

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) FOR THE YEAR 2020**

**Introduction:**

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

**Instructions:**

1. Download the worksheet file APP-CSE 2019 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. 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.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. 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.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: Santa Maria Water District  
 Region: III-Pampanga  
 Address: No. 3 M. De Leon St, Poblacion, Santa Maria, Bulacan

Agency Account Code: No Code  
 Organization Type: Local Water Utilities Administration

Contact Person: Maria Lourdes V. German  
 Position: Designated Procurement Assistant  
 E-mail: Lhourdes\_08@yahoo.com  
 Telephone/Mobile Nos: 044-798-8897

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						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 500ml min	can	20	9	0	29	4,041.44	13	1	15	29	4,041.44	12	1	1	14	1,951.04	15	0	1	16	2,229.76	88.00	139.36	12,263.68	
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (.5ml)	bottle	152	124	6	282	12,405.74	45	39	72	156	6,862.75	43	16	30	89	3,915.29	45	14	8	67	2,947.46	594.00	43.99	26,131.25	
<b>Color Compounds and Dispersions</b>																											
3	1217703-SI-P01	STAMP PAD INK, purple or violet	bottle	5	6	1	12	295.53	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	24.63	295.53	
<b>Films</b>																											
4	1311203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	737.24	0.00	
5	1311201-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	208.52	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					
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 230mm	box				0	0.00							0	0.00						0	0.00	0.00	208.52	0.00				
<b>Paper Materials and Products</b>																														
7	1411525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00							0	0.00								0	0.00	0.00	72.78	0.00		
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	7	1	1	9	6,140.16	1	1	1	3	2,046.72	1	1	1	3	2,046.72	1	1	1	3	2,046.72	18.00	682.24	12,280.32				
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00							0	0.00								0	0.00	0.00	1,029.60	0.00		
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00							0	0.00									0	0.00	0.00	1,300.00	0.00	
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00							0	0.00										0	0.00	0.00	765.44	0.00
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00							0	0.00										0	0.00	0.00	596.80	0.00
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00							0	0.00										0	0.00	0.00	1,034.80	0.00
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00							0	0.00										0	0.00	0.00	670.70	0.00
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	6	0	6	193.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	32.22	193.32				
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0.00							0	0.00										0	0.00	0.00	56.06	0.00
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00							0	0.00										0	0.00	0.00	41.50	0.00
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00							0	0.00										0	0.00	0.00	12.04	0.00
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00							0	0.00										0	0.00	0.00	132.37	0.00
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	5	0	5	773.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	154.75	773.76				
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	35	35	0	70	8,016.01	19	5	12	36	4,122.52	12	1	5	18	2,061.26	5	0	1	6	687.09	130.00	114.51	14,886.87				
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	38	38	1	77	10,008.40	18	4	18	40	5,199.17	18	2	2	22	2,859.54	4	2	1	7	909.85	146.00	129.98	18,976.96				
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00							0	0.00									0	0.00	0.00	17.35	0.00	
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00							0	0.00										0	0.00	0.00	96.20	0.00
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	800	800	800	2400	117,062.40	800	800	800	2400	117,062.40	800	800	800	2400	117,062.40	800	800	800	2400	117,062.40	9,600.00	48.78	468,249.60				
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	90	11	0	101	7,142.72	0	5	0	5	353.60	11	0	0	11	777.92	0	0	0	0	0.00	117.00	70.72	8,274.24				
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	0.00							0	0.00										0	0.00	0.00	101.92	0.00
28	1411704-TT-P01	TOILET TISSUE PAPER 2-ply sheets, 150 rolls	pack				0	0.00							0	0.00										0	0.00	0.00	65.42	0.00
<b>Batteries and Cells and Accessories</b>																														
29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	32	30	0	62	1,223.19	14	4	0	18	355.12	0	0	0	0	0.00	14	0	0	14	276.20	94.00	19.73	1,854.51				
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	24	6	0	30	585.00	6	0	0	6	117.00	0	0	0	0	0.00	6	0	0	6	117.00	42.00	19.50	819.00				
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00							0	0.00										0	0.00	0.00	88.40	0.00
<b>Manufacturing Components and Supplies</b>																														
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar				0	0.00							0	0.00										0	0.00	0.00	47.82	0.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00							0	0.00										0	0.00	0.00	20.68	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box				0	0.00							0	0.00										0	0.00	0.00	20.05	0.00
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00							0	0.00										0	0.00	0.00	18.20	0.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	22	11	0	33	1,818.96	2	0	1	3	165.36	2	10	0	12	661.44	3	0	0	3	165.36	51.00	55.12	2,811.12				
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	2	1	0	3	319.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	106.60	319.80				
38	31201512-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	16	13	0	29	527.80	4	0	0	4	72.80	4	1	0	5	91.00	4	0	0	4	72.80	42.00	18.20	764.40				
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0	0.00							0	0.00										0	0.00	0.00	9.10	0.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0	0.00							0	0.00										0	0.00	0.00	18.20	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	Q4 AMOUNT
41	3151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00						0	0.00					0	0.00	0.00	50.96	0.00		
<b>Heating and Ventilation and Air Circulation</b>																										
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00						0	0.00					0	0.00	0.00	974.48	0.00		
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00						0	0.00					0	0.00	0.00	1,192.88	0.00		
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00						0	0.00					0	0.00	0.00	1,006.39	0.00		
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00						0	0.00					0	0.00	0.00	669.66	0.00		
<b>Lighting and Fixtures and Accessories</b>																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00						0	0.00					0	0.00	0.00	40.56	0.00		
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0	0.00						0	0.00					0	0.00	0.00	72.49	0.00		
<b>Measuring and Observing and Testing Equipment</b>																										
48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 28mm min	piece	6	6	0	12	185.70	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	12.00	15.48	185.70
<b>Cleaning Equipment and Supplies</b>																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	14	3	0	17	1,463.02	15	0	3	18	1,549.08	14	3	0	17	1,463.02	15	0	3	18	1,549.08	70.00	86.06	6,024.20
50	47131604-BR-S01	BROOM, soft (tambo)	piece	29	0	0	29	3,770.00	2	1	0	3	390.00	0	0	0	0	0.00	2	0	0	2	260.00	34.00	130.00	4,420.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	31	0	0	31	947.86	2	1	0	3	91.73	0	0	0	0	0.00	2	0	0	2	61.15	36.00	30.58	1,100.74
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	13	0	0	13	540.80	7	0	4	11	457.60	8	0	0	8	332.80	7	0	0	7	291.20	39.00	41.60	1,622.40
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can				0	0.00					0	0.00			0	0.00			0	0.00	0.00	23.92	0.00	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00					0	0.00			0	0.00			0	0.00	0.00	8.01	0.00	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	57	0	0	57	2,133.49	31	1	20	52	1,946.34	36	0	0	36	1,347.47	31	0	0	31	1,160.32	176.00	37.43	6,587.61
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	20	1	0	21	2,582.58	0	0	8	8	983.84	13	0	0	13	1,598.74	1	0	0	1	122.98	43.00	122.98	5,288.14
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	26	1	0	27	670.55					0	0.00	1	0	0	1	24.84			0	0.00	28.00	24.84	695.39
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	16	0	0	16	4,309.76	15	0	0	15	4,040.40	15	0	0	15	4,040.40	15	0	0	15	4,040.40	61.00	269.36	16,430.96
59	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	87.36	0.00	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00					0	0.00			0	0.00			0	0.00	0.00	1,911.00	0.00	
61	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	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	2	0	0	2	220.48					0	0.00	2	0	0	2	220.48			0	0.00	4.00	110.24	440.96
63	47131501-RC-C01	RACS, all cotton, 32 pieces per kilogram min	bundle				0	0.00					0	0.00			0	0.00			0	0.00	0.00	49.69	0.00	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	9	0	0	9	926.64	3	0	6	9	926.64	3	0	0	3	308.88	3	0	0	3	308.88	24.00	102.96	2,471.04
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll				0	0.00					0	0.00			0	0.00			0	0.00	0.00	139.88	0.00	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	8	1	0	9	212.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	23.59	212.28
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																										
67	43211507-DCT-03	Desktop Computer, branded	unit	7	0	0	7	274,456.00	2	0	0	2	78,416.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	39,208.00	352,872.00
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	0	1000	0	1000	21,788.00	0	0	500	500	10,894.00	0	0	0	0	0.00	0	0	0	0	0.00	1,500.00	21.79	32,682.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	2	2	1	5	13,624.00	1	0	0	1	2,724.80	0	0	0	0	0.00	0	0	0	0	0.00	6.00	2,724.80	16,348.80
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	2	1	0	3	829.92	1	0	0	1	276.64	1	0	0	1	276.64	1	0	0	1	276.64	6.00	276.64	1,659.84
71	43211503-LCT-02	Laptop Computer, branded	unit				0	0.00					0	0.00			0	0.00			0	0.00	0.00	35,916.40	0.00	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	4	0	0	4	539.97	5	0	0	5	674.96	0	0	5	5	674.96			0	0.00	14.00	134.99	1,889.89	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00					0	0.00			0	0.00			0	0.00	0.00	33,131.28	0.00	

