

## ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

## Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

## Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.□
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with **Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25**, the APP-CSE for FY 2022 must be submitted on or before **31 August 2021**.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT		
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	45	27	32	104	14,493.44	39	39	30	108	15,050.88	44	28	32	104	14,493.44	43	29	26	98	13,657.28	414.00	139.36	57695.04
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	81	61	61	203	30,740.29	75	62	51	188	28,468.84	51	61	59	171	25,894.53	75	61	61	197	29,831.71	759.00	151.43	114935.37
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	83	52	50	185	12,313.60	73	48	49	170	11,315.20	67	49	59	175	11,648.00	61	62	49	172	11,448.32	702.00	66.56	46725.12
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	44	19	21	84	32,585.28	38	20	21	79	30,645.68	36	39	21	96	37,240.32	36	19	21	76	29,481.92	335.00	387.92	129953.20
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	122	110	110	342	14,904.36	122	110	110	342	14,904.36	122	110	110	342	14,904.36	122	110	110	342	14,904.36	1,368.00	43.58	59617.44
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	22	17	17	56	25,480.00	22	17	17	56	25,480.00	22	17	17	56	25,480.00	19	17	43	79	35,945.00	247.00	455.00	112385.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	4	0	0	4	831.00	3	0	0	3	623.25	3	0	0	3	623.25	3	0	0	3	623.25	13.00	207.75	2700.75
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	INK, for stamp pad	bottle	52	1	1	54	1,702.08	16	1	1	18	567.36	33	1	1	35	1,103.20	16	1	1	18	567.36	125.00	31.52	3940.00
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE	roll	6	1	0	7	5,934.74	4	0	0	4	3,391.28	3	1	0	4	3,391.28	3	0	0	3	2,543.46	18.00	847.82	15260.76
10	13111201-CF-P01	CARBON FILM, A4	box	3	2	0	5	1,105.00	1	0	2	3	663.00	2	0	0	2	442.00	1	0	0	1	221.00	11.00	221.00	2431.00
11	13111201-CF-P02	CARBON FILM, legal	box	1	1	0	2	417.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	208.52	417.04
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	22	0	1	23	1,925.56	6	0	0	6	502.32	2	0	1	3	251.16	2	0	0	2	167.44	34.00	83.72	2846.48
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	7	0	0	7	6,177.85	2	0	0	2	1,765.10	7	0	0	7	6,177.85	2	0	0	2	1,765.10	18.00	882.55	15885.90
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	4	0	0	4	6,115.20	4	0	0	4	6,115.20	5	0	0	5	7,644.00	1	0	0	1	1,528.80	14.00	1528.80	21403.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue <i>(as of 30 April 2021)</i>	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	1	1	1	3	2,719.08	1	1	1	3	2,719.08	1	1	1	3	2,719.08	1	1	1	3	2,719.08	12.00	906.36	10876.32	
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	5	5	5	15	13,260.00	5	4	5	14	12,376.00	5	5	5	15	13,260.00	5	5	5	15	13,260.00	59.00	884.00	52156.00	
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	0.00	
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	12	0	5	17	13,514.32	2	5	0	7	5,564.72	11	0	5	16	12,719.36	2	5	0	7	5,564.72	47.00	794.96	37363.12	
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	170	26	29	225	8,338.50	116	51	24	191	7,078.46	116	26	43	185	6,856.10	86	31	26	143	5,299.58	744.00	37.06	27572.64	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	146	35	34	215	12,745.20	88	55	28	171	10,136.88	108	30	48	186	11,026.08	88	35	38	161	9,544.08	733.00	59.28	43452.24	
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	181	35	33	249	13,465.92	88	55	28	171	9,247.68	93	30	48	171	9,247.68	79	35	28	142	7,679.36	733.00	54.08	39640.64	
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	77	7	11	95	1,143.80	58	9	6	73	878.92	74	7	8	89	1,071.56	58	7	6	71	854.84	328.00	12.04	3949.12	
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	446	276	286	1008	137,753.28	296	285	285	866	118,347.56	395	285	283	963	131,603.58	395	280	285	960	131,193.60	3,797.00	136.66	518898.02	
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	222	54	57	333	42,527.43	66	54	57	177	22,604.67	72	51	50	173	22,093.83	191	54	57	302	38,568.42	985.00	127.71	125794.35	
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	262	91	78	431	42,350.06	217	97	72	386	37,928.36	221	92	81	394	38,714.44	211	97	72	380	37,338.80	1,591.00	98.26	156331.66	
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	116	42	35	193	22,862.78	103	54	32	189	22,388.94	90	42	36	168	19,901.28	75	45	32	152	18,005.92	702.00	118.46	83158.92	
28	14111531-PP-R01	PAD PAPER, ruled	pad	18	3	3	24	698.88	12	3	3	18	524.16	15	3	3	21	611.52	12	3	3	18	524.16	81.00	29.12	2358.72	
29	14111503-PA-P01	PAPER, parchment	box	5	0	2	7	686.35	4	0	2	6	588.30	5	0	2	7	686.35	3	0	2	5	490.25	25.00	98.05	2451.25	
30	14111818-TH-P02	Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	roll	16	0	0	16	890.24	0	0	0	0	0.00	10	0	0	10	556.40	0	0	0	0	0.00	26.00	55.64	1446.64	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	86	5	16	107	7,567.04	48	6	15	69	4,879.68	73	6	15	94	6,647.68	43	5	15	63	4,455.36	333.00	70.72	23549.76	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	92	9	15	116	11,822.72	53	5	15	73	7,440.16	75	5	15	95	9,682.40	50	5	15	70	7,134.40	354.00	101.92	36079.68	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	235	35	4	274	23,794.16	235	35	35	305	26,486.20	135	35	35	205	17,802.20	135	35	35	205	17,802.20	989.00	86.84	85884.76	
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	31	36	16	83	2,891.72	26	36	26	88	3,065.92	36	26	26	88	3,065.92	26	26	16	68	2,369.12	327.00	34.84	11392.68	
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	2	2	2	6	202.80	2	2	2	6	202.80	2	2	2	6	202.80	2	2	2	6	202.80	24.00	33.80	811.20	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	107	7	8	122	4,428.60	94	9	8	111	4,029.30	82	7	11	100	3,630.00	80	7	8	95	3,448.50	428.00	36.30	15536.40	
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	82	7	7	96	1,894.08	61	9	8	78	1,538.94	76	7	10	93	1,834.89	62	7	8	77	1,519.21	344.00	19.73	6787.12	
38	26111702-BT-A03	BATTERY, dry Cell, size D	pack	1	0	0	1	96.20	1	0	0	1	96.20	1	0	0	1	96.20	1	0	0	1	96.20	4.00	96.20	384.80	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
39	31201610-GL-J01	GLUE, all purpose	jar	52	26	17	95	6,792.50	30	11	13	54	3,861.00	39	12	16	67	4,790.50	32	10	10	52	3,718.00	268.00	71.50	19162.00	
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	87	9	9	105	2,074.80	18	9	9	36	711.36	27	10	9	46	908.96	19	11	9	39	770.64	226.00	19.76	4465.76	
41	31151804-SW-S01	STAPLE WIRE, standard	box	146	48	44	238	5,333.58	58	63	45	166	3,720.06	85	51	63	199	4,459.59	58	51	50	159	3,563.19	762.00	22.41	17076.42	
42	31201502-TA-E01	TAPE, electrical	roll	53	4	7	64	1,194.88	25	17	14	56	1,045.52	28	4	7	39	728.13	26	5	6	37	690.79	196.00	18.67	3659.32	
43	31201503-TA-M01	TAPE, masking, 24mm	roll	81	15	19	115	6,279.00	60	16	16	92	5,023.20	62	15	19	96	5,241.60	55	15	16	86	4,695.60	389.00	54.60	21239.40	
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	99	15	20	134	14,284.40	71	18	18	107	11,406.20	71	15	21	107	11,406.20	65	17	18	100	10,660.00	448.00	106.60	47756.80	
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	87	45	45	177	3,957.72	62	48	40	150	3,354.00	64	46	43	153	3,421.08	58	46	43	147	3,286.92	627.00	22.36	14019.72	
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	144	36	43	223	2,250.07	83	53	38	174	1,755.66	118	36	43	197	1,987.73	85	40	30	155	1,563.95	749.00	10.09	7557.41	
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	54	44	22	120	2,396.40	34	46	19	99	1,977.03	57	45	22	124	2,476.28	34	45	21	100	1,997.00	443.00	19.97	8846.71	
48	31151507-TW-P01	TWINE, plastic	roll	29	1	5	35	2,038.40	22	1	5	28	1,630.72	23	1	5	29	1,688.96	23	1	5	29	1,688.96	121.00	58.24	7047.04	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	7	2	0	9	9,987.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	1109.68	9987.12	
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	5	0	0	5	6,848.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	1369.68	6848.40	
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	12	3	5	20	17,137.20	5	0	0	5	4,284.30	0	2	0	2	1,713.72	2	0	0	2	1,713.72	29.00	856.86	24848.94	
