece | 1 | | | 1 | 19.95 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 19.95 | 19.95 |

| 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 | | | | | | |
| 80 | Scissor, Heavy Duty, Big | piece | 14 | | | 14 | 573.30 | | | | 0 | 0.00 | 3 | | | | | | 3 | 122.85 | | | 0 | 0.00 | 17.00 | 40.95 | 696.15 |
| 81 | Sign Pen (Blue) Super Smooth Gel Ink Roller Ball | piece | 45 | | | 45 | 3,780.00 | 34 | | | 34 | 2,856.00 | 20 | | | | | | 20 | 1,680.00 | 5 | | 5 | 420.00 | 104.00 | 84.00 | 8736.00 |
| 82 | Sign pen (uniball) 24 blue/24 black | piece | 42 | | | 42 | 2,083.62 | 32 | | | 32 | 1,587.52 | 22 | | | | | | 22 | 1,091.42 | 20 | | 20 | 992.20 | 116.00 | 49.61 | 5754.76 |
| 83 | Sign Pen 0.4 (Blue) | piece | 15 | | | 15 | 889.95 | 11 | | | 11 | 652.63 | 16 | | | | | | 16 | 949.28 | 11 | | 11 | 652.63 | 53.00 | 59.33 | 3144.49 |
| 84 | Sign Pen 0.4 (Red) | piece | 4 | | | 4 | 237.32 | 7 | | | 7 | 415.31 | 5 | | | | | | 5 | 296.65 | 1 | | 1 | 59.33 | 17.00 | 59.33 | 1008.61 |
| 85 | Sign pen black 0.5 | piece | 45 | | | 45 | 2,669.85 | 23 | | | 23 | 1,364.59 | 28 | | | | | | 28 | 1,661.24 | 9 | | 9 | 533.97 | 105.00 | 59.33 | 6229.65 |
| 86 | Sign pen blue 0.5 | piece | 157 | | | 157 | 9,314.81 | 50 | | | 50 | 2,966.50 | 55 | | | | | | 55 | 3,263.15 | 21 | | 21 | 1,245.93 | 283.00 | 59.33 | 16790.39 |
| 87 | Sign Pen, 0.4, black | piece | 4 | | | 4 | 237.32 | 5 | | | 5 | 296.65 | 5 | | | | | | 5 | 296.65 | 5 | | 5 | 296.65 | 19.00 | 59.33 | 1127.27 |
| 88 | Sign Pen, G2 07 black | pieces | 4 | | | 4 | 237.32 | 4 | | | 4 | 237.32 | 4 | | | | | | 4 | 237.32 | 4 | | 4 | 237.32 | 16.00 | 59.33 | 949.28 |
| 89 | Sign Pen, G2 07 blue | pieces | 3 | | | 3 | 177.99 | 4 | | | 4 | 237.32 | 3 | | | | | | 3 | 177.99 | 3 | | 3 | 177.99 | 13.00 | 59.33 | 771.29 |
| 90 | Sign Pen, green, 0.7 | pieces | 6 | | | 6 | 355.98 | 6 | | | 6 | 355.98 | 6 | | | | | | 6 | 355.98 | 6 | | 6 | 355.98 | 24.00 | 59.33 | 1423.92 |
| 91 | Sign Pen, Hi Techpoint, v5 (Black) | pieces | 8 | | | 8 | 474.64 | 8 | | | 8 | 474.64 | 8 | | | | | | 8 | 474.64 | 8 | | 8 | 474.64 | 32.00 | 59.33 | 1898.56 |
| 92 | Sign Pen, Hi Techpoint, v5 (Blue) | pieces | 8 | | | 8 | 474.64 | 8 | | | 8 | 474.64 | 8 | | | | | | 8 | 474.64 | 8 | | 8 | 474.64 | 32.00 | 59.33 | 1898.56 |
| 93 | Sign Pen, purple 0.5 | piece | 3 | | | 3 | 177.99 | 3 | | | 3 | 177.99 | 3 | | | | | | 3 | 177.99 | 3 | | 3 | 177.99 | 12.00 | 59.33 | 711.96 |
| 94 | Sign Pen, Refill, blue, 0.5 | piece | 12 | | | 12 | 711.96 | 9 | | | 9 | 533.97 | 2 | | | | | | 2 | 118.66 | 1 | | 1 | 59.33 | 24.00 | 59.33 | 1423.92 |
| 95 | Sign Pen, Uniball, Blue 1mm | box | 1 | | | 1 | 400.00 | | | | 0 | 0.00 | 1 | | | | | | 1 | 400.00 | 1 | | 1 | 400.00 | 3.00 | 400.00 | 1200.00 |
| 96 | Stamp Pad Ink Pad (60mm x 100mm) | piece | 2 | | | 2 | 84.00 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 2.00 | 42.00 | 84.00 |
| 97 | stamp pad ink violet, 30ml | bottle | 17 | | | 17 | 678.30 | 3 | | | 3 | 119.70 | 9 | | | | | | 9 | 359.10 | 3 | | 3 | 119.70 | 32.00 | 39.90 | 1276.80 |
| 98 | Stamp Pad, #3 | piece | 17 | | | 17 | 714.00 | 1 | | | 1 | 42.00 | 2 | | | | | | 2 | 84.00 | | | 0 | 0.00 | 20.00 | 42.00 | 840.00 |
| 99 | Staple Wire, #10 | box | 26 | | | 26 | 737.10 | 11 | | | 11 | 311.85 | 16 | | | | | | 16 | 453.60 | 7 | | 7 | 198.45 | 60.00 | 28.35 | 1701.00 |
| 100 | Staple Wire, #35 | box | 74 | | | 74 | 2,097.90 | 39 | | | 39 | 1,105.65 | 30 | | | | | | 30 | 850.50 | 23 | | 23 | 652.05 | 166.00 | 28.35 | 4706.10 |