Item 8. 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	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00							0	0.00						0	0.00	0.00	7,995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00							0	0.00						0	0.00	0.00	724.88	0.00	
76		PRINTER, LASER, Color	unit				0	0.00							0	0.00						0	0.00	0.00		0.00	
77		PRINTER, Inkjet, Monochrome	piece				0	0.00							0	0.00						0	0.00	0.00		0.00	
78		PRINTER, Inkjet, Color	unit				0	0.00							0	0.00						0	0.00	0.00		0.00	
79		Hub/Switches	unit				0	0.00							0	0.00						0	0.00	0.00		0.00	
80		Network Routers	unit				0	0.00							0	0.00						0	0.00	0.00		0.00	
81		Wireless Access Point	unit				0	0.00							0	0.00						0	0.00	0.00		0.00	
<b>Office Equipment and Accessories and Supplies</b>																											
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00							0	0.00						0	0.00	0.00	25.68	0.00	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0	0.00							0	0.00						0	0.00	0.00	7.57	0.00	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	18	12	0	30	401.86	5	0	18	23	308.09	0	0	0	0	0.00	0	0	0	0	0.00	53.00	13.40	709.95	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	21	17	0	38	780.92	4	0	18	22	452.11	0	0	0	0	0.00	0	0	0	0	0.00	60.00	20.55	1,233.02	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	38	12	0	50	1,976.00	4	0	18	22	869.44	0	0	0	0	0.00	0	0	0	0	0.00	72.00	39.52	2,845.44	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	119	44	0	163	2,861.50	95	12	12	119	2,089.07	82	48	0	130	2,282.18	75	4	0	79	1,386.86	491.00	17.56	8,619.60	
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00							0	0.00						0	0.00	0.00	69.78	0.00	
89	44122011-DF-F01	DATA FOLDER, made of chipboard, tag/ta lock	piece				0	0.00							0	0.00						0	0.00	0.00	68.64	0.00	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box				0	0.00							0	0.00						0	0.00	0.00	408.14	0.00	
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box				0	0.00							0	0.00						0	0.00	0.00	518.08	0.00	
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box				0	0.00							0	0.00						0	0.00	0.00	738.40	0.00	
93	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	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0	0.00							0	0.00						0	0.00	0.00	328.64	0.00	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box				0	0.00							0	0.00						0	0.00	0.00	410.80	0.00	
96	4411912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00							0	0.00						0	0.00	0.00	11.11	0.00	
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	33	114	5	152	11,995.11	5	5	38	48	3,787.93	5	5	5	15	1,183.73	5	5	5	15	1,183.73	230.00	78.92	18,150.50	
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00							0	0.00						0	0.00	0.00	70.61	0.00	
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00							0	0.00						0	0.00	0.00	12.48	0.00	
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00							0	0.00						0	0.00	0.00	16.64	0.00	
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00							0	0.00						0	0.00	0.00	253.29	0.00	
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00							0	0.00						0	0.00	0.00	291.20	0.00	
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00							0	0.00						0	0.00	0.00	171.08	0.00	
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00							0	0.00						0	0.00	0.00	213.72	0.00	
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00							0	0.00						0	0.00	0.00	746.72	0.00	
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	30	41	11	82	17,823.52	76	1	1	78	16,954.08	13	1	1	15	3,260.40	1	1	1	3	652.08	178.00	217.36	38,690.08	
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	160	102	12	274	76,620.04	32	22	54	108	30,200.60	22	12	22	56	15,659.57	12	12	12	36	10,066.87	474.00	279.64	132,547.08	
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00							0	0.00						0	0.00	0.00	51.88	0.00	
109	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	
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	92	28	0	120	4,467.84	60	0	19	79	2,941.33	71	18	0	89	3,313.65	60	0	0	60	2,233.92	348.00	37.23	12,956.74	