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	5	0	0	5	3,374.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	674.96	3374.80	
<b>MEDICAL THERMOMETERS AND ACCESSORIES</b>																											

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
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53	41112224-TG-T02	THERMOGUN	piece	7	0	0	7	17,726.80	3	0	0	3	7,597.20	6	0	0	6	15,194.40	3	0	0	3	7,597.20	19.00	2532.40	48115.60	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	15	0	0	15	3,087.30	20	0	0	20	4,116.40	15	0	0	15	3,087.30	20	0	0	20	4,116.40	70.00	205.82	14407.40	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	82.16	0.00	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
56	41111604-RU-P02	RULER, plastic, 450mm	piece	67	0	5	72	1,272.96	6	0	0	6	106.08	35	6	0	41	724.88	6	0	0	6	106.08	125.00	17.68	2210.00	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	51	25	34	110	9,924.20	41	27	37	105	9,473.10	44	27	44	115	10,375.30	41	27	45	113	10,194.86	443.00	90.22	39967.46	
58	47131604-BR-S01	BROOM, soft, tambo	piece	45	2	2	49	6,675.76	20	2	2	24	3,269.76	19	2	2	23	3,133.52	21	2	2	25	3,406.00	121.00	136.24	16485.04	
59	47131604-BR-T01	BROOM, stick, ting-ting	piece	80	12	12	104	1,892.80	55	13	13	81	1,474.20	55	13	13	81	1,474.20	55	13	13	81	1,474.20	347.00	18.20	6315.40	
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	35	10	10	55	2,288.00	35	10	10	55	2,288.00	35	10	10	55	2,288.00	35	10	10	55	2,288.00	220.00	41.60	9152.00	
61	47131805-CL-P01	CLEANSER, scouring powder	can	34	9	9	52	1,243.84	34	9	9	52	1,243.84	34	9	9	52	1,243.84	34	9	9	52	1,243.84	208.00	23.92	4975.36	
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	57	32	32	121	1,004.30	32	32	32	96	796.80	32	32	32	96	796.80	32	32	32	96	796.80	409.00	8.30	3394.70	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	57	55	55	167	9,031.36	57	55	55	167	9,031.36	57	55	55	167	9,031.36	57	55	55	167	9,031.36	668.00	54.08	36125.44	
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	53	36	38	127	16,377.92	47	39	38	124	15,991.04	42	36	41	119	15,346.24	41	36	36	113	14,572.48	483.00	128.96	62287.68	
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	13	2	0	15	372.45	7	2	0	9	223.47	7	2	0	9	223.47	7	2	0	9	223.47	42.00	24.83	1042.86	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	28	1	1	30	3,937.50	28	1	1	30	3,937.50	28	1	1	30	3,937.50	28	1	1	30	3,937.50	120.00	131.25	15750.00	
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	44	17	19	80	8,236.80	44	17	29	90	9,266.40	39	17	29	85	8,751.60	44	17	29	90	9,266.40	345.00	102.96	35521.20	
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	16	1	1	18	5,575.68	16	1	4	21	6,504.96	16	1	3	20	6,195.20	16	1	1	18	5,575.68	77.00	309.76	23851.52	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	28	13	14	55	6,606.60	27	13	14	54	6,486.48	28	13	14	55	6,606.60	27	13	14	54	6,486.48	218.00	120.12	26186.16	
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	9	0	0	9	20,592.00	2	0	0	2	4,576.00	3	0	0	3	6,864.00	2	0	0	2	4,576.00	16.00	2288.00	36608.00	
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	15	0	0	15	1,872.00	15	0	0	15	1,872.00	15	0	0	15	1,872.00	15	0	0	15	1,872.00	60.00	124.80	7488.00	
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	26	2	2	30	3,712.80	19	2	2	23	2,846.48	20	2	2	24	2,970.24	19	2	2	23	2,846.48	100.00	123.76	12376.00	
73	47131501-RG-C01	RAGS, all cotton	bundle	28	5	7	40	2,152.80	20	5	8	33	1,776.06	23	5	7	35	1,883.70	18	5	8	31	1,668.42	139.00	53.82	7480.98	
74	47131602-SC-N01	SCOURING PAD	pack	18	1	3	22	2,471.04	14	1	3	18	2,021.76	13	1	3	17	1,909.44	14	1	3	18	2,021.76	75.00	112.32	8424.00	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	53	12	42	107	14,410.76	13	42	12	67	9,023.56	48	12	42	102	13,737.36	13	42	12	67	9,023.56	343.00	134.68	46195.24	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	62	6	14	82	2,292.72	8	8	16	32	894.72	28	8	10	46	1,286.16	8	8	8	24	671.04	184.00	27.96	5144.64	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
77	43211507-DSK001	DESKTOP FOR BASIC USERS	unit	1	0	0	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	24,793.60	24793.60	
78	43211507-DSK002	DESKTOP FOR MID-RANGE USERS	unit	4	0	0	4	169,561.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	42,390.40	169561.60	
79	43211503-LAP001	LAPTOP FOR MID-RANGE USERS	unit	26	0	0	26	1,076,192.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26.00	41,392.00	1076192.00	
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	24	6	1	31	80,564.04	7	0	0	7	18,191.88	15	0	0	15	38,982.60	6	0	0	6	15,593.04	59.00	2598.84	153331.56	
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	52	12	11	75	12,558.00	6	0	2	8	1,339.52	33	0	2	35	5,860.40	5	0	1	6	1,004.64	124.00	167.44	20762.56	
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	9	0	3	12	1,335.60	1	1	0	2	222.60	9	0	1	10	1,113.00	2	0	0	2	222.60	26.00	111.30	2893.80	
83	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	15	10	0	25	3,850.00	0	0	0	0	0.00	5	6	0	11	1,694.00	0	0	0	0	0.00	36.00	154.00	5544.00	
84	43212102-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38100.97	0.00	
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	16	0	0	16	147,064.32	0	0	0	0	0.00	0	0	0	0	0.00	16.00	9191.52	147064.32	
86	43212105-PR-L01	PRINTER, laser, monochrome	unit	2	0	0	2	1,449.76	0	0	0	0	0.00	1	0	0	1	724.88	0	0	0	0	0.00	3.00	724.88	2174.64	
87	43212105-PR-L02	PRINTER, laser, colored	unit	1	4	0	5	39,495.00	0	0	0	0	0.00	1	0	0	1	7,899.00	0	0	0	0	0.00	6.00	7899.00	47394.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
88	44121710-CH-W01	CHALK, white enamel	box	1	0	0	1	29.64	0	0	0	0	0.00	1	0	0	1	29.64	6	0	0	6	177.84	8.00	29.64	237.12
89	44122105-BF-C01	CLIP, backfold, 19mm	box	102	28	14	144	1,261.44	77	32	11	120	1,051.20	100	30	12	142	1,243.92	77	31	11	119	1,042.44	525.00	8.76	4599.00
90	44122105-BF-C02	CLIP, backfold, 25mm	box	94	44	19	157	2,389.54	74	57	27	158	2,404.76	88	56	27	171	2,602.62	74	56	30	160	2,435.20	646.00	15.22	9832.12
91	44122105-BF-C03	CLIP, backfold, 32mm	box	66	15	19	100	2,236.00	49	17	17	83	1,855.88	49	17	17	83	1,855.88	39	18	17	74	1,654.64	340.00	22.36	7602.40
92	44122105-BF-C04	CLIP, backfold, 50mm	box	84	11	12	107	5,842.20	69	14	10	93	5,077.80	68	14	9	91	4,968.60	58	14	12	84	4,586.40	375.00	54.60	20475.00
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	275	60	96	431	5,034.08	249	71	84	404	4,718.72	235	73	92	400	4,672.00	200	70	84	354	4,134.72	1,589.00	11.68	18559.52
94	44111515-DF-B01	DATA FILE BOX	piece	92	60	30	182	14,050.40	52	30	30	112	8,646.40	82	30	30	142	10,962.40	52	30	32	114	8,800.80	550.00	77.20	42460.00
95	44122011-DF-F01	DATA FOLDER	piece	52	5	5	62	4,255.68	45	5	5	55	3,775.20	47	5	5	57	3,912.48	45	5	5	55	3,775.20	229.00	68.64	15718.56
96	44121506-EN-D01	ENVELOPE, documentary, A4	box	75	3	2	80	53,847.20	54	3	2	59	39,712.31	61	13	2	76	51,154.84	53	4	3	60	40,385.40	275.00	673.09	185099.75
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	42	3	1	46	42,649.36	32	4	1	37	34,304.92	39	2	2	43	39,867.88	32	1	1	34	31,523.44	160.00	927.16	148345.60
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	49	3	3	55	40,612.00	32	3	2	37	27,320.80	45	3	2	50	36,920.00	31	1	1	33	24,367.20	175.00	738.40	129220.00
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	179	18	6	203	6,189.47	42	18	6	66	2,012.34	139	18	6	163	4,969.87	42	18	6	66	2,012.34	498.00	30.49	15184.02
100	44121506-EN-M02	ENVELOPE, mailing	box	25	2	2	29	10,967.80	5	1	2	8	3,025.60	23	1	2	26	9,833.20	5	1	1	7	2,647.40	70.00	378.20	26474.00
101	44121504-EN-W02	ENVELOPE, mailing, with window	box	5	2	1	8	3,469.44	2	1	1	4	1,734.72	3	1	1	5	2,168.40	2	1	1	4	1,734.72	21.00	433.68	9107.28
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	20	6	5	31	319.30	6	5	28	39	401.70	15	6	5	26	267.80	7	5	5	17	175.10	113.00	10.30	1163.90
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	104	31	38	173	14,429.93	69	30	38	137	11,427.17	101	30	43	174	14,513.34	72	30	32	134	11,176.94	618.00	83.41	51547.38
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	50	3	3	56	4,818.24	30	3	3	36	3,097.44	50	3	3	56	4,818.24	30	3	3	36	3,097.44	184.00	86.04	15831.36
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	308	24	31	363	4,040.19	261	24	31	316	3,517.08	202	24	31	257	2,860.41	141	24	31	196	2,181.48	1,132.00	11.13	12599.16