| 101 | Stapler, with remover heavy duty, #35 | piece | 17 | | | 17 | 6,783.00 | | | | 0 | 0.00 | 1 | | | | | | 1 | 399.00 | | | 0 | 0.00 | 18.00 | 399.00 | 7182.00 |
| 102 | Sticker Paper, A4, glossy | pack | 2 | | | 2 | 130.20 | 2 | | | 2 | 130.20 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 4.00 | 65.10 | 260.40 |
| 103 | Sticker Paper, long, matte | pack | 2 | | | 2 | 1,050.00 | 4 | | | 4 | 2,100.00 | 2 | | | | | | 2 | 1,050.00 | 2 | | 2 | 1,050.00 | 10.00 | 525.00 | 5250.00 |
| 104 | Sticker Paper, Short | pack | 6 | | | 6 | 195.30 | | | | 0 | 0.00 | 5 | | | | | | 5 | 162.75 | | | 0 | 0.00 | 11.00 | 32.55 | 358.05 |
| 105 | Sticker Paper, Short | pieces | 50 | | | 50 | 0.00 | | | | 0 | 0.00 | 50 | | | | | | 50 | 0.00 | | | 0 | 0.00 | 100.00 | 0.00 | 0.00 |
| 106 | Sticky Note (size: 1.5"x1") | pad | 10 | | | 10 | 157.50 | 2 | | | 2 | 31.50 | 5 | | | | | | 5 | 78.75 | 1 | | 1 | 15.75 | 18.00 | 15.75 | 283.50 |
| 107 | Sticky Note (size: 3"x1") | pad | 9 | | | 9 | 179.55 | 2 | | | 2 | 39.90 | 4 | | | | | | 4 | 79.80 | 1 | | 1 | 19.95 | 16.00 | 19.95 | 319.20 |
| 108 | sticky notes 3'x3' 100 sheets | pad | 34 | | | 34 | 678.30 | 15 | | | 15 | 299.25 | 18 | | | | | | 18 | 359.10 | 5 | | 5 | 99.75 | 72.00 | 19.95 | 1436.40 |
| 109 | sticky notes2'x1.5' 100 sheets | pad | 38 | | | 38 | 758.10 | 2 | | | 2 | 39.90 | 25 | | | | | | 25 | 498.75 | 3 | | 3 | 59.85 | 68.00 | 19.95 | 1356.60 |
| 110 | Tape, Packaging, 1" | roll | 1 | | | 1 | 49.35 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 1.00 | 49.35 | 49.35 |
| 111 | Tape, Transparent, 11mmx30yards | roll | 9 | | | 9 | 226.80 | 8 | | | 8 | 201.60 | 8 | | | | | | 8 | 201.60 | | | 0 | 0.00 | 25.00 | 25.20 | 630.00 |
| 112 | Thermal Paper | roll | 2 | | | 2 | 110.26 | 1 | | | 1 | 55.13 | 1 | | | | | | 1 | 55.13 | 1 | | 1 | 55.13 | 5.00 | 55.13 | 275.65 |
| 113 | Whitewove, long | reams | 41 | | | 41 | 7,630.51 | 27 | | | 27 | 5,024.97 | 22 | | | | | | 22 | 4,094.42 | 14 | | 14 | 2,605.54 | 104.00 | 186.11 | 19355.44 |
| 114 | Whitewove, short | reams | 53 | | | 53 | 8,069.25 | 21 | | | 21 | 3,197.25 | 18 | | | | | | 18 | 2,740.50 | 10 | | 10 | 1,522.50 | 102.00 | 152.25 | 15529.50 |
| 115 | Wooden board paper cutter | pieces | 1 | | | 1 | 924.00 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 1.00 | 924.00 | 924.00 |
| 116 | Yellow Pad, | pad | 4 | | | 4 | 76.00 | 1 | | | 1 | 19.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 5.00 | 19.00 | 95.00 |
| 117 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 118 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 119 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | 0 | 0.00 | 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 | |
| 120 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 121 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 122 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 123 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 124 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 125 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 126 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 127 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 128 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 129 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 130 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 131 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 132 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 133 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 134 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 135 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 136 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 137 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | | 0.00 | |