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				
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	31	11	0	42	432.87	3	0	12	15	154.60	6	0	0	6	61.84	3	0	0	3	30.92	66.00	10.31	680.22	
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.31	0.00	
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.31	0.00	
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.65	0.00	
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.65	0.00	
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.65	0.00	
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5.98	0.00	
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.74	0.00	
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	64	44	0	108	2,245.28	0	0	36	36	748.43	22	0	0	22	457.37	0	0	0	0	0.00	166.00	20.79	3,451.07	
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	201.64	0.00	
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	10	8	0	18	1,740.96	0	0	0	0	0.00	0	2	0	2	193.44	0	0	0	0	0.00	20.00	96.72	1,934.40	
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	2	1	5	138.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	27.66	138.32	
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece				0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	11.77	0.00	
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	2	5	0	7	191.83	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	27.40	191.83	
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	3	0	0	3	1,435.14	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	478.38	1,435.14	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	187.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	187.20	187.20	
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	2	0	3	395.87	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	131.96	395.87	
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	9	2	0	11	171.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	15.60	171.60	
129	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	82.16	0.00	
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	878.80	0.00	
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	13	0	0	13	236.33	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	18.18	236.33	
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55.83	0.00	
133	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	10,400.00	0.00	
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	135.20	0.00	
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,711.20	0.00	
136	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	8,088.08	0.00	
137	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	5,699.20	0.00	
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00

**Printer or Facsimile or Photocopier Supplies**

139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,864.00	0.00
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,001.52	0.00
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	780.00	0.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.80	0.00
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	11	9	0	20	5,096.00	0	0	2	2	509.60	2	1	0	3	764.40	0	0	0	0	0.00	25.00	254.80	6,370.00
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10	9	0	19	4,841.20	0	0	2	2	509.60	2	1	0	3	764.40	0	0	0	0	0.00	24.00	254.80	6,115.20
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	11	9	0	20	5,096.00	0	0	2	2	509.60	2	1	0	3	764.40	0	0	0	0	0.00	25.00	254.80	6,370.00

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			
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00						0	0.00					0	0.00	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	0.00	0.00
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00						0	0.00					0	0.00	0.00	658.32	0.00
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	745.68	0.00
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	1,492.40	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00						0	0.00					0	0.00	0.00	1,996.80	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00						0	0.00					0	0.00	0.00	1,996.80	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00						0	0.00					0	0.00	0.00	1,996.80	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00						0	0.00					0	0.00	0.00	1,996.80	0.00
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00						0	0.00					0	0.00	0.00	1,996.80	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00						0	0.00					0	0.00	0.00	3,016.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00						0	0.00					0	0.00	0.00	650.00	0.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	766.48	0.00
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00						0	0.00					0	0.00	0.00	629.20	0.00
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00						0	0.00					0	0.00	0.00	629.20	0.00
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00						0	0.00					0	0.00	0.00	629.20	0.00
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00						0	0.00					0	0.00	0.00	1,242.80	0.00
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00						0	0.00					0	0.00	0.00	644.80	0.00
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00						0	0.00					0	0.00	0.00	826.80	0.00
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00						0	0.00					0	0.00	0.00	1,872.00	0.00
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00						0	0.00					0	0.00	0.00	1,300.00	0.00
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00						0	0.00					0	0.00	0.00	1,300.00	0.00
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00						0	0.00					0	0.00	0.00	1,300.00	0.00
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00						0	0.00					0	0.00	0.00	1,554.80	0.00
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00						0	0.00					0	0.00	0.00	1,175.20	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00						0	0.00					0	0.00	0.00	1,180.40	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00						0	0.00					0	0.00	0.00	1,180.40	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00						0	0.00					0	0.00	0.00	339.04	0.00
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00						0	0.00					0	0.00	0.00	366.08	0.00
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00						0	0.00					0	0.00	0.00	249.60	0.00
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00						0	0.00					0	0.00	0.00	249.60	0.00
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00						0	0.00					0	0.00	0.00	249.60	0.00
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	0.00						0	0.00					0	0.00	0.00	403.83	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
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00							0	0.00					0	0.00	0.00	403.83	0.00
187	44103105-HP-C50	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP L0S60AA (HP955) Black Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0	0.00							0	0.00					0	0.00	0.00	1,277.76	0.00
192	44103105-HX-M48	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0	0.00							0	0.00					0	0.00	0.00	1,277.76	0.00
193	44103105-HX-Y48	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0	0.00							0	0.00					0	0.00	0.00	1,277.76	0.00
194	44103105-HX-B48	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0	0.00							0	0.00					0	0.00	0.00	1,737.02	0.00
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00							0	0.00					0	0.00	0.00	453.62	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00							0	0.00					0	0.00	0.00	453.62	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00							0	0.00					0	0.00	0.00	453.62	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00							0	0.00					0	0.00	0.00	741.28	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
203	44103112-EP-R05	RIBBON CART, EPSON C135015516 (#8750), Black	cart				0	0.00							0	0.00					0	0.00	0.00	76.75	0.00
204	44103112-EP-R07	RIBBON CART, EPSON C135015531 (5015086), Black	cart				0	0.00							0	0.00					0	0.00	0.00	724.88	0.00
205	44103112-EP-R13	RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0	0.00							0	0.00					0	0.00	0.00	75.92	0.00
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,556.32	0.00
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00							0	0.00					0	0.00	0.00	1,820.00	0.00
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,615.60	0.00
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,941.95	0.00
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0.00							0	0.00					0	0.00	0.00	4,288.54	0.00
211	44103103-HP-B12	TONER CART, HP CB435A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,857.92	0.00
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3,312.40	0.00
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	6,791.20	0.00
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3,179.28	0.00
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,953.60	0.00
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,386.80	0.00
217	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	2,490.80	0.00
218	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	2,490.80	0.00
219	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	2,490.80	0.00
220	44103103-HP-B24	TONER CART, HP CE320A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2,854.80	0.00
221	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	3,010.80	0.00
222	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	3,010.80	0.00
223	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	3,010.80	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
224	44103103-HP-B25	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,690.80	0.00
225	44103103-HP-B26	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,754.80	0.00
226	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
227	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
228	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80	0.00
229	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,868.80	0.00
230	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.00	0.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,079.92	0.00
234	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	7,213.44	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,932.80	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,962.80	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,640.85	0.00
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,241.70	0.00
242	44103113-HX-B51	TONER CART, HP CF283XC (HP83XC) Blk Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,946.80	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,051.60	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,156.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,901.60	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,389.20	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
256	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,474.40	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00



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
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,440.80	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,441.20	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,164.72	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,482.80	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,972.80	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,874.32	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,630.40	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,641.60	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,912.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,444.00	0.00
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,787.20	0.00
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,745.60	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,124.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,617.60	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,464.00	0.00
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,204.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,064.80	0.00
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,357.60	0.00
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,069.44	0.00
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer I RP6780v	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,399.36	0.00
<b>Audio and Visual Equipment and Supplies</b>																										
291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	1	0	0	1	28,860.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	28,860.00	28,860.00
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	2	0	0	2	37,232.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	18,616.00	37,232.00
<b>Flag or Accessories</b>																										
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	319.28	0.00
<b>Printed Publications</b>																										
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	46.28	0.00
<b>Fire Fighting Equipment</b>																										
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,144.00	0.00