106	44122018-FT-D02	FILE TAB DIVIDER, legal	set	60	11	11	82	1,166.86	26	11	11	48	683.04	63	11	11	85	1,209.55	16	11	11	38	540.74	253.00	14.23	3600.19
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	bundle	85	2	31	118	31,907.20	37	2	31	70	18,928.00	68	4	31	103	27,851.20	35	2	31	68	18,387.20	359.00	270.40	97073.60
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	bundle	61	3	23	87	27,133.56	32	3	23	58	18,089.04	55	3	22	80	24,950.40	30	3	23	56	17,465.28	281.00	311.88	87638.28
109	44122011-FO-L01	FOLDER, L-type, A4	pack	20	1	3	24	4,114.32	6	1	4	11	1,885.73	8	1	3	12	2,057.16	6	1	3	10	1,714.30	57.00	171.43	9771.51
110	44122011-FO-L02	FOLDER, L-type, legal	pack	35	1	24	60	14,594.40	8	1	4	13	3,162.12	28	1	24	53	12,891.72	7	3	3	13	3,162.12	139.00	243.24	33810.36
111	44122027-FO-P01	FOLDER, pressboard	box	20	1	4	25	23,816.00	9	1	3	13	12,384.32	14	1	3	18	17,147.52	6	1	3	10	9,526.40	66.00	952.64	62874.24
112	44122011-FO-T03	FOLDER, with tab, A4	pack	26	2	5	33	9,207.00	16	3	3	22	6,138.00	21	3	3	27	7,533.00	13	2	3	18	5,022.00	100.00	279.00	27900.00
113	44122011-FO-T04	FOLDER, with tab, legal	pack	36	3	5	44	14,139.84	18	3	4	25	8,034.00	34	3	4	41	13,175.76	14	2	6	22	7,069.92	132.00	321.36	42419.52
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	34	5	9	48	2,720.64	19	5	5	29	1,643.72	31	5	5	41	2,323.88	18	5	5	28	1,587.04	146.00	56.68	8275.28
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	102	25	25	152	6,323.20	37	25	25	87	3,619.20	93	25	25	143	5,948.80	37	25	25	87	3,619.20	469.00	41.60	19510.40
116	44121716-MA-F01	MARKER, fluorescent	set	136	13	16	165	6,048.90	66	19	13	98	3,592.68	111	114	26	251	9,201.66	56	9	13	78	2,859.48	592.00	36.66	21702.72
117	44121708-MW-B01	MARKER, whiteboard, black	piece	79	13	20	112	1,498.56	42	16	18	76	1,016.88	79	13	19	111	1,485.18	73	15	20	108	1,445.04	407.00	13.38	5445.66
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	95	12	20	127	1,699.26	55	14	18	87	1,164.06	82	13	20	115	1,538.70	53	14	20	87	1,164.06	416.00	13.38	5566.08
119	44121708-MW-B03	MARKER, whiteboard, red	piece	45	8	9	62	829.56	20	9	8	37	495.06	37	10	10	57	762.66	20	9	8	37	495.06	193.00	13.38	2582.34
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	195	25	96	316	2,837.68	108	50	29	187	1,679.26	145	29	55	229	2,056.42	82	50	31	163	1,463.74	895.00	8.98	8037.10
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	171	25	41	237	2,128.26	107	26	50	183	1,643.34	157	34	32	223	2,002.54	97	27	32	156	1,400.88	799.00	8.98	7175.02
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	85	11	34	130	1,167.40	30	12	16	58	520.84	65	13	17	95	853.10	29	13	16	58	520.84	341.00	8.98	3062.18
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	174	20	29	223	1,730.48	118	20	29	167	1,295.92	159	21	29	209	1,621.84	118	21	29	168	1,303.68	767.00	7.76	5951.92
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	143	24	22	189	2,604.42	118	24	24	166	2,287.48	133	20	29	182	2,507.96	115	19	30	164	2,259.92	701.00	13.78	9659.78
125	44121706-PE-L01	PENCIL, lead, with eraser	box	76	14	21	111	2,307.69	60	19	15	94	1,954.26	69	16	19	104	2,162.16	60	19	15	94	1,954.26	403.00	20.79	8378.37
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	37	2	3	42	10,071.18	16	7	4	27	6,474.33	27	2	9	38	9,112.02	16	2	4	22	5,275.38	129.00	239.79	30932.91
127	44122101-RU-B01	RUBBER BAND, No. 18	box	62	6	6	74	7,403.70	30	8	6	44	4,402.20	38	6	9	53	5,302.65	31	6	6	43	4,302.15	214.00	100.05	21410.70
128	44121905-SP-F01	STAMP PAD, felt	piece	27	2	3	32	1,118.40	2	2	2	6	209.70	17	2	2	21	733.95	2	2	2	6	209.70	65.00	34.95	2271.75

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	48	2	4	54	800.28	15	5	2	22	326.04	19	2	5	26	385.32	15	2	2	19	281.58	121.00	14.82	1793.22	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	33	2	5	40	1,337.20	19	4	5	28	936.04	17	2	8	27	902.61	14	2	5	21	702.03	116.00	33.43	3877.88	
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	22	0	0	22	9,987.12	0	0	0	0	0.00	12	0	0	12	5,447.52	0	0	0	0	0.00	34.00	453.96	15434.64	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	34	3	1	38	7,701.46	5	3	0	8	1,621.36	10	1	1	12	2,432.04	5	1	1	7	1,418.69	65.00	202.67	13173.55	
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	24	4	0	28	4,222.40	5	0	0	5	754.00	5	0	0	5	754.00	1	0	0	1	150.80	39.00	150.80	5881.20	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	110	8	5	123	4,988.88	23	13	5	41	1,662.96	32	5	9	46	1,865.76	17	5	7	29	1,176.24	239.00	40.56	9693.84	
135	44121615-ST-S01	STAPLER, standard type	piece	73	3	3	79	11,091.60	10	8	3	21	2,948.40	28	3	8	39	5,475.60	7	3	3	13	1,825.20	152.00	140.40	21340.80	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	16	0	0	16	14,627.52	1	0	0	1	914.22	2	0	0	2	1,828.44	0	0	0	0	0.00	19.00	914.22	17370.18	
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	69	14	9	92	2,290.80	29	5	8	42	1,045.80	29	5	8	42	1,045.80	15	5	8	28	697.20	204.00	24.90	5079.60	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	37	1	0	38	2,439.60	5	1	0	6	385.20	6	1	0	7	449.40	5	1	0	6	385.20	57.00	64.20	3659.40	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacit	unit	5	0	0	5	47,673.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	9534.72	47673.60	
140	44101807-CA-C01	CALCULATOR, compact	unit	28	1	0	29	10,058.65	5	0	0	5	1,734.25	4	0	0	4	1,387.40	2	0	0	2	693.70	40.00	346.85	13874.00	
141	44101714-FX-M01	FACSIMILE MACHINE	unit	3	0	0	3	16,926.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	5642.00	16926.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	1	0	6	55,785.60	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	7.00	9297.60	65083.20	
143	44101603-PS-M01	PAPER SHREDDER	unit	6	2	0	8	45,593.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	5699.20	45593.60	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES</b>																											
144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	0.00	
145	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	0.00	
146	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	0.00	
147	44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	0.00	
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
152	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	0.00	
153	44103105-CA-C04	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	0.00	
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00	
155	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00	
156	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00	
157	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	3	0	0	3	748.80	0	0	0	0	0.00	3	0	0	3	748.80	0	0	0	0	0.00	6.00	249.60	1497.60	
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	1	0	0	1	249.60	0	0	0	0	0.00	1	0	0	1	249.60	0	0	0	0	0.00	2.00	249.60	499.20	
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	1	0	0	1	249.60	0	0	0	0	0.00	1	0	0	1	249.60	0	0	0	0	0.00	2.00	249.60	499.20	
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	1	0	0	1	249.60	0	0	0	0	0.00	1	0	0	1	249.60	0	0	0	0	0.00	2.00	249.60	499.20	
161	44103105-HP-B40	Ink Cartridge, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	0.00	
162	44103105-HP-T40	Ink Cartridge, HP C2P06AA (HP62) Tri-color	cart	1	0	0	1	950.56	0	0	0	0	0.00	1	0	0	1	950.56	0	0	0	0	0.00	2.00	950.56	1901.12	
163	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	1	0	0	1	795.60	0	0	0	0	0.00	1	0	0	1	795.60	0	0	0	0	0.00	2.00	795.60	1591.20	
164	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	0.00	
165	44103105-HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00	
166	44103105-HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00	
167	44103105-HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
168	44103105-HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
169	44103105-HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
170	44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00
171	44103105-HP-B17	INK CART, HP CC643WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	0.00
172	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	915.20	0.00
173	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
174	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
175	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
176	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
177	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow,	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