| 138 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Common Janitorial Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Office Equipment and Accessories | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Laminating Machine | unit | 1 | | | 1 | 5,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 5000.00 | 5000.00 | |
| 2 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 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 | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 14 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Office Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | Certificate Holder | pcs | 75 | | 75 | 3,543.75 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 75.00 | 47.25 | 3543.75 | | |
| 2 | | Certificate Jacket | pieces | 17 | | 17 | 660.45 | | | | 0 | 0.00 | 10 | | | 10 | 388.50 | | | | 0 | 0.00 | 27.00 | 38.85 | 1048.95 | | |
| 3 | | Clear File Long | pieces | 9 | | 9 | 715.86 | 1 | | | 1 | 79.54 | 1 | | | 1 | 79.54 | | | | 0 | 0.00 | 11.00 | 79.54 | 874.94 | | |
| 4 | | Correction Pen | piece | 3 | | 3 | 78.75 | 1 | | | 1 | 26.25 | 3 | | | 3 | 78.75 | | | | 0 | 0.00 | 7.00 | 26.25 | 183.75 | | |
| 5 | | Cutter, Heavy Duty, large | piece | 18 | | 18 | 1,417.50 | 1 | | | 1 | 78.75 | | | | 0 | 0.00 | | | | 0 | 0.00 | 19.00 | 78.75 | 1496.25 | | |
| 6 | | DATA FOLDER, w/ finger ring, (3" x 9" x 15") BLUE | piece | | | 0 | 0.00 | 6 | | | 6 | 441.00 | 6 | | | 6 | 441.00 | | | | 0 | 0.00 | 12.00 | 73.50 | 882.00 | | |
| 7 | | double sided tape 1' | roll | 41 | | 41 | 957.76 | 6 | | | 6 | 140.16 | 8 | | | 8 | 186.88 | 8 | | | 8 | 186.88 | 63.00 | 23.36 | 1471.68 | | |
| 8 | | Double Sided Tape 2" | roll | 4 | | 4 | 210.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 52.50 | 210.00 | | |
| 9 | | Duct Tape, 2" | roll | 8 | | 8 | 1,268.40 | 4 | | | 4 | 634.20 | 4 | | | 4 | 634.20 | | | | 0 | 0.00 | 16.00 | 158.55 | 2536.80 | | |
| 10 | | Duct Tape, 3" | roll | 2 | | 2 | 317.10 | 2 | | | 2 | 317.10 | 2 | | | 2 | 317.10 | 4 | | | 4 | 634.20 | 10.00 | 158.55 | 1585.50 | | |
| 11 | | Felt Paper (Red, Blue, Green, Yellow/set) | set | 1 | | 1 | 159.08 | 1 | | | 1 | 159.08 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 159.08 | 318.16 | | |
| 12 | | Filer Box, double | pieces | 9 | | 9 | 2,173.50 | | | | 0 | 0.00 | 6 | | | 6 | 1,449.00 | | | | 0 | 0.00 | 15.00 | 241.50 | 3622.50 | | |
| 13 | | Filer Box, double, blue | pieces | 6 | | 6 | 1,449.00 | | | | 0 | 0.00 | 2 | | | 2 | 483.00 | | | | 0 | 0.00 | 8.00 | 241.50 | 1932.00 | | |
| 14 | | Filing Tray, | pieces | 6 | | 6 | 3,698.10 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 616.35 | 3698.10 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Audio and visual presentation and composing equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 52161505-TV-S01 | SMART Television | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 2 | 52161520-MC-M01 | Microphone | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 | 52161512-SP-K01 | Speakers | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 4 | 32101514-AM-P01 | Amplifier | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | 52161517-EQ-E01 | Equalizer | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | | Camera Tripod VCT668 Portable Holder DSLR Camera | piece | 1 | | 1 | 1,732.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 1732.50 | 1732.50 | | |