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	
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4 class	unit				0	0.00						0	0.00						0	0.00	0.00	4,992.00	0.00		
<b>Consumer Electronics</b>																											
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00						0	0.00							0	0.00	0.00	6,828.14	0.00	
<b>Furniture and Furnishings</b>																											
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00						0	0.00							0	0.00	0.00	262.60	0.00	
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00						0	0.00							0	0.00	0.00	262.60	0.00	
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35" min)	unit				0	0.00						0	0.00							0	0.00	0.00	1,326.00	0.00	
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35" min)	unit				0	0.00						0	0.00							0	0.00	0.00	1,326.00	0.00	
<b>Arts and Crafts Equipment and Accessories and Supplies</b>																											
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	4	0	4	159.12	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	4.00	39.78	159.12	
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00						0	0.00							0	0.00	0.00	42.38	0.00	
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	17	1	0	18	79.56	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	18.00	4.42	79.56	
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	18	51	0	69	2,388.17	1	0	17	18	623.00	0	0	0	0	0	0	0	0	0	0.00	87.00	34.61	3,011.17	
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0	0.00						0	0.00							0	0.00	0.00	34.61	0.00	
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00						0	0.00							0	0.00	0.00	34.61	0.00	
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00						0	0.00							0	0.00	0.00	129.67	0.00	
																									1,332,597.74		
<b>SOFTWARE</b>																											
1		Business function specific software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
2		Finance accounting and enterprise resource planning ERP software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
3		Computer game or entertainment software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
4		Content authoring and editing software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
5		Content management software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
6		Data management and query software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
7		Development software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
8		Educational or reference software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
9		Industry specific software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
10		Network applications software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
11		Network management software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
12		Networking software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
13		Operating environment software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
14		Security and protection software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
15		Utility and device driver software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
16		Information exchange software	license				0	0.00						0	0.00							0	0.00	0.00		0.00	
<b>OTHER SOFTWARE</b>																											
1							0	0.00						0	0.00							0	0.00	0.00		0.00	
2							0	0.00						0	0.00							0	0.00	0.00		0.00	
3							0	0.00						0	0.00							0	0.00	0.00		0.00	



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
<b>PASSENGER AIR TRANSPORTATION</b>																								
* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Motor Vehicles</b>																								
<b>A. For the Exercise of the Executive Functions</b>																								
1	25101503-VA101A	Engine displacement not exceeding 2200 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101503-VA101B	Engine displacement not exceeding 2200 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies	unit				1	0.00						0	0.00					0	0.00	1.00	0	0.00
	25101507-VA201A	Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101507-VA201B	Vehicle (CUV) Engine displacement not exceeding 2800 cc for diesel For a Department Secretary and other officials of equivalent rank in	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
2	25101503-VA102A	Engine displacement not exceeding 3500 cc for gasoline For an Ambassador or Chief-of-Mission of Philippine embassies/consulates abroad for exclusive use	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101503-VA102B	Engine displacement not exceeding 3500 cc for diesel For an Ambassador or Chief-of-Mission of Philippine embassies/consulates abroad for exclusive use	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
3	25101503-VA103A	Engine displacement not exceeding 1600 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101503-VA103B	Engine displacement not exceeding 1600 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101507-VA202A	Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Undersecretary and other officials of equivalent	unit				0	0.00						0	0.00					0	0.00	0.00	0	0.00
	25101507-VA202B	Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel For a Department Undersecretary and other officials of equivalent	unit				0	0.00						0	0.00					0	0.00	0.00	0	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
25101503-VA104A Engine displacement not exceeding 1500 cc for gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101503-VA104B Engine displacement not exceeding 1500 cc for diesel For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VA203A Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Assistant Secretary and other officials of	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VA203B Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel For a Department Assistant Secretary and other officials of	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101503-VA105A Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101503-VA105B Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VA204A Vehicle (CUV) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VA204B Vehicle (CUV) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
<b>B. For the Transport of Personnel, Equipment, Supplies, Product and Materials</b>																								
25101507-VB101A Pick-up Engine displacement not exceeding 2200 cc for gasoline For heavy field use in rural and remote areas with generally rugged	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VB101B Pick-up Engine displacement not exceeding 3000 cc for diesel For heavy field use in rural and remote areas with generally rugged	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101900-VB201A All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101900-VB201B All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel For heavy field use in rural and	unit	1	0	0	1	1,319,760.00				0	0.00				0	0.00				0	0.00	1.00	1,319,760.00	1,319,760.00

28



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
25101505-VB301A Passenger Van Engine displacement not exceeding 2200 cc for gasoline For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101505-VB301B Passenger Van Engine displacement not exceeding 3000 cc for diesel For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101900-VB401A Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101900-VB401B Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
3 25101801-VB5-01 Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ workers who by the nature of their functions have to travel in remote areas not	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101505-VB302A Passenger Van Engine displacement not exceeding 2200 cc for gasoline For transport of personnel/visitors for activities related to education.	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101505-VB302B Passenger Van Engine displacement not exceeding 3000 cc for diesel For transport of personnel/visitors for activities related to education.	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101502-VB6-01 Bus Engine displacement not exceeding 8500 cc for diesel For mass transportation of personnel/visitors for activities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101502-VB7-01 Mini-Bus Engine displacement not exceeding 4500 cc for diesel For mass transportation of personnel/visitors for activities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
<b>C. For the Transport of Sick and/or Injured Persons</b>																								
25101900-VC101A MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101900-VC101B MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101703-VC201A Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101703-VC201B Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101703-VC3-01 Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the medical unit)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
<b>D. For Patrol Operations</b>																								

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
25101702-VD101A Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VD101B Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VD201A Patrol Vehicle AUV or CUV Engine displacement not exceeding 2000 cc for gasoline  For patrol operations within a city	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
1 25101702-VD201B Patrol Vehicle AUV or CUV Engine displacement not exceeding 2500 cc for diesel  For patrol operations within a city	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VD301A Patrol Jeep Assembled owner-type Jeepney Engine displacement not exceeding 1800 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VD301B Patrol Jeep Assembled owner-type jeepney Engine displacement not exceeding 2500 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VD4-01 Patrol Motorcycle Specifications may vary according to the Motorcycle  For patrol operations within a city or municipal center	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VE101A Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
2 25101702-VE101B Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101702-VE2-01 Patrol Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
<b>2. For Disaster Response and Rescue/Relief Operations</b>																								
1 25101703-VF101A MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101703-VF101B MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
2 25101507-VF201A Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
25101507-VF201B Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	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				
3 25101801-VF3-01 Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas	unit				0	0.00								0	0.00						0	0.00	0.00	0	0.00