178	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1346.80	0.00
179	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	756.08	0.00
180	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	931.84	0.00
181	44103105-HP-B49	Ink Cartridge, HP CH565A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	0.00
182	44103105-HP-C49	Ink Cartridge, HP CH566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
183	44103105-HP-M49	Ink Cartridge, HP CH567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
184	44103105-HP-Y49	Ink Cartridge, HP CH568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
185	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	5	0	0	5	8,933.60	0	0	0	0	0.00	4	0	0	4	7,146.88	0	0	0	0	0.00	9.00	1786.72	16080.48
186	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
187	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
188	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
189	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
190	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
191	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
192	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
193	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	312.00	0.00
194	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
195	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
196	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
197	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	405.60	0.00
198	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	405.60	0.00
199	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	0.00
200	44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	0.00
201	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	0.00
202	44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black	cart	1	0	0	1	4,956.60	0	0	0	0	0.00	0	1	0	1	4,956.60	0	0	0	0	0.00	2.00	4956.60	9913.20
203	44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan	cart	6	0	0	6	7,275.84	2	0	0	2	2,425.28	6	0	0	6	7,275.84	2	0	0	2	2,425.28	16.00	1212.64	19402.24
204	44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta	cart	6	0	0	6	7,275.84	2	0	0	2	2,425.28	6	0	0	6	7,275.84	2	0	0	2	2,425.28	16.00	1212.64	19402.24
205	44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow	cart	6	0	0	6	7,275.84	2	0	0	2	2,425.28	6	0	0	6	7,275.84	2	0	0	2	2,425.28	16.00	1212.64	19402.24
206	44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black	cart	7	0	0	7	11,509.68	3	0	0	3	4,932.72	7	0	0	7	11,509.68	3	0	0	3	4,932.72	20.00	1644.24	32884.80
207	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
208	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
209	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
210	44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	741.28	0.00
211	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	77.43	0.00
212	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	736.32	0.00
213	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	cart	50	50	50	150	11,691.00	50	50	50	150	11,691.00	50	50	50	150	11,691.00	50	50	50	150	11,691.00	600.00	77.94	46764.00
214	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
215	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1892.80	0.00
216	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
217	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3567.20	0.00
218	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5002.40	0.00
219	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3380.00	0.00
220	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3337.36	0.00
221	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00
222	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3952.00	0.00
223	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	3	3	3	9	30,888.00	3	3	3	9	30,888.00	3	3	3	9	30,888.00	3	3	3	9	30,888.00	36.00	3432.00	123552.00
224	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2614.56	0.00
225	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	0.00
226	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	0.00
227	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	0.00
228	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2916.16	0.00
229	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
230	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
231	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
232	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8476.00	0.00
233	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6900.40	0.00
234	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
235	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
236	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
237	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4201.60	0.00
238	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	0.00
239	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	0.00
240	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	0.00
241	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	5	0	1	6	26,800.80	1	0	1	2	8,933.60	5	0	1	6	26,800.80	1	0	1	2	8,933.60	16.00	4466.80	71468.80
242	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00
243	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3044.08	0.00
244	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	8	0	0	8	46,300.80	8	0	0	8	46,300.80	8	0	0	8	46,300.80	7	0	0	7	40,513.20	31.00	5787.60	179415.60
245	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00	0.00
246	44103103-HP-B51	TONER CART, HP CF280XC, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9004.32	0.00
247	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8606.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
248	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3241.70	0.00
249	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4056.00	0.00
250	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00	0.00
251	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13156.00	0.00
252	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2901.60	0.00
253	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
254	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
255	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
256	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7056.40	0.00
257	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
258	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
259	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
260	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78	0.00
261	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
262	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
263	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
264	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	cart	1	0	0	1	4,440.80	1	0	0	1	4,440.80	1	0	0	1	4,440.80	1	0	0	1	4,440.80	4.00	4440.80	17763.20
265	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7441.20	0.00
266	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	4.00	5616.00	22464.00
267	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
268	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	4.00	5616.00	22464.00
269	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
270	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	1	0	0	1	5,616.00	4.00	5616.00	22464.00
271	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3900.00	0.00
273	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4399.20	0.00
274	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3406.00	0.00
275	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2350.40	0.00
276	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2454.40	0.00
277	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3380.00	0.00
278	44103103-SA-B14	TONER CART, Samsung MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2875.58	0.00
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7259.20	0.00
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3458.00	0.00
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6442.80	0.00
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7321.14	0.00
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3962.24	0.00
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4066.40	0.00
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6370.00	0.00