| 7 | | HDMI Cable | piece | 3 | | 3 | 1,102.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3.00 | 367.50 | 1102.50 | | |
| 8 | | HDMI to VGA Adapter | piece | 2 | | 2 | 735.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 367.50 | 735.00 | | |
| 9 | | Headset, noise cancelling | piece | 1 | | 1 | 5,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 5000.00 | 5000.00 | | |

| 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 | |
| 10 | | Wireless Presenter Pen | piece | 3 | | | 3 | 2,047.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3.00 | 682.50 | 2047.50 | |
| 11 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Photographic or filming or video equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 46171615-HD-C01 | HD Camera | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | 45121504-DS-C01 | DSLR Camera | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | 45121516-VH-C01 | HD Video Camera | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | 45121506-VC-C01 | Video Conference Equipment | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Cleaning Equipment and Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | Dishwashing Sponge | pieces | 9 | | | 9 | 90.00 | 8 | | | 8 | 80.00 | 8 | | | 8 | 80.00 | 6 | | | 6 | 60.00 | 31.00 | 10.00 | 310.00 | |
| 2 | | Dishwashing Liquid | bottle | 2 | | | 2 | 84.00 | 2 | | | 2 | 84.00 | 1 | | | 1 | 42.00 | | | | 0 | 0.00 | 5.00 | 42.00 | 210.00 | |
| 3 | | Dishwashing Soap | bottle | 10 | | | 10 | 525.00 | 9 | | | 9 | 472.50 | 10 | | | 10 | 525.00 | 9 | | | 9 | 472.50 | 38.00 | 52.50 | 1995.00 | |
| 4 | | Doormat | pieces | 4 | | | 4 | 126.00 | 4 | | | 4 | 126.00 | 4 | | | 4 | 126.00 | 4 | | | 4 | 126.00 | 16.00 | 31.50 | 504.00 | |
| 5 | | Empty Feed Sacks | pieces | 45 | | | 45 | 567.00 | 45 | | | 45 | 567.00 | 45 | | | 45 | 567.00 | 45 | | | 45 | 567.00 | 180.00 | 12.60 | 2268.00 | |
| 6 | | Glass Cleaner | bottle | 4 | | | 4 | 630.00 | 4 | | | 4 | 630.00 | 2 | | | 2 | 315.00 | 2 | | | 2 | 315.00 | 12.00 | 157.50 | 1890.00 | |
| 7 | | Mop | set | 2 | | | 2 | 1,365.00 | 2 | | | 2 | 1,365.00 | 2 | | | 2 | 1,365.00 | 2 | | | 2 | 1,365.00 | 8.00 | 682.50 | 5460.00 | |
| 8 | | Detergent Powder, 40 grams | dozen | 3 | | | 3 | 540.45 | 3 | | | 3 | 540.45 | 3 | | | 3 | 540.45 | 3 | | | 3 | 540.45 | 12.00 | 180.15 | 2161.80 | |
| 9 | | Muriatic Acid, Big | bottle | 3 | | | 3 | 736.95 | 2 | | | 2 | 491.30 | 3 | | | 3 | 736.95 | 2 | | | 2 | 491.30 | 10.00 | 245.65 | 2456.50 | |
| 10 | | Toilet Bowl Brush, | piece | 1 | | | 1 | 141.75 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 141.75 | 141.75 | |
| 11 | | Detergent Powder, 40 grams | sachet | 80 | | | 80 | 560.00 | 70 | | | 70 | 490.00 | 70 | | | 70 | 490.00 | 70 | | | 70 | 490.00 | 290.00 | 7.00 | 2030.00 | |
| 12 | | All around Detergent with bleach | gallon | 4 | | | 4 | 600.00 | 4 | | | 4 | 600.00 | 4 | | | 4 | 600.00 | 4 | | | 4 | 600.00 | 16.00 | 150.00 | 2400.00 | |
| 13 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15 | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Paper Materials and Products | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | Bondpaper, subs 20, gsm70, short | reams | 324 | | | 324 | 64,476.00 | 154 | | | 154 | 30,646.00 | 180 | | | 180 | 35,820.00 | 96 | | | 96 | 19,104.00 | 754.00 | 199.00 | 150046.00 | |

| 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 | |
| 2 | Bookpaper, A3 | reams | 5 | | | 5 | 3,570.00 | | | | 0 | 0.00 | 5 | | | 5 | 3,570.00 | | | | 0 | 0.00 | 10.00 | 714.00 | 7140.00 | |