**H. For Fire Fighting Operations**

1 25101701-VH1-01 Fire Truck Custom-built fire trucks (similar versions are built/manufactured locally) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the equipment	unit				0	0.00								0	0.00							0	0.00	0.00	0	0.00
2 25101701-VH2-01 Original Fire Truck More sophisticated versions and fully equipped according to the intended use Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the equipment	unit	1	0	0	1	74,256.00	1	0	0	1	74,256.00				0	0.00						0	0.00	2.00	74,256.00	148,512.00

**PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

**COMMON ELECTRICAL SUPPLIES**

1 1BTRY9	BATTERY - 9 VOLTS	PC	2	0	0	2	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	156.00	312.00
2 4RBAA	BATTERY (RECHARGEABLE AA)	PC	2	12	0	14	7,040.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	502.86	7,040.00
3 4RBAAA	BATTERY (RECHARGEABLE AAA)	PC	0	6	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	500.00	3,000.00

**COMMON OFFICE EQUIPMENT**

1 B-MDT	METAL DESK TRAY (3 LAYERS)	PC	11	1		12	9,728.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	810.67	9,728.00
2 B-STRMVR	STAPLE REMOVER	PC	5	3	0	6	13,892.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	35.88	215.25
3 HEAVY DUTY STAPLER REMOVER	HEAVY DUTY STAPLER REMOVER	PC	1	0	0	6	13,892.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	350.00	2,100.00
4 B-STPLR35	STAPLER NO. 35	PC	12	1	0	6	13,892.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	355.60	2,133.60
5 B-STPLRMVR	STAPLER NO. 35 with remover	PC	1	3	0	6	13,892.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	389.86	2,339.16
6 6SCHR	SWIVEL CHAIR	PC	5	0	1	6	13,892.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	2,315.33	13,892.00
7 6F-SCHAIR	SWIVEL CHAIR W/O ARM REST	UNIT	0	0	3	3	8,424.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2,808.00	8,424.00
8 6SCHRAR	SWIVEL CHAIR WITH ARM REST	UNIT	2	0	0	2	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	3,000.00	6,000.00
9 6OTBL	OFFICE TABLE	UNIT	4	0	0	4	16,720.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	4,180.00	16,720.00

**COMMON OFFICE SUPPLIES**

1 A-BENVLPES	BROWN ENVELOP - SHORT	PC	20	51	0	71	1,049.19	1	0	1	2	29.55	10	1	0	11	162.55	1	0	1	2	29.55	86.00	14.78	1,270.85
2 A-BENVLPES	BROWN ENVELOPE - LONG	PC	88	107	0	195	882.90	0	0	45	45	203.75	20	0	0	20	90.55	0	0	0	0	0.00	260.00	4.53	1,177.20
3 A-CBRD	CLIPBOARD LONG	PC	16	0	0	16	804.87	0	0	12	12	603.65	0	0	0	0	0.00	0	0	0	0	0.00	28.00	50.30	1,408.52
4 A-CDISC	COMPACT DISC	PC	35	0	0	35	1,172.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35.00	33.50	1,172.50
5 ACID FREE PAPER	ACID FREE PAPER	PACK	16	13	0	29	1,730.43	4	0	0	4	238.68	4	1	0	5	298.35	4	0	0	4	238.68	42.00	59.67	2,506.14
6 1DISCTAG	DISCONNECTION TAG	PC	119	44	0	163	6,853.41	95	12	12	119	5,003.41	82	48	0	130	5,465.91	75	4	0	79	3,321.59	491.00	42.05	20,644.32
7 A-DATAPE	DOUBLE ADHESIVE TAPE	PC	3	0	0	3	427.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	142.37	427.12
8 2DVD-RC	DVD-R WITH CASE	PC	21	5	0	26	1,043.90	2	1	0	3	120.45	0	2	1	3	120.45	0	0	0	0	0.00	32.00	40.15	1,284.80
9 A-FP	FASTENER PLASTIC	BOX	0	1000	0	1000	130,000.00	0	0	500	500	65,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1,500.00	130.00	195,000.00
10 A-FBOX	FILE BOX (HARD CARDBOARD)	PC	11	7	0	18	818.57	2	0	0	2	90.95	2	0	0	2	90.95	2	0	0	2	90.95	24.00	45.48	1,091.43
11 A-FLDRLC	FOLDER LONG (COLORED)	PC	0	4	0	4	640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	160.00	640.00
12 A-FLDRAL	FOLDER ADJUSTABLE	PC	0	100	0	100	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	7.50	750.00
13 A-INDXC	INDEX CARD	PC	0	2	0	2	98.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	49.00	98.00