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13399.36	0.00

**AUDIO AND VISUAL EQUIPMENT AND SUPPLIES**



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23623.60	0.00	
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	3	0	0	3	52,416.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	17472.00	52416.00	
<b>FLAG OR ACCESSORIES</b>																											
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	9	2	0	11	3,133.24	3	0	0	3	854.52	4	0	0	4	1,139.36	3	0	0	3	854.52	21.00	284.84	5981.64	
<b>PRINTED PUBLICATIONS</b>																											
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	book	14	12	0	26	967.46	1	0	0	1	37.21	8	0	0	8	297.68	1	0	0	1	37.21	36.00	37.21	1339.56	
<b>FIRE FIGHTING EQUIPMENT</b>																											
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	40	0	0	40	45,760.00	10	0	0	10	11,440.00	10	0	0	10	11,440.00	0	0	0	0	0.00	60.00	1144.00	68640.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	9	0	0	9	50,519.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	5613.25	50519.25	
<b>CONSUMER ELECTRONICS</b>																											
293	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	8	0	0	8	51,325.12	1	0	0	1	6,415.64	0	0	0	0	0.00	0	0	0	0	0.00	9.00	6415.64	57740.76	
<b>FURNITURE AND FURNISHINGS</b>																											
294	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	10	12	0	22	6,680.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22.00	303.68	6680.96	
295	56101504-CM-W01	MONOBLOC CHAIR, white	piece	20	0	0	20	6,032.00	2	0	0	2	603.20	0	0	0	0	0.00	0	0	0	0	0.00	22.00	301.60	6635.20	
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	10	0	0	10	12,355.20	1	0	0	1	1,235.52	0	0	0	0	0.00	0	0	0	0	0.00	11.00	1235.52	13590.72	
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	10	1	0	11	11,977.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	1088.88	11977.68	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	28	6	12	46	1,703.84	13	11	6	30	1,111.20	21	6	6	33	1,222.32	13	6	6	25	926.00	134.00	37.04	4963.36	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	40	5	5	50	1,920.50	33	10	5	48	1,843.68	36	5	5	46	1,766.86	37	5	5	47	1,805.27	191.00	38.41	7336.31	
300	60121534-ER-P01	ERASER, plastic/rubber	piece	81	8	30	119	520.03	37	8	14	59	257.83	36	17	14	67	292.79	35	7	14	56	244.72	301.00	4.37	1315.37	
301	60121524-SP-G01	SIGN PEN, black	piece	366	144	173	683	13,837.58	340	266	179	785	15,904.10	340	142	194	676	13,695.76	342	156	179	677	13,716.02	2,821.00	20.26	57153.46	
302	60121524-SP-G02	SIGN PEN, blue	piece	343	142	171	656	13,290.56	313	156	179	648	13,128.48	333	143	193	669	13,553.94	315	157	179	651	13,189.26	2,624.00	20.26	53162.24	
303	60121524-SP-G03	SIGN PEN, red	piece	195	75	86	356	7,212.56	118	81	86	285	5,774.10	181	76	92	349	7,070.74	119	81	87	287	5,814.62	1,277.00	20.26	25872.02	
304	60121124-WR-P01	WRAPPING PAPER, kraft	pack	22	0	0	22	3,406.48	1	0	0	1	154.84	1	0	0	1	154.84	1	0	0	1	154.84	25.00	154.84	3871.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
14	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00			
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type		1			1	30,000.00				0	0.00				0	0.00				0	0.00	1.00	30000.00	30000.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3	44111905-WB-N01	White Board		1			1	450.00				0	0.00				0	0.00				0	0.00	1.00	450.00	450.00	
4	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
5	52161505-TV-S01	SMART Television		1			1	40,000.00				0	0.00				0	0.00				0	0.00	1.00	40000.00	40000.00	
6	52161520-MC-M01	Microphone		2			2	4,400.00				0	0.00				0	0.00				0	0.00	2.00	2200.00	4400.00	
7	52161512-SP-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11	45121504-DS-C01	DSLR Camera		2			2	100,000.00				0	0.00				0	0.00				0	0.00	2.00	50000.00	100000.00	
12	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13	45121506-VC-C01	Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14	39112102-LB-B01	LED bulb		75			75	24,375.00			15	0	0.00	15	4,875.00							0	0.00	90.00	325.00	29250.00	
15	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
16	43212104-PI-C01	PRINTER, Inkjet, Color		1			1	6,000.00				0	0.00				0	0.00				0	0.00	1.00	6000.00	6000.00	
17	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
18	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
19	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
20	43222609-NR-001	Network Routers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
21	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
22	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer		1			1	1,495.00				0	0.00				0	0.00				0	0.00	1.00	1495.00	1495.00	
24	81112306-MF-P01	Multi Function PRINTER		1			1	60,000.00				0	0.00				0	0.00				0	0.00	1.00	60000.00	60000.00	
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)		2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	1200.00	2400.00	
26	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
27	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
28	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	
29	60104701-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)		7			7	3,500.00				0	0.00				0	0.00				0	0.00	7.00	500.00	3500.00	
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
32	46181502-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
33	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
34	40161513-FF-001	Fuel Filters		1			1	1,331.00				0	0.00				0	0.00				0	0.00	1.00	1331.00	1331.00	
35	48101710-DW-F01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
36	26111729-AB-001	Auto Battery		8			8	48,000.00	1			1	6,000.00	2			2	12,000.00	4			4	24,000.00	15.00	6000.00	90000.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
		Rag Chamois	piece	9		1	10	2,500.00	9		1	10	2,500.00	9		1	10	2,500.00	9		1	10	2,500.00	40.00	250.00	10000.00
		Rag Chamois, dry	piece	11		1	12	3,000.00	11		1	12	3,000.00	11		1	12	3,000.00	11		1	12	3,000.00	48.00	250.00	12000.00
		Car wax and dry	bottle	10		1	11	4,400.00	10		1	11	4,400.00	10		1	11	4,400.00	10		1	11	4,400.00	44.00	400.00	17600.00
		Tire black	bottle	9		1	10	4,000.00	9		1	10	4,000.00	9		1	10	4,000.00	9		1	10	4,000.00	40.00	400.00	16000.00
		Car freshener	can	27	3	5	35	6,300.00	23	3	5	31	5,580.00	23	3	5	31	5,580.00	23	3	5	31	5,580.00	128.00	180.00	23040.00
		Car shampoo	bottle	10		1	11	5,500.00	10		1	11	5,500.00	10		1	11	5,500.00	10		1	11	5,500.00	44.00	500.00	22000.00
		Glass cleaner	bottle	7		1	8	3,200.00	6		1	7	2,800.00	6		1	7	2,800.00	6		1	7	2,800.00	29.00	400.00	11600.00
		Car Tire	piece	30			30	150,000.00				0	0.00				0	0.00	6			6	30,000.00	36.00	5000.00	180000.00
		Sun shield protectant, 500ml	bottle	5		1	6	2,400.00	2		1	3	1,200.00	4		1	5	2,000.00	2		1	3	1,200.00	17.00	400.00	6800.00
		Kanebo	piece	2			2	300.00	2			2	300.00	2			2	300.00	2			2	300.00	8.00	150.00	1200.00
		Car Matting	set	1			1	3,800.00	1			1	3,800.00	1			1	3,800.00	1			1	3,800.00	4.00	3800.00	15200.00
		Acetate, PVC, A4	pack	8	3	2	13	15,600.00	4	4		8	9,600.00	6		4	10	12,000.00	4	2	2	8	9,600.00	39.00	1200.00	46800.00
		Acetate, PVC, Legal	pack	3		1	4	5,400.00	1	2		3	4,050.00	2		2	4	5,400.00	1		1	2	2,700.00	13.00	1350.00	17550.00
		Adhesive,Tape, Double	roll	11		2	13	25,675.00	5	3		8	15,800.00	9		3	12	23,700.00	5	2		7	13,825.00	40.00	1975.00	79000.00
		Adhesive,Tape, Double-sided, white, without foam, 1"	roll	2			2	200.00	2			2	200.00	2			2	200.00	2			2	200.00	8.00	100.00	800.00
		Adhesive Spray	can	4			4	4,800.00	4			4	4,800.00	4			4	4,800.00	3			3	3,600.00	15.00	1200.00	18000.00
		Fixative Spray	can	4			4	6,400.00	2			2	3,200.00	4			4	6,400.00	2			2	3,200.00	12.00	1600.00	19200.00
		Action Slip with TIEZA logo	pads	3			3	195.00	3			3	195.00	3			3	195.00	3			3	195.00	12.00	65.00	780.00
		Ballpen, Black	piece	348	169	208	725	36,250.00	270	204	168	642	32,100.00	306	168	204	678	33,900.00	283	205	170	658	32,900.00	2,703.00	50.00	135150.00
		Ballpen, Blue	piece	257	119	118	494	24,700.00	192	154	78	424	21,200.00	202	118	114	434	21,700.00	178	154	78	410	20,500.00	1,762.00	50.00	88100.00
		Ballpen, Red	piece	82	8	21	111	5,550.00	38	19	7	64	3,200.00	50	7	19	57	2,850.00	51	20	8	79	3,950.00	311.00	50.00	15550.00
		Signpen, Black, 0.7	piece	20			20	1,600.00	15			15	1,200.00	20			20	1,600.00	15			15	1,200.00	70.00	80.00	5600.00