| 3 | Columnar with 5 column | pieces | 1 | | | 1 | 31.50 | 1 | | | 1 | 31.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2.00 | 31.50 | 63.00 | |
| 4 | Construction Paper, Long | reams | 3 | | | 3 | 535.50 | 4 | | | 4 | 714.00 | 1 | | | 1 | 178.50 | | | | 0 | 0.00 | 8.00 | 178.50 | 1428.00 | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 14 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Lighting and fixtures and accessories | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 39112102-LB-B01 | LED bulb | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | |
| 2 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 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 | | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 14 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Computer Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Automatic Voltage Regulator | unit | 1 | | | 1 | 1,050.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 1050.00 | 1050.00 | | |
| 2 | Brother Ink BT 5000 C | box | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 6.00 | 462.00 | 2772.00 | | |
| 3 | Brother Ink BT 5000 M | box | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 6.00 | 462.00 | 2772.00 | | |
| 4 | Brother Ink BT 5000 Y | box | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 6.00 | 462.00 | 2772.00 | | |
| 5 | Brother Ink BT D60 BK | box | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 3 | | | 3 | 1,386.00 | | | | 0 | 0.00 | 6.00 | 462.00 | 2772.00 | | |
| 6 | CANON Cartridge, iP2700, Black | bottle | 1 | | | 1 | 1,050.00 | | | | 0 | 0.00 | 1 | | | 1 | 1,050.00 | | | | 0 | 0.00 | 2.00 | 1050.00 | 2100.00 | | |
| 7 | CANON Cartridge, iP2700, Colored | bottle | 1 | | | 1 | 1,050.00 | | | | 0 | 0.00 | 1 | | | 1 | 1,050.00 | | | | 0 | 0.00 | 2.00 | 1050.00 | 2100.00 | | |
| 8 | Canon Ink, iP2700, black | bottle | 4 | | | 4 | 1,050.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4.00 | 262.50 | 1050.00 | | |
| 9 | Canon Ink, iP2700, Cyan | bottle | 1 | | | 1 | 262.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 262.50 | 262.50 | | |
| 10 | Canon Ink, iP2700, Magenta | bottle | 1 | | | 1 | 262.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 262.50 | 262.50 | | |
| 11 | Canon Ink, iP2700, Yellow | bottle | 1 | | | 1 | 262.50 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 262.50 | 262.50 | | |
| 12 | CMOS Battery | piece | 1 | | | 1 | 49.88 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 49.88 | 49.88 | | |
| 13 | Computer Anti-Virus, 1 user | piece | 1 | | | 1 | 2,100.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1.00 | 2100.00 | 2100.00 | | |
| 14 | Computer Anti-Virus, 3 user | box | 11 | | | 11 | 44,319.00 | | | | 0 | 0.00 | 1 | | | 1 | 4,029.00 | | | | 0 | 0.00 | 12.00 | 4029.00 | 48348.00 | | |
| 15 | Computer Keyboard, PS2 | piece | 6 | | | 6 | 2,520.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 420.00 | 2520.00 | | |
| 16 | Computer Keyboard, USB type | piece | 5 | | | 5 | 2,100.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5.00 | 420.00 | 2100.00 | | |
| 17 | Computer Mouse, PS2 | piece | 6 | | | 6 | 1,920.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 6.00 | 320.00 | 1920.00 | | |
| 18 | Computer Mouse, USB type | piece | 16 | | | 16 | 5,120.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 16.00 | 320.00 | 5120.00 | | |
| 19 | Diskette | box | 1 | | | 1 | 25.00 | 1 | | | 1 | 25.00 | 1 | | | 1 | 25.00 | 2 | | | 2 | 50.00 | 5.00 | 25.00 | 125.00 | | |