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				
14	A-LENVLPEL	LETTER ENVELOPE LONG	PC	50	80	0	130	1,365.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	130.00	10.50	1,365.00	
15	A-LAFSLB	LEVER ARCH FILE SIDE LONG B	PC	15	0	0	15	1,560.00	0	0	15	15	1,560.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	104.00	3,120.00	
16	A-LAFSSB	LEVER ARCH FILE SIDE SHORT B	PC	10	1	0	11	1,716.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	156.00	1,716.00	
18	A-LAFTLB	LEVER ARCH FILE TOP LONG B	PC	32	1	0	33	3,436.36	0	0	30	30	3,123.96	0	0	0	0	0.00	0	0	0	0	0.00	63.00	104.13	6,560.32	
19	B-MFBOX	MAGAZINE FILE BOX	PC	4	1	0	5	1,930.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	386.08	1,930.40	
20	1MTAPE	MAGIC TAPE	PC	0	13	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	93.60	1,216.80	
21	1COPY-10	PAPER MULTICOPY (A3)	REAM	2	0	0	13	1,216.80	1	0	0	1	774.80	0	0	0	0	0.00	0	0	0	0	0.00	14.00	774.80	10,847.20	
22	A-PENVLPE	PAY ENVELOPE	BOX	6	0	0	13	1,216.80	0	0	6	6	1,404.00	0	0	0	0	0.00	0	0	0	0	0.00	19.00	234.00	4,446.00	
23	1PLAN	PLANNER	PC	5	0	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	155.00	2,015.00	
24	A-PLENVLPE	PLASTIC ENVELOPE	PC	20	25	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	10.67	138.67	
25	A-PLENVLPED	PLASTIC ENVELOPE WITH DIVIDER	PC	13	2	0	13	1,216.80	0	0	0	0	0.00	8	0	0	8	946.27	8	0	0	8	946.27	29.00	118.28	3,430.22	
26	A-PLENVLPH	PLASTIC ENVELOPE WITH HOLDER	PC	4	3	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	168.00	2,184.00	
27	A-PPIN	PUSH PINS	BOX	3	3	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	25.17	327.17	
28	A-RBOOKS	RECORD BOOK SMALL	PC	10	1	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	51.29	666.71	
29	1STMPRBR	RUBBER STAMP	PC	0	3	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	300.00	3,900.00	
30	A-SPPER	SPECIALTY PAPER	PC	0	45	0	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	25.00	325.00	
31	A-SPAD	STAMP PAD	PC	2	2	1	13	1,216.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	78.62	1,022.11	
32	A-STPLWRE	STAPLE WIRE #35	BOX	11	28	25	13	1,216.80	9	6	25	40	1,798.19	9	16	6	31	1,393.60	9	6	6	21	944.05	105.00	44.95	4,720.26	
33	A-STCKRP	STICKER PAPER	PC	100	300	0	13	1,216.80	50	0	110	160	1,200.00	50	0	0	50	375.00	50	0	0	50	375.00	273.00	7.50	2,047.50	
34	1TP-2	TRANSPARENT PLASTIC 10 X 16	PACK	1	1	1	13	1,216.80	1	1	1	3	262.08	1	1	1	3	262.08	1	1	1	3	262.08	22.00	87.36	1,921.92	
35	A-TPL1624	TRANSPARENT PLASTIC 16 X 24	PACK	4	5	6	13	1,216.80	0	0	0	0	0.00	0	3	0	3	555.00	0	0	0	0	0.00	16.00	185.00	2,960.00	
36	1TP-5	TRANSPARENT PLASTIC 4 X 12	PACK	0	10	0	13	1,216.80	10	0	10	20	249.60	0	10	0	10	124.80	10	0	10	20	249.60	63.00	12.48	786.24	
37	A-WBERSR	WHITE BOARD ERASER	PC	5	2	0	13	1,216.80	0	0	0	0	0.00	3	0	0	3	50.65	0	0	0	0	0.00	16.00	16.88	270.14	
38	A-WBMRKER	WHITEBOARD MARKER	PC	31	11	0	13	1,216.80	3	0	12	15	942.05	6	0	0	6	376.82	3	0	0	3	188.41	37.00	62.80	2,323.71	
<b>COMMON JANITORIAL SUPPLIES</b>																											
1	A-BSOAP	BATH SOAP	PC	1510	0	0	1510	37,751.26	1500	0	5	1505	37,626.25	1500	0	1500	3000	75,002.49	0	0	0	0	0.00	6,015.00	25.00	150,380.00	
2	C-DPWDR	DETERGENT POWDER	BAR	57	0	0	57	3,143.55	31	1	20	52	2,867.80	36	0	0	36	1,985.40	31	0	0	31	1,709.65	176.00	55.15	9,706.40	
3	C-DPR	DIPPER	PC	35	0	0	35	1,680.00	0	0	5	5	240.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	48.00	1,920.00	
4	C-DSOAP	DISHWASHING SOAP	SACHET	48	10	0	58	4,830.24	24	3	30	57	4,746.96	24	0	3	27	2,248.56	24	0	0	24	1,998.72	166.00	83.28	13,824.48	
5	C-GBAG	GARBAGE BAG	BUNDLE	40	0	0	40	3,000.00	40	0	0	40	3,000.00	40	0	0	40	3,000.00	40	0	0	40	3,000.00	160.00	75.00	12,000.00	
6	1SOAP6	MOISTURIZING HAND SOAP	BOTTLE	13	4	0	17	1,508.77	13	0	0	13	1,153.77	13	0	0	13	1,153.77	13	0	0	13	1,153.77	56.00	88.75	4,970.08	
7	C-SPNGE	SPONGE	PC	22	4	0	26	521.92	12	4	6	22	441.62	12	0	4	16	321.18	12	0	0	12	240.88	76.00	20.07	1,525.60	
8	C-TD	TOILET DEODORIZER	PC	10	0	0	10	1,551.20	6	2	1	9	1,396.08	6	0	2	8	1,240.96	6	0	0	6	930.72	33.00	155.12	5,118.96	
<b>Office Equipment and Accessories</b>																											
1	A-ITAGS	INVENTORY TAG SMALL	PC	0	0	0	0	0.00	200	0	0	200	850.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	4.25	850.00	
2	1TAPE-T	THERMAL TAPE	PC	800	800	800	2400	64,800.00	800	800	800	2400	64,800.00	900	900	900	2700	72,900.00	900	900	900	2700	72,900.00	10,200.00	27.00	275,400.00	
3	2SPBX	PLASTIC STORAGE BOX 50 L	PC	4	1	0	5	2,830.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	566.00	2,830.00	
<b>Office Supplies</b>																											