		Signpen, Blue, 0.7	piece	5			5	400.00				0	0.00	5			5	400.00				0	0.00	10.00	80.00	800.00
		Signpen, Red, 0.7	piece	17			17	1,360.00	12			12	960.00	17			17	1,360.00	12			12	960.00	58.00	80.00	4640.00
		Signpen, Green, 0.7	piece	8			8	640.00	8			8	640.00	8			8	640.00	8			8	640.00	32.00	80.00	2560.00
		Friction pen, Black, 0.5	piece	30		5	35	2,800.00	5		5	10	800.00	30		5	30	2,400.00	5		5	10	800.00	85.00	80.00	6800.00
		Friction pen, Blue, 0.5	piece	30		5	35	2,800.00	5		5	10	800.00	30		5	30	2,400.00	5		5	10	800.00	85.00	80.00	6800.00
		Friction pen, Red, 0.5	piece	25		5	30	2,400.00	5		5	10	800.00	25		5	25	2,000.00	5		5	10	800.00	75.00	80.00	6000.00
		Friction pen, refill, Black	piece	30			30	1,800.00				0	0.00	30			30	1,800.00				0	0.00	60.00	60.00	3600.00
		Friction pen, refill, Blue	piece	30			30	1,800.00				0	0.00	30			30	1,800.00				0	0.00	60.00	60.00	3600.00
		Friction pen, refill, Red	piece	8			8	480.00				0	0.00	8			8	480.00				0	0.00	16.00	60.00	960.00
		Gel pen, Black, 0.5	piece	50			50	2,500.00				0	0.00	50			50	2,500.00				0	0.00	100.00	50.00	5000.00
		Gel pen, Green, 0.5	piece	36	36	36	108	5,400.00	36	36	36	108	5,400.00	36	36	36	72	3,600.00	36	36	36	108	5,400.00	396.00	50.00	19800.00
		Gel pen, Violet, 0.5	piece	24	24	24	72	3,600.00	24	24	24	72	3,600.00	24	24	24	48	2,400.00	24	24	24	72	3,600.00	264.00	50.00	13200.00
		Pencil, No.2, 12 pcs/box	box	14			14	1,008.00	14			14	1,008.00	14			14	1,008.00	14			14	1,008.00	56.00	72.00	4032.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
		Pencil, mechanical, 0.9	piece	5			5	225.00	5			5	225.00	5			5	225.00	5			5	225.00	20.00	45.00	900.00
		ERASER, plastic/rubber for pencil	piece	26			26	115.70	6			6	26.70	26			26	115.70	6			6	26.70	64.00	4.45	284.80
		Parker Rollerball, refill, Blue	piece	4			4	400.00	4			4	400.00	4			4	400.00	4			4	400.00	16.00	100.00	1600.00
		Parker Rollerball, refill, Blue	piece	4			4	400.00	4			4	400.00	4			4	400.00	4			4	400.00	16.00	100.00	1600.00
		CLIP, Bulldog, 3"	piece	118			118	1,416.00	105	3		108	1,296.00	57	2		59	708.00	59			59	708.00	344.00	12.00	4128.00
		Clipboard	piece	4			4	920.00				0	0.00	2			2	460.00				0	0.00	6.00	230.00	1380.00
		Contact Cleaner	can	5			5	2,075.00	5		5	10	4,150.00	5			5	2,075.00	5			5	2,075.00	25.00	415.00	10375.00
		Cleaner, Multi-purpose	can	3			3	825.00				0	0.00	3			3	825.00				0	0.00	6.00	275.00	1650.00
		Envelope, mailing with TIEZA logo	piece	260		10	270	4,050.00	245		10	255	3,825.00	215		10	215	3,225.00	200		10	210	3,150.00	950.00	15.00	14250.00
		Envelope, short	piece	25			25	50.00	25			25	50.00	25			25	50.00	25			25	50.00	100.00	2.00	200.00
		Envelope, long	piece	25			25	75.00	25			25	75.00	25			25	75.00	25			25	75.00	100.00	3.00	300.00
		Folder, customized, with Office name & TIEZA logo, w/tagboard	piece	200			200	37,000.00	150			150	27,750.00	150			150	27,750.00	150			150	27,750.00	650.00	185.00	120250.00
		Folder, Filing (Arch File)	piece	75	30	30	135	20,250.00	65	30	30	125	18,750.00	65	30	30	125	18,750.00	55	30	30	115	17,250.00	500.00	150.00	75000.00
		Folder, 201 File	piece	90			90	6,750.00				0	0.00	25			25	1,875.00				0	0.00	115.00	75.00	8625.00
		Folder, Looseleaf, green	pack	10			10	2,950.00	2			2	590.00	6			6	1,770.00	2			2	590.00	20.00	295.00	5900.00
		Folder, Expandable, White, Legal size, 20pcs/pack	pack	55			55	5,500.00	54			54	5,400.00	55			55	5,500.00	54			54	5,400.00	218.00	100.00	21800.00
		Folder, Expandable, green	piece				0	0.00				0	0.00	50			50	3,500.00				0	0.00	50.00	70.00	3500.00
		Folder, File, Clear, A4, L-type	piece	60		10	70	700.00	60		10	70	700.00	60		10	70	700.00	60		10	70	700.00	280.00	10.00	2800.00
		Folder, File, Clear, Legal size, L-type	piece	60		10	70	1,050.00	60		10	70	1,050.00	60		10	70	1,050.00	60		10	70	1,050.00	280.00	15.00	4200.00
		Folder, Legal size, Green	piece	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	900.00	13.00	11700.00
		Folder, Legal size, Yellow	piece	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	900.00	13.00	11700.00
		Folder, Legal size, Orange	piece	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	75	75	75	225	2,925.00	900.00	13.00	11700.00
		Folder, short	piece	125			125	562.50	125			125	562.50	125			125	562.50	125			125	562.50	500.00	4.50	2250.00
		Clearbook, refillable	piece	10			10	1,750.00	10			10	1,750.00	4			4	700.00	2			2	350.00	26.00	175.00	4550.00
		Clearbook, transparent	pack	20			20	800.00	20			20	800.00	10			10	400.00	10			10	400.00	60.00	40.00	2400.00
		Fingertip Moistener	piece	23			23	966.00	15			15	630.00	20			20	840.00	15			15	630.00	73.00	42.00	3066.00
		Paste, Redstone	jar	12		2	14	490.00	5		2	7	245.00	12		2	14	490.00	5		2	7	245.00	42.00	35.00	1470.00
		Index Card, 3"X5", ruled both sides	pack	8	1	1	10	500.00				0	0.00	7	1	1	9	450.00				0	0.00	19.00	50.00	950.00
		Index Card, 5"X8", ruled both sides	pack	8	1		9	900.00	6	1		7	700.00	7		1	8	800.00	6	1		7	700.00	31.00	100.00	3100.00
		Index Box, 4-3/8"X4"	piece	11			11	385.00				0	0.00	10			10	350.00				0	0.00	21.00	35.00	735.00
		Index Box, 5-3/8"X8-7/8"X6"	piece	1			1	52.00				0	0.00				0	0.00				0	0.00	1.00	52.00	52.00
		ID Cards	piece	1000			1000	25,000.00				0	0.00				0	0.00				0	0.00	1,000.00	25.00	25000.00
		ID Jackets	piece	1000			1000	35,000.00				0	0.00				0	0.00				0	0.00	1,000.00	35.00	35000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
		ID Lace	piece	1000			1000	75,000.00				0	0.00				0	0.00				0	0.00	1,000.00	75.00	75000.00
		Balikbyan box, Corrugated	piece	42			42	6,300.00	20			20	3,000.00	27			27	4,050.00	5			5	750.00	94.00	150.00	14100.00
		MERIT Box	set	116	25	15	156	42,900.00	70	15	15	100	27,500.00	116	25	15	156	42,900.00	70	15	15	100	27,500.00	512.00	275.00	140800.00
		Paper, Bond, 80GSM, Letter size	ream	15			15	1,650.00	5			5	550.00	10			10	1,100.00	5			5	550.00	35.00	110.00	3850.00
		Bookpaper with Letterhead, A4	ream	16		2	18	21,600.00	11	4		15	18,000.00	8		4	12	14,400.00	1	2		3	3,600.00	48.00	1200.00	57600.00
		Bookpaper with Letterhead, Legal size	ream	2			2	2,700.00				0	0.00	1			1	1,350.00				0	0.00	3.00	1350.00	4050.00
		Memo pad with TIEZA letterhead	pads	32			32	4,800.00	3			3	450.00	8			8	1,200.00	3			3	450.00	46.00	150.00	6900.00
		Paper, Sticker, Customized,Property sticker (GSD)	piece	1500			1500	37,500.00				0	0.00	1500			1500	37,500.00				0	0.00	3,000.00	25.00	75000.00
		Paper, Sticker, Glossy, A4	pack	82	10		92	4,600.00	42			42	2,100.00	78			78	3,900.00	42			42	2,100.00	254.00	50.00	12700.00
		Photo paper, Glossy	pack		10		10	650.00				0	0.00				0	0.00				0	0.00	10.00	65.00	650.00
		Paper, Bond, 80GSM, A4	ream	22			22	3,300.00	22			22	3,300.00	22			22	3,300.00	22			22	3,300.00	88.00	150.00	13200.00
		Paper, Bond, 80GSM, Legal size	ream	20			20	4,000.00	20			20	4,000.00	20			20	4,000.00	20			20	4,000.00	80.00	200.00	16000.00
		Paper, A3	ream	5		1	6	16,500.00	5		1	6	16,500.00	5		1	6	16,500.00	5		1	6	16,500.00	24.00	2750.00	66000.00
		Paper, Matte, 100, 12.5X19, 500pcs/ream	ream	3			3	8,250.00				0	0.00	2			2	5,500.00				0	0.00	5.00	2750.00	13750.00
		Paper, HP Premium, Glossy, HPC3836A, Letter size	ream	1			1	3,726.00				0	0.00				0	0.00				0	0.00	1.00	3726.00	3726.00
		Paper, HP Premium, Inkjet HP51634Y, Letter size	ream	1			1	1,173.00				0	0.00				0	0.00				0	0.00	1.00	1173.00	1173.00
		Paper, Manila	sheet	6			6	39.00	6			6	39.00	6			6	39.00	6			6	39.00	24.00	6.50	156.00
		Paper, Carbon, short	box	4			4	728.00				0	0.00	4			4	728.00				0	0.00	8.00	182.00	1456.00
		Paper, Carbon, Long	box	6			6	4,500.00				0	0.00	4			4	3,000.00				0	0.00	10.00	750.00	7500.00
		Paper, Yellow ruled pad	pads	6	2	1	9	360.00	2	2	1	5	200.00	6	2	1	9	360.00	2	2	1	5	200.00	28.00	40.00	1120.00
		Paper, Mimeo, short	ream	10			10	1,900.00	10			10	1,900.00	10			10	1,900.00	10			10	1,900.00	40.00	190.00	7600.00
		Paper, Mimeo, long	ream	10			10	2,600.00	10			10	2,600.00	10			10	2,600.00	10			10	2,600.00	40.00	260.00	10400.00
		Paper, special, hard	pack	5	10		15	5,250.00	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	30.00	350.00	10500.00
		Paper, Morocco Board, 8 1/2 x 11, 176gsm, Cobalt color	bundle	2			2	400.00				0	0.00				0	0.00				0	0.00	2.00	200.00	400.00
		Paper, Morocco Board, A4, 176gsm, Cobalt color	pack	10			10	400.00	10			10	400.00	10			10	400.00	10			0	0.00	30.00	40.00	1200.00