| 20 | DVD / CDRW | pieces | 10 | | | 10 | 500.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10.00 | 50.00 | 500.00 | | |
| 21 | DVD-RW with individual jacket | pieces | 70 | | | 70 | 3,500.00 | 20 | | | 20 | 1,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 90.00 | 50.00 | 4500.00 | | |
| 22 | Epson LQ300+II ribbon | box | 9 | | | 9 | 1,800.00 | 7 | | | 7 | 1,400.00 | 7 | | | 7 | 1,400.00 | 7 | | | 7 | 1,400.00 | 30.00 | 200.00 | 6000.00 | | |
| 23 | EPSON Printer Ink 003 Black | bottle | 43 | | | 43 | 15,050.00 | 22 | | | 22 | 7,700.00 | 25 | | | 25 | 8,750.00 | 16 | | | 16 | 5,600.00 | 106.00 | 350.00 | 37100.00 | | |
| 24 | EPSON Printer Ink 003 Cyan | bottle | 19 | | | 19 | 6,650.00 | 8 | | | 8 | 2,800.00 | 15 | | | 15 | 5,250.00 | 4 | | | 4 | 1,400.00 | 46.00 | 350.00 | 16100.00 | | |
| 25 | EPSON Printer Ink 003 Magenta | bottle | 19 | | | 19 | 6,650.00 | 8 | | | 8 | 2,800.00 | 15 | | | 15 | 5,250.00 | 4 | | | 4 | 1,400.00 | 46.00 | 350.00 | 16100.00 | | |
| 26 | EPSON Printer Ink 003 Yellow | bottle | 19 | | | 19 | 6,650.00 | 8 | | | 8 | 2,800.00 | 15 | | | 15 | 5,250.00 | 4 | | | 4 | 1,400.00 | 46.00 | 350.00 | 16100.00 | | |
| 27 | EPSON Printer Ink 003(Black, Cyan, Magenta, Yellow) | set | 1 | | | 1 | 1,400.00 | 3 | | | 3 | 4,200.00 | 1 | | | 1 | 1,400.00 | | | | 0 | 0.00 | 5.00 | 1400.00 | 7000.00 | | |
| 28 | EPSON Printer Ink 664 (Cyan, Magenta, Yellow, Black) | set | 24 | | | 24 | 33,600.00 | 6 | | | 6 | 8,400.00 | 10 | | | 10 | 14,000.00 | 1 | | | 1 | 1,400.00 | 41.00 | 1400.00 | 57400.00 | | |
| 29 | Flash Drive, 32GB | pieces | 25 | | | 25 | 8,750.00 | 2 | | | 2 | 700.00 | 1 | | | 1 | 350.00 | | | | 0 | 0.00 | 28.00 | 350.00 | 9800.00 | | |
| 30 | Flash Drive, 64GB | pieces | 17 | | | 17 | 11,602.50 | | | | 0 | 0.00 | 3 | | | 3 | 2,047.50 | | | | 0 | 0.00 | 20.00 | 682.50 | 13650.00 | | |
| 31 | HP 12A, | box | 5 | | | 5 | 18,637.50 | | | | 0 | 0.00 | 2 | | | 2 | 7,455.00 | | | | 0 | 0.00 | 7.00 | 3727.50 | 26092.50 | | |
| 32 | HP35A | box | 5 | | | 5 | 16,800.00 | 3 | | | 3 | 10,080.00 | | | | 0 | 0.00 | 2 | | | 2 | 6,720.00 | 10.00 | 3360.00 | 33600.00 | | |
| 31 | HP85A | box | 15 | | | 15 | 48,825.00 | 6 | | | 6 | 19,530.00 | 6 | | | 6 | 19,530.00 | 6 | | | 6 | 19,530.00 | 33.00 | 3255.00 | 107415.00 | | |
| 32 | Mouse pad | piece | 11 | | | 11 | 1,100.00 | | | | 0 | 0.00 | 1 | | | 1 | 100.00 | | | | 0 | 0.00 | 12.00 | 100.00 | 1200.00 | | |
| 31 | Printer Ribbon Cartridge (Epson FX-2175) | piece | 1 | | | 1 | 155.40 | 1 | | | 1 | 155.40 | 1 | | | 1 | 155.40 | 1 | | | 1 | 155.40 | 4.00 | 155.40 | 621.60 | | |

| 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 | |
| 32 | | Printer Ribbon Cartridge (EPSON LX-30+II) | pieces | 2 | | | 2 | 310.80 | | 2 | | | | 2 | 310.80 | | 2 | | | | 0 | 0.00 | 6.00 | 155.40 | 932.40 | | |
| 33 | | Printer Ribbon Cartridge (Epson LX-310) | piece | 2 | | | 2 | 310.80 | | 1 | | | | 1 | 155.40 | | 1 | | | | 2 | 310.80 | 6.00 | 155.40 | 932.40 | | |
| Common ICT Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 43212104-PI-M01 | PRINTER, Inkjet, Monochrome | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 2 | 43212104-PI-C01 | PRINTER, Inkjet, Color | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 | 43212105-PP-001 | Portable Printer | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 4 | 43211509-AT-001 | Android Tablet | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | 43222610-HS-001 | Hub/Switches | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | 43222609-NR-001 | Network Routers | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | 43222640-WA-P01 | Wireless Access Point | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | 43211711-SF-001 | Scanner, Flatbed | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 9 | 45111601-WP-P01 | Wireless Pointing Device / Laser Pointer | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 10 | 81112306-MF-P01 | Multi Function PRINTER | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 11 | 39121011-UP-S01 | UNINTERRUPTIBLE POWER SUPPLY (UPS) | units | 5 | | | 5 | 15,750.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 5.00 | 3150.00 | 15750.00 | | |
| 12 | 43191501-MP-001 | Mobile Phone | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 13 | 43211711-SC-D01 | Scanner, Colored, Double sided, feeder type | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 14 | | Wireless Mouse M330 | piece | 1 | | | 1 | 1,260.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 1.00 | 1260.00 | 1260.00 | | |
| 15 | | Printer with scanner 3 in 1, ecotank | unit | 3 | | | 3 | 24,000.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 3.00 | 8000.00 | 24000.00 | | |
| 16 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 17 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 18 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 19 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 20 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 21 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 22 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 23 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 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 | | | | | |
| 24 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 25 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 26 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 27 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 28 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 29 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 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 | 0.00 | | |
| 2 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Consumables | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Alkaline Button Cell Battery LR44 v1.5 | pieces | 10 | | | 10 | 206.70 | | | | 0 | 0.00 | 10 | | | 10 | 206.70 | | | | 0 | 0.00 | 20.00 | 20.67 | 413.40 | | |
| 2 | Battery 9v (Rectangular) | pieces | 10 | | | 10 | 1,928.30 | 2 | | | 2 | 385.66 | 10 | | | 10 | 1,928.30 | 2 | | | 2 | 385.66 | 24.00 | 192.83 | 4627.92 | | |
| 3 | Battery, AAA, Rechargeable. | piece | 7 | | | 7 | 285.53 | 4 | | | 4 | 163.16 | 6 | | | 6 | 244.74 | | | | 0 | 0.00 | 17.00 | 40.79 | 693.43 | | |
| 4 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 9 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 10 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 11 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 12 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 13 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 14 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 15 | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Other Categories | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 53121601-GB-001 | GO BAG, for disaster relief, rescue operations | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 2 | 60104701-SP-001 | Solar Panel | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 | 46161604-LV-L01 | Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations) | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 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 | |