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
Audio and visual presentation and composing equipment																										
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
Photographic or filming or video equipment																										
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
Cleaning Equipment and Supplies																										
1	C-MOP	MOP	PC	26	0	0	26	4,171.48	1	0	0	1	160.44	1	0	0	1	160.44	1	0	0	1	160.44	29.00	160.44	4,652.80
2	C-MFLTH	Micro Fiber Cloth	PC	1	13	0	14	2,030.00	0	0	0	0	0.00	1	0	0	1	145.00	0	0	0	0	0.00	15.00	145.00	2,175.00
3	C-PAIL	PLASTIC PAIL (TIMBA)	PC	8	0	0	8	1,005.00	0	0	5	5	628.13	3	0	0	3	376.88	0	0	0	0	0.00	16.00	125.63	2,010.00
4	60-BRUSH	PUSH BRUSH	PC	54	0	0	54	7,862.40	0	0	10	10	1,456.00	0	0	0	0	0.00	0	0	0	0	0.00	64.00	145.60	9,318.40
5	C-RAG	RAGS	SACK	10	3	0	13	15,808.00	1	0	2	3	3,648.00	1	0	0	1	1,216.00	1	0	0	1	1,216.00	18.00	1,216.00	21,888.00
6	C-DMATF	DOORMAT - FABRIC	PC	5	25	0	30	1,808.73	1	0	0	1	60.29	1	0	0	1	60.29	1	0	0	1	60.29	33.00	60.29	1,989.60
7	C-DMATR	DOORMAT - RUBBER	PC	0	2	0	2	160.00	4	0	0	4	320.00	0	0	0	0	0.00	4	0	0	4	320.00	10.00	80.00	800.00
8	C-TBRUSH	TOILET BRUSH	PC	7	0	0	7	491.78	0	0	2	2	140.51	2	0	0	2	140.51	0	0	0	0	0.00	11.00	70.25	772.80
9	C-TPLNGR	TOILET PLUNGER	PC	4	0	0	4	262.29	0	0	0	0	0.00	3	0	0	3	151.71	0	0	0	0	0.00	7.00	50.57	354.00
Paper Materials and Products																										
1	E-BCARD	BINCARD	PC	0	0	0	0	0.00	1000	0	0	1000	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1,000.00	10.50	10,500.00
2	E-BUS	BUDGET UTILIZATION SLIP	PAD	50	0	0	50	8,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	175.00	8,750.00
3	E-CV	CASH VOUCHER	PAD	50	0	0	50	19,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	380.00	19,000.00
4	E-DV	DISBURSEMENT VOUCHER	PAD	50	0	0	50	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	150.00	7,500.00
5	A-IAR	INSPECTION & ACCEPTANCE REPORT	PAD	3	0	0	3	1,374.00	3	0	0	3	1,374.00	3	0	0	3	1,374.00	3	0	0	3	1,374.00	12.00	458.00	5,496.00
6	A-LCARD	LEAVE CARD	PC	0	300	0	300	6,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300.00	21.00	6,300.00
7	A-LTRHEADL	LETTERHEAD LONG	RM	10	12	1	23	36,875.04	1	1	1	3	4,809.79	1	1	1	3	4,809.79	1	1	1	3	4,809.79	32.00	1,603.26	51,304.40
8	A-LTRHEADS	LETTERHEAD SHORT	RM	7	10	1	18	26,846.50	0	0	1	1	1,491.47	0	0	0	0	0.00	1	0	0	1	1,491.47	20.00	1,491.47	29,829.44
9	E-PO	PURCHASE ORDER	PAD	0	100	0	100	52,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	525.00	52,500.00
10	E-RMS	RETURNED MATERIALS SLIP	PAD	50	0	0	50	8,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	175.00	8,750.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
11	E-SAC	SERVICE APPLICATION CARD	PC	500	500	500	1500	9,360.00	500	500	500	1500	9,360.00	500	500	500	1500	9,360.00	500	500	500	1500	9,360.00	6,000.00	6.24	37,440.00	
12	E-SO	SERVICE ORDER	PC	12	13	12	37	6,105.00	13	12	13	38	6,270.00	12	13	12	37	6,105.00	13	12	13	38	6,270.00	150.00	165.00	24,750.00	
13	A-YPAD	YELLOW PAD	PAD	5	5	0	10	481.60	2	0	0	2	96.32	0	0	0	0	0.00	0	0	0	0	0.00	12.00	48.16	577.92	
14	A-NTEBOOK	STENO NOTEBOOK	PAD	0	1	0	1	15.75	4	0	0	4	63.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	15.75	78.75	
<b>Lighting and fixtures and accessories</b>																											
1	A-FLHOUS20	FLOURESCENT HOUSING 20W	PC	0	0	0	0	0.00	2	0	0	2	370.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	185.00	370.00	
2	A-FLHOUS40	FLOURESCENT HOUSING 40W	PC	0	0	0	0	0.00	4	0	0	4	780.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	195.00	780.00	
3	A-FLTUBE20	FLUORESCENT TUBE 20 WATTS	PC	0	0	0	0	0.00	2	0	0	2	280.00	0	0	0	0	0.00	2	0	0	2	280.00	4.00	140.00	560.00	
4	A-FLTUBE40	FLUORESCENT TUBE 40 WATTS	PC	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0	0	0.00	6	0	0	6	1,200.00	12.00	200.00	2,400.00	
5	A-LEDLGT40	LED TUBELIGHT 40W	PC	1	0	0	1	360.00	0	0	0	0	0.00	1	0	0	1	360.00	0	0	0	0	0.00	2.00	360.00	720.00	
6	A-LEDBLB11	LED BULB 11W	PC	73	0	0	73	19,021.94	25	0	33	58	15,113.33	25	0	0	25	6,514.36	25	0	0	25	6,514.36	181.00	260.57	47,164.00	
7	A-UVFBLB4	UV FLUORESCENT BULB - 4 WATTS	PC	0	0	0	0	0.00	0	0	0	0	0.00	0	0	6	6	1,800.00	0	0	0	0	0.00	6.00	300.00	1,800.00	
<b>Electrical equipment and components and supplies</b>																											
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>Computer Supplies</b>																											
1	A-MPAD	MOUSE PAD	PC	0	0	6	6	1,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	170.00	1,020.00	
2	A-MPADHD	MOUSE PAD HEAVY DUTY	PC	12	1	0	13	2,210.00	0	0	10	10	1,700.00	0	0	0	0	0.00	0	0	0	0	0.00	23.00	170.00	3,910.00	
4	5MUSW	MOUSE - WIRELESS	PC	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	500.00	1,000.00	
5	A-RBNC6	RIBBON CARTRIDGE (LQ310) SO 15634	PC	8	4	0	12	2,399.04	0	0	0	0	0.00	0	4	0	4	799.68	0	0	0	0	0.00	16.00	199.92	3,198.72	
6	A-RBNC3	RIBBON CARTRIDGE (LX 300+1) - SO 15616	PC	8	0	0	8	1,112.00	0	0	2	2	278.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	139.00	1,390.00	
7	6IKYBRD	KEY BOARD	PC	0	0	0	0	0.00	5	0	0	5	2,375.00	0	0	5	5	2,375.00	0	0	0	0	0.00	10.00	475.00	4,750.00	
8	SD Card 32 GB	SD Card 32 GB	PC	34	0	0	34	40,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	34.00	1,200.00	40,800.00	
9	THERMAL TAPE FOR FAX	THERMAL TAPE FOR FAX	PC	0	0	5	5	350.00	0	0	0	0	0.00	5	0	0	5	350.00	0	0	0	0	0.00	10.00	70.00	700.00	
10	A-FFILM	FACSIMILE FILM	PACK	0	1	0	1	302.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	302.25	302.25	
11	E-CFRM1393-2	CONT FORM 13 X 9 1/2 2PLY	BOX	0	3	0	1	302.25	3	0	3	0	0.00	0	3	0	0	0.00	3	0	3	0	0.00	1.00	1,550.00	1,550.00	
12	A-INKBT41	BLACK COLOR INK - T6641	BTL	25	12	0	1	302.25	0	0	16	0	0.00	3	1	0	0	0.00	0	0	0	0	0.00	1.00	295.62	295.62	
13	A-INKBG1	BLACK INK - G1 790 BK	BTL	0	3	0	1	302.25	5	0	1	0	0.00	0	1	0	0	0.00	5	0	1	0	0.00	1.00	389.00	389.00	
14	E-CFRM1393-1	CONT FORM 13 X 9 1/2 1PLY	BOX	0	1	0	1	302.25	1	0	1	0	0.00	0	1	0	0	0.00	1	0	1	0	0.00	1.00	814.00	814.00	
15	E-CFRM9363-1Y	CONT FORM 9 1/2 X 6 1/2 1 PLY - YELLOW	BOX	0	1	1	1	302.25	0	0	1	0	0.00	1	0	0	0	0.00	1	1	0	0	0.00	1.00	1,370.00	1,370.00	
16	E-CFRM9363-2	CONT FORM 9 1/2 X 6 1/2 2PLY - carbonless	BOX	0	1	0	1	302.25	0	0	0	0	0.00	0	1	0	0	0.00	0	0	0	0	0.00	1.00	3,530.00	3,530.00	
17	E-CFRM9363-1W	CONT FORM 9 1/2 X 6 1/2 1PLY - WHITE	BOX	8	0	0	1	302.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3,109.60	3,109.60	
18	E-CFRM9363-3	CONT FORM 9 1/2 X 6 1/2 3PLY (CARBONLESS)	BOX	12	1	0	1	302.25	0	0	13	0	0.00	0	0	0	0	0.00	1	0	0	0	0.00	1.00	1,225.00	1,225.00	
19	E-CFRM9363-1B	CONT. FORM 9 1/2 X 6 1/2 1 PLY - BLUE	BOX	3	0	0	1	302.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4,083.04	4,083.04	
20	E-CFRM9363-1G	CONT. FORM 9 1/2 X 6 1/2 1 PLY - GREEN	BOX	0	0	1	1	302.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4,083.04	4,083.04	