		Paper, Tracing, 30x20x50 yards/roll	roll	1			1	4,400.00	1			1	4,400.00				0	0.00				0	0.00	2.00	4400.00	8800.00
		Push pins, round head, 100 pcs/box	box	5			5	200.00	3			3	120.00	5			5	200.00	3			3	120.00	16.00	40.00	640.00
		RING BINDER, plastic, 6mmx1.12m, 100pcs/bundle	bundle	3			3	105.00	3			3	105.00	3			3	105.00	3			3	105.00	12.00	35.00	420.00
		RING BINDER, plastic, 8mmx1.12m, 100pcs/bundle	bundle	5			5	182.50	4			4	146.00	5			5	182.50	4			4	146.00	18.00	36.50	657.00
		RING BINDER, plastic, 10mmx1.12m, 100pcs/bundle	bundle	3	3		6	270.00	3			3	135.00	3			3	135.00	3			3	135.00	15.00	45.00	675.00
		RING BINDER, plastic, 11mmx1.12m, 100pcs/bundle	bundle	3			3	160.50	2			2	107.00	3			3	160.50	2			2	107.00	10.00	53.50	535.00
		RING BINDER, plastic, 12.7mmx1.12m, 100pcs/bundle	bundle	5	3		8	428.00	5			5	267.50	5			5	267.50	5			5	267.50	23.00	53.50	1230.50
		RING BINDER, plastic, 14mmx1.12m, 100pcs/bundle	bundle	3			3	225.00	2			2	150.00	3			3	225.00	2			2	150.00	10.00	75.00	750.00
		RING BINDER, plastic, 16mmx1.12m, 100pcs/bundle	bundle	3	3		6	546.00	3			3	273.00	3			3	273.00	3			3	273.00	15.00	91.00	1365.00
		RING BINDER, plastic, 19mmx1.12m, 100pcs/bundle	bundle	5			5	500.00	4			4	400.00	5			5	500.00	4			4	400.00	18.00	100.00	1800.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
		RING BINDER, plastic, 22mmx1.12m, 100pcs/bundle	bundle	3			3	447.00	3			3	447.00	3			3	447.00	3			3	447.00	12.00	149.00	1788.00
		RING BINDER, plastic, 25mmx1.12m, 100pcs/bundle	bundle	3			3	345.00	2			2	230.00	3			3	345.00	2			2	230.00	10.00	115.00	1150.00
		RING BINDER, plastic, 28mmx1.12m, 100pcs/bundle	bundle	5			5	1,140.00	5			5	1,140.00	5			5	1,140.00	5			5	1,140.00	20.00	228.00	4560.00
		RING BINDER, plastic, 32mmx1.12m, 100pcs/bundle	bundle	3			3	771.00	2			2	514.00	3			3	771.00	2			2	514.00	10.00	257.00	2570.00
		RING BINDER, plastic, 50mmx1.12m, 100pcs/bundle	bundle	3			3	774.00	3			3	774.00	3			3	774.00	3			3	774.00	12.00	258.00	3096.00
		RING BINDER, plastic, 2"	piece	10			10	550.00	5			5	275.00	10			10	550.00	5			5	275.00	30.00	55.00	1650.00
		Sign Here flags	pack	28	4		32	3,200.00	4	3		7	700.00	26	4		30	3,000.00	5	3		8	800.00	77.00	100.00	7700.00
		Straw rope	roll		1		1	30.00				0	0.00		1		1	30.00				0	0.00	2.00	30.00	60.00
		Stamp pad ink, Black, 50ml	bottle	3			3	75.00				0	0.00	3			3	75.00				0	0.00	6.00	25.00	150.00
		Tape, Duct	roll	8			8	480.00				0	0.00	8			8	480.00				0	0.00	16.00	60.00	960.00
		Screw File, 1", 100pcs/box	box	1			1	300.00	1			1	300.00	1			1	300.00	1			1	300.00	4.00	300.00	1200.00
		Screw File, 2", 100pcs/box	box	1			1	500.00	1			1	500.00	1			1	500.00	1			1	500.00	4.00	500.00	2000.00
		Screw File, 3", 100pcs/box	box	1			1	550.00	1			1	550.00	1			1	550.00	1			1	550.00	4.00	550.00	2200.00
		Screw File, 4", 100pcs/box	box	1			1	750.00	1			1	750.00				0	0.00				0	0.00	2.00	750.00	1500.00
		Staplewire, 23/17 5/8	box	25			25	1,250.00	15			15	750.00	15			15	750.00	15			15	750.00	70.00	50.00	3500.00
		Staplewire, 23/24 15/16	box	10			10	750.00				0	0.00				0	0.00				0	0.00	10.00	75.00	750.00
		Staplewire, for Guntacker					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
		OKI Copier Toner, ES 5162 MFP	piece	5			5	16,000.00				0	0.00	5			5	16,000.00				0	0.00	10.00	3200.00	32000.00
		OKI MB472 TONER 7K	piece				0	0.00	1			1	9,500.00	1			1	9,500.00	1			1	9,500.00	3.00	9500.00	28500.00
		OKI MB472 DRUM 30K	piece			1	1	10,500.00	1			1	10,500.00	1			1	10,500.00	1			1	10,500.00	4.00	10500.00	42000.00
		Toner, Sharp AR-6023V (MX-237FT)	piece	7	7	7	21	142,800.00	7	7	7	21	142,800.00	7	7	7	21	142,800.00	7	7	7	21	142,800.00	84.00	6800.00	571200.00
		Toner, Sharp MX-B35FT	piece	4	4	4	12	62,280.00	4	4	4	12	62,280.00	4	4	4	12	62,280.00	4	4	4	12	62,280.00	48.00	5190.00	249120.00
		TONER, KYOCERA for Mita Copier	piece	3			3	8,700.00	3			3	8,700.00	3			3	8,700.00	3			3	8,700.00	12.00	2900.00	34800.00
		KYOCERA, Ecosys, M253DN	piece	5			5	32,000.00				0	0.00	5			5	32,000.00				0	0.00	10.00	6400.00	64000.00
		Toner, HP Laser Jet 1505, 36 A	cart	4			4	12,000.00	4			4	12,000.00	3			3	9,000.00	3			3	9,000.00	14.00	3000.00	42000.00
		Toner, HP Laser Jet Pro M402n-CF226A	cart	11			11	73,700.00	1			1	6,700.00	11			11	73,700.00	1			1	6,700.00	24.00	6700.00	160800.00
		Toner, HP Laser Jet 2035, CE505A	cart	6			6	21,120.00				0	0.00	6			6	21,120.00				0	0.00	12.00	3520.00	42240.00
		Ink, Cartridge, HP Office Jet Pro 8100 955XL, Black	cart	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	16.00	650.00	10400.00
		Ink, Cartridge, HP Office Jet Pro 8100 955XL, Cyan	cart	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	16.00	650.00	10400.00
		Ink, Cartridge, HP Office Jet Pro 8100 955XL, Magenta	cart	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	16.00	650.00	10400.00
		Ink, Cartridge, HP Office Jet Pro 8100 955XL, Yellow	cart	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	2		2	4	2,600.00	16.00	650.00	10400.00
		Ink, HP Officejet 7110, 932XL-Black	cart	3			3	10,800.00	3			3	10,800.00	3			3	10,800.00	3			3	10,800.00	12.00	3600.00	43200.00
		Ink, HP Officejet 7110, 933XL-Magenta	cart	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	12.00	2700.00	32400.00
		HP Office Pro, 950XL, Black	cart	4			4	6,216.00				0	0.00	4			4	6,216.00				0	0.00	8.00	1554.00	12432.00
		HP Office Jet Pro, 8100, 951XL, Magenta/Yellow/Blue	cart	6			6	9,324.00				0	0.00	6			6	9,324.00				0	0.00	12.00	1554.00	18648.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
		Ink Cart, HP Desk Jet GT5800, magenta	bottle	1			1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350.00	700.00	
		Ink Cart, HP Desk Jet GT5800, black	bottle	1			1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350.00	700.00	
		Ink Cart, HP Desk Jet GT5800, yellow	bottle	1			1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350.00	700.00	
		Ink Cart, HP Desk Jet GT5800, gray	bottle	1			1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350.00	700.00	
		Toner Cart, HP Desk Jet GT5800	bottle	1			1	3,000.00				0	0.00	1			1	3,000.00				0	0.00	2.00	3000.00	6000.00	
		Ribbon, EPSON, LQ-590	piece	38	30	33	101	60,600.00	30	33	30	93	55,800.00	38	30	33	101	60,600.00	30	33	30	93	55,800.00	388.00	600.00	232800.00	
		Ribbon, EPSON, LQ-300	piece	4			4	1,800.00				0	0.00	4			4	1,800.00				0	0.00	8.00	450.00	3600.00	
		Ribbon cartridge, EPSON, LQ-2190	piece	15			15	6,750.00				0	0.00	10			10	4,500.00				0	0.00	25.00	450.00	11250.00	
		Ribbon, for checksigner with installation	piece	2			2	12,600.00				0	0.00				0	0.00				0	0.00	2.00	6300.00	12600.00	
		Ribbon, for IWATTA Bundy clock	piece	2			2	1,600.00	1			1	800.00	1			1	800.00	1			1	800.00	5.00	800.00	4000.00	
		Time Card, for Bundy clock	pack	3			3	255.00				0	0.00				0	0.00				0	0.00	3.00	85.00	255.00	
		Ink, HP Officejet 7110, 933XL-Cyan	cart	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	12.00	2700.00	32400.00	
		Ink, HP Officejet 7110, 933XL-Yellow	cart	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	3			3	8,100.00	12.00	2700.00	32400.00	
		Ink, Zebra for ID Printer	piece	2			2	8,000.00				0	0.00	2			2	8,000.00				0	0.00	4.00	4000.00	16000.00	
		Post-it note, 1 1/2"x2"	pads	55		5	60	2,100.00	55		5	60	2,100.00	30			5	35	1,225.00	30		5	35	1,225.00	190.00	35.00	6650.00
		Post-it note, 3"x5"	pads	71		5	76	3,800.00	68		5	73	3,650.00	43			5	48	2,400.00	43		5	48	2,400.00	245.00	50.00	12250.00
		Permanent Marker, Ballpoint, Black	piece	7		5	12	840.00	5		5	10	700.00	7			5	12	840.00	5		5	10	700.00	44.00	70.00	3080.00
		Permanent Marker, Ballpoint, Blue	piece	7		5	12	840.00	5		5	10	700.00	7			5	12	840.00	5		5	10	700.00	44.00	70.00	3080.00
		Permanent Marker, Ballpoint, Red	piece	5		5	10	700.00	5		5	10	700.00	5			5	10	700.00	5		5	10	700.00	40.00	70.00	2800.00
		Highlighter	piece	20		5	25	1,418.75	20		5	25	1,418.75	20			5	25	1,418.75	20		5	25	1,418.75	100.00	56.75	5675.00
		Protective Safety Goggles	piece	8			8	1,248.00				0	0.00				0	0.00				0	0.00	8.00	156.00	1248.00	
		Face mask, 50pcs/box	box	170	50	50	270	40,500.00	170	48	50	268	40,200.00	170	18	50	238	35,700.00	170	48	50	268	40,200.00	1,044.00	150.00	156600.00	
		Face shield	piece	603	70	70	743	18,575.00	293	70	70	433	10,825.00	263	70	70	403	10,075.00	263	70	70	403	10,075.00	1,982.00	25.00	49550.00	