| 4 | 26111607-CC-S01 | Charge Controller and DC Inverter for Solar Panel | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | 46181502-BF-V01 | Bullet proof vest | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | 25172502-WW-001 | Wheels, _____ (type of vehicle) | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | 40161513-FF-001 | Fuel Filters | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | 48101710-DW-F01 | Drinking Water/ Fountain | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 9 | 26111729-AB-001 | Auto Battery | | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 10 | | Medicine and Other Medical supplies | | 1 | | 1 | 250,000.00 | | | | | | | | 0 | 0.00 | | | | | 0 | 0.00 | 1.00 | 250000.00 | 250000.00 | | |
| 11 | | Gestetner ink DX2430 | pieces | | | 0 | 0.00 | 1 | | | | | | 1 | 2,058.00 | | | | | | 0 | 0.00 | 1.00 | 2058.00 | 2058.00 | | |
| 12 | | Sharp 202 FT | pieces | 1 | | 1 | 6,500.00 | 1 | | | | | | 1 | 6,500.00 | 1 | | | | | 0 | 0.00 | 3.00 | 6500.00 | 19500.00 | | |
| 13 | | Toner Black for Oki ES5162MFP | pieces | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | 1 | | | | 1 | 3,990.00 | 1.00 | 3990.00 | 3990.00 | | |
| 14 | | Master roll CV | piece | 5 | | 5 | 14,847.00 | 2 | | | | | | 2 | 5,938.80 | 2 | | | | 1 | | 1 | 2,969.40 | 10.00 | 2969.40 | 29694.00 | |
| 15 | | Photocopier Toner, TN414 | piece | 15 | | 15 | 50,400.00 | 5 | | | | | | 5 | 16,800.00 | 8 | | | | | 8 | 26,880.00 | 3 | 10,080.00 | 31.00 | 3360.00 | 104160.00 |
| 16 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 17 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 18 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 19 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 20 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 21 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 22 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 23 | | | | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0 | 0.00 | 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 | | | | |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | P | | 1,989,729.61 | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | P | | 198,972.96 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | P | | - | |
| D. GRAND TOTAL (A + B+ C) | | | | | | | | | | | | | | | | | | | | | | P | | 2,188,702.57 | |
| E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: | | | | | | | | | | | | | | | | | | | | | | Two Million Eight Hundred Forty-Five Thousand Three Hundred Pesos Only | | | |
| F. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | | | P | | - | |
| G.1 Available at Procurement Service Stores | | | | | 250,168.65 | | | | | 147,974.22 | | | | | 137,667.31 | | | | | | 73,856.16 | P | | 609,666.34 | |
| G.2 Other Items not available at PS but regularly purchased from other sources | | | | | 853,951.90 | | | | | 176,281.44 | | | | | 230,463.12 | | | | | | | 119,366.81 | P | | 1,380,063.27 |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | 1,104,120.55 | | | | | 324,255.66 | | | | | 368,130.43 | | | | | | | 193,222.97 | P | | 1,989,729.61 |

**Agency 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:


 RUBY JEAN ESTRELLITA M. BIDAURE
 Property/Supplier Officer


Date Prepared:

04 DEC 2020

Certified Funds Available / Certified Appropriate Funds Available:

 / 
 MA. JENNIFER P. PIDOS / LYDIA D. GACAS
 Accountant / Local Budget Officer

Approved by:


 SENEN PRISCILLO P. PAULIN, CESOS V
 Head of Office/Agency