		Cover All, non-sterile, protective, medical grade	piece	25			25	28,750.00	20			20	23,000.00	20			20	23,000.00	20			20	23,000.00	85.00	1150.00	97750.00	
		Gloves, premium latex	piece	505	505	505	1515	7,575.00	505	505	505	1515	7,575.00	505	505	505	1515	7,575.00	505	505	505	1515	7,575.00	6,060.00	5.00	30300.00	
		Wipes, Cleansing	pack	120	20	20	160	16,000.00	20	20	20	60	6,000.00	20	20	20	60	6,000.00	20	20	20	60	6,000.00	340.00	100.00	34000.00	
		Anti-bacterial Liquid Soap	gallon	50		20	70	175,000.00	50		18	68	170,000.00	18			18	45,000.00	12			12	30,000.00	168.00	2500.00	42000.00	
		Paper Towel, Jumbo roll, 12 rolls/box	box	110			110	154,000.00				0	0.00	100			100	140,000.00				0	0.00	210.00	1400.00	294000.00	
		Paper Towel, Slim roll, 6 rolls/box	box	110			110	209,000.00				0	0.00	100			100	190,000.00				0	0.00	210.00	1900.00	399000.00	
		Spray bottle (for alcohol refill)	piece	50			50	3,750.00				0	0.00	50			50	3,750.00				0	0.00	100.00	75.00	7500.00	
		DISINFECTANT kit box (for vehicle service)	piece	50			50	2,500.00				0	0.00	50			50	2,500.00				0	0.00	100.00	50.00	5000.00	
		Automatic Alcohol Dispenser	unit	2			2	7,000.00						2			2	7,000.00				0	0.00	4.00	3500.00	14000.00	
		Other Toiletries		50			50	100,000.00	50			50	100,000.00	50			50	100,000.00	28			0	0.00	150.00	2000.00	30000.00	
		Cargo Matt	piece	1			1	1,600.00	1			1	1,600.00	1			1	1,600.00	1			1	1,600.00	4.00	1600.00	6400.00	
		Car Stereo	unit				0	0.00				0	0.00				0	0.00	1			1	26,500.00	1.00	26500.00	26500.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
		Staplewire, for Guntacker	box	5			5	1,725.00	3			3	1,035.00	5			5	1,725.00			3	3	1,035.00	16.00	345.00	5520.00
		FLASH DRIVE, 32GB, USB	piece	2			2	1,000.00				0	0.00	2			2	1,000.00					0.00	4.00	500.00	2000.00
		FLASH DRIVE, 64 GB, USB 2.0, plug and play	piece	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	1200.00	2400.00
		Rubber Band, Small	box	6	3	3	12	960.00	6	3	3	12	960.00	6	3	3	12	960.00	6	3	3	12	960.00	48.00	80.00	3840.00
		Fastener, plastic, 50 sets/box	box	37		1	38	1,900.00	14		1	15	750.00	39		1	40	2,000.00	14		1	15	750.00	108.00	50.00	5400.00
		Laminating Machine	unit	2			2	7,000.00				0	0.00				0	0.00				0	0.00	2.00	3500.00	7000.00
		Laminating Sheet	pack	7			7	8,400.00	3			3	3,600.00	7			7	8,400.00	3			3	3,600.00	20.00	1200.00	24000.00
		Dining ware	set	1			1	6,500.00				0	0.00				0	0.00				0	0.00	1.00	6500.00	6500.00
		Steel Filing Cabinet	unit	2			2	50,000.00				0	0.00				0	0.00				0	0.00	2.00	25000.00	50000.00
		Subscription for Autocad	unit	1			1	0.00				0	0.00				0	0.00				0	0.00	1.00	0.00	0.00
		Subscription for ArcGIS	unit	1			1	0.00				0	0.00				0	0.00				0	0.00	1.00	0.00	0.00
		Subscription for SketchUp	unit	1			1	0.00				0	0.00				0	0.00				0	0.00	1.00	0.00	0.00
		Portable Sound System with Microphone	unit			1	1	6,500.00				0	0.00				0	0.00				0	0.00	1.00	6500.00	6500.00
		Microwave Oven	unit			1	1	5,000.00				0	0.00				0	0.00				0	0.00	1.00	5000.00	5000.00
		Chair, with chrome base	unit			5	5	37,500.00				0	0.00				0	0.00				0	0.00	5.00	7500.00	37500.00
		Chair, Executive	unit			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8000.00	8000.00
		Desk, with movable storage	unit			5	5	125,000.00				0	0.00				0	0.00				0	0.00	5.00	25000.00	125000.00
		Office Table, executive	unit			1	1	30,000.00				0	0.00				0	0.00				0	0.00	1.00	30000.00	30000.00
		Photocopying Machine	unit	1			1	90,000.00				0	0.00				0	0.00				0	0.00	1.00	90000.00	90000.00
		Wooden Cabinet	unit	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1.00	15000.00	15000.00
		Eco Tank Printer	unit	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1.00	15000.00	15000.00
		Expenses Subsidiary Ledger	piece	500			500	7,500.00				0	0.00				0	0.00				0	0.00	500.00	15.00	7500.00
		Stamp, Trodat	piece	3			3	4,500.00				0	0.00				0	0.00				0	0.00	3.00	1500.00	4500.00
		Rubber Stamp	piece	10			10	4,000.00				0	0.00				0	0.00				0	0.00	10.00	400.00	4000.00
		Magazine Rack, single	piece	40		10	50	6,000.00	10		10	20	2,400.00	40		10	50	6,000.00	10		10	20	2,400.00	140.00	120.00	16800.00
		Magazine Rack, double	piece	20		10	30	4,500.00	10		10	20	3,000.00	20		10	30	4,500.00	10		10	20	3,000.00	100.00	150.00	15000.00
		Magazine Rack, triple	piece	20			20	3,500.00				0	0.00	20			20	3,500.00				0	0.00	40.00	175.00	7000.00
		Computer Binder	piece				0	0.00			100	100	8,500.00				0	0.00				0	0.00	100.00	85.00	8500.00
		Computer Binder, 132 cols	piece	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	100.00	55.00	5500.00
		Computer Binder, 80 cols	piece	25			25	1,250.00	25			25	1,250.00	25			25	1,250.00	25			25	1,250.00	100.00	50.00	5000.00
		Printer, Dot-Matrix, 80 col.	unit	16			16	400,000.00				0	0.00				0	0.00				0	0.00	16.00	25000.00	400000.00
		Desk tray	piece	1			1	750.00				0	0.00	1			1	750.00				0	0.00	2.00	750.00	1500.00
		Box fan	unit	8			8	16,000.00				0	0.00				0	0.00				0	0.00	8.00	2000.00	16000.00
		Electri fan	unit	4			4	10,000.00				0	0.00				0	0.00				0	0.00	4.00	2500.00	10000.00
		Air cooler	unit	3			3	21,000.00				0	0.00				0	0.00				0	0.00	3.00	7000.00	21000.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
		Fax Machine	unit	1			1	10,000.00				0	0.00				0	0.00				0	0.00	1.00	10000.00	10000.00
		Water Dispenser	unit	7			7	49,000.00				0	0.00				0	0.00				0	0.00	7.00	7000.00	49000.00
		Cash Box	unit	7			7	14,000.00				0	0.00				0	0.00				0	0.00	7.00	2000.00	14000.00
		Money Verifier	unit	2			2	1,700.00				0	0.00				0	0.00				0	0.00	2.00	850.00	1700.00
		Columnar Notebook, 10 cols.	piece	2			2	80.00				0	0.00	2			2	80.00				0	0.00	4.00	40.00	160.00
		Columnar Notebook, 16 cols.	piece	8			8	320.00	8			8	320.00				0	0.00				0	0.00	16.00	40.00	640.00
		Columnar Notebook, 18 cols.	piece	12			12	600.00				0	0.00	12			12	600.00				0	0.00	24.00	50.00	1200.00
		Columnar Notebook, 24 cols.	piece	6			6	330.00	6			6	330.00	6			6	330.00	6			6	330.00	24.00	55.00	1320.00
		Tarpaulin	piece	2			2	2,400.00	5			5	6,000.00	5			5	6,000.00	3			3	3,600.00	15.00	1200.00	18000.00
		Protective Plastic barrier (for TAXD counter)	roll	2			2	150.00				0	0.00				0	0.00				0	0.00	2.00	75.00	150.00
		Paint (assorted color)	gallon	4			4	2,600.00	4			4	2,600.00	3			3	1,950.00	3			3	1,950.00	14.00	650.00	9100.00
		Flat cord		6			6	2,310.00				0	0.00	6			6	2,310.00				0	0.00	12.00	385.00	4620.00
		Surface type outlet		8			8	800.00				0	0.00	7			7	700.00				0	0.00	15.00	100.00	1500.00
		Rubber Plug	piece	10			10	750.00				0	0.00	5			5	375.00				0	0.00	15.00	75.00	1125.00
		Other Carpentry/Maintenance Supplies		1			1	20,000.00				0	0.00				0	0.00				0	0.00	1.00	20000.00	20000.00
		Waterbased Essential oil	bottle	1			1	700.00	1			1	700.00	1			1	700.00	1			1	700.00	4.00	700.00	2800.00
		Bag Tag	piece	2500			2500	12,500.00				0	0.00				0	0.00				0	0.00	2,500.00	5.00	12500.00
		Fax paper	piece	10			10	650.00	10			10	650.00	10			10	650.00	10			10	650.00	40.00	65.00	2600.00
		Score carrd	piece	11250			11250	67,500.00	11250			11250	67,500.00	11250			11250	67,500.00	11250			11250	67,500.00	45,000.00	6.00	270000.00
		Stock card with logo	piece	250			250	1,750.00	250			250	1,750.00	250			250	1,750.00	250			250	1,750.00	1,000.00	7.00	7000.00
		Keyboard	piece			3	3	2,250.00				0	0.00				0	0.00				0	0.00	3.00	750.00	2250.00
		Charger, universal for (battery-thermal scanner)	piece	2			2	1,300.00				0	0.00	1			1	650.00				0	0.00	3.00	650.00	1950.00
		Battery for Thermal Scanner	piece	8			8	6,000.00	8			8	6,000.00	8			8	6,000.00	8			8	6,000.00	32.00	750.00	24000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>A. TOTAL</b>																						P		14,010,407.88
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						P		1,401,040.79
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																						P		-
<b>D. GRAND TOTAL (A + B + C)</b>																						P		15,411,448.67
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																								

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

Prepared by:

*ANA RUTH L. MATEO*  
 ANA RUTH L. MATEO  
 Property/Supply Officer

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

*RODOLFO E. ANCHETA*  
 RODOLFO E. ANCHETA  
 Accountant / Budget Officer

*MARY T. LAPID*  
 FOR: MARY T. LAPID  
 Head of Office/Agency 23-02-03

Date Prepared: 23 August 2021