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				
21	E-CFRM9363-1P	CONT. FORM 9 1/2 X 6 1/2 1 PLY - PINK	BOX	0	1	0	1	302.25	0	1	0	0	0.00	0	1	0	0	0.00	0	1	0	0	0.00	1.00	3,060.00	3,060.00	
22	A-INKCGI	CYAN - GI 790 C	BTL	4	3	0	1	302.25	4	1	4	0	0.00	0	1	0	0	0.00	4	1	0	0	0.00	1.00	389.00	389.00	
23	A-INKMGI	MAGENTA INK GI 790 M	BTL	2	3	0	1	302.25	4	1	2	0	0.00	0	1	0	0	0.00	4	1	0	0	0.00	1.00	390.00	390.00	
24	A-INKYGI	YELLOW INK - GI 790 Y	BTL	2	3	0	1	302.25	4	1	2	0	0.00	0	1	0	0	0.00	4	1	0	0	0.00	1.00	390.00	390.00	
<b>Common ICT Equipment</b>																											
1	7DSCNR	DOCUMENT SCANNER	UNIT	1	0	0	1	41,777.00	1	0	0	1	41,777.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	41,777.00	83,554.00	
2	INTERNAL HARD DISK FOR LAPTOP	INTERNAL HARD DISK FOR LAPTOP	UNIT	0	0	0	0	0.00	1	0	0	1	4,000.00	1	0	1	2	8,000.00	0	1	0	1	4,000.00	4.00	4,000.00	16,000.00	
3	7IHDSK	INTERNAL HARD DISK 4TB	UNIT	0	0	0	0	0.00	1	0	0	1	7,286.00	1	0	1	2	14,572.00	0	1	0	1	7,286.00	4.00	7,286.00	29,144.00	
4	5MOFFICE	MICROSOFT OFFICE (HOME & BUSINESS 2016)	PC	9	0	2	11	135,366.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	12,306.00	135,366.00	
5	6I-MLED	MONITOR - LED 27" FOR CCTV VIEWING	UNIT	0	0	2	2	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	17,000.00	34,000.00	
6	5UPS1400	UNINTERRUPTIBLE POWER SUPPLY - 1500VA	UNIT	0	0	0	0	0.00	0	0	1	1	11,800.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	11,800.00	11,800.00	
7	5PRNTR1	PRINTER ALL-IN-ONE G2000		0	0	0	0	0.00	2	0	1	3	22,734.00					0.00					0	0.00	3.00	7,578.00	22,734.00
<b>CONSUMABLES</b>																											
1	A-BPENBB	BALLPEN - BLACK/BLUE	PC	378	84	6	468	7,399.53	116	99	84	299	4,727.48	159	24	96	279	4,411.26	116	6	24	146	2,308.40	1,192.00	15.81	18,846.67	
2	A-BPENR	BALLPEN - RED	PC	45	50	0	95	1,490.03	4	4	30	38	596.01	4	8	0	12	188.21	10	0	0	10	156.85	155.00	15.68	2,431.10	
3	A-BHLDR	BALLPEN WITH HOLDER	PC	0	6	0	6	240.00	0	0	0	0	0.00	0	3	0	3	120.00	0	0	0	0	0.00	9.00	40.00	360.00	
4	A-COFFEE	COFFEE	PACK	75	34	0	109	9,985.22	21	15	40	76	6,962.17	21	2	13	36	3,297.87	21	2	0	23	2,106.97	244.00	91.61	22,352.24	
5	A-COFFEED	COFFEE (DECAFFEINATED)	PACK	1	19	0	20	1,784.75	0	2	0	2	178.48	0	0	2	2	178.48	0	0	0	0	0.00	24.00	89.24	2,141.70	
6	A-CREAMER	CREAMER	PACK	80	42	0	122	10,835.05	29	26	40	95	8,437.13	27	2	15	44	3,907.72	29	0	2	31	2,753.17	292.00	88.81	25,933.08	
7	A-SGAR	SUGAR	KL	100	43	0	143	6,693.04	26	27	2	55	2,574.24	24	5	15	44	2,059.40	26	0	2	28	1,310.52	270.00	46.80	12,637.20	
8	A-PSTE	PASTE	BTL	2	0	0	2	62.50	0	0	0	0	0.00	1	0	0	1	31.25	0	0	0	0	0.00	3.00	31.25	93.75	
9	A-RBNPR	RIBBON - PRINTER (REFILL)	ROLL	157	59	49	265	10,269.70	49	49	145	243	9,417.12	49	49	49	147	5,696.78	49	49	49	147	5,696.78	802.00	38.75	31,080.38	
10	A-SPENR	SIGN PEN REFILL	PC	12	27	0	39	682.50	0	0	12	12	210.00	0	0	0	0	0.00	0	0	0	0	0.00	51.00	17.50	892.50	
11	Steel Pen (for BODs)	STEEL PEN	PC	5	0	0	5	2,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	520.00	2,600.00	
<b>Other Categories</b>																											
1	DESK CALENDAR	CALENDAR DESK	PC	1	0	0	1	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	350.00	350.00	
2	COMPANY IDS	COMPANY IDS	LOT	0	100	0	100	25,000.00	0	0	100	100	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	250.00	50,000.00	
3	Plastic Bottle (500 ml)	Plastic Bottle (500 ml)	PC	40	0	0	40	208.00	40	0	0	40	208.00	20	0	0	20	104.00	0	0	0	0	0.00	100.00	5.20	520.00	
4	DECORATIONS	DECORATIONS	LOT	0	1	0	1	3,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3	0	3	9,750.00	4.00	3,250.00	13,000.00	
5	Picture Frame (8.5x11)	PICTURE FRAME (8.5x11)	BOX	10	0	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	300.00	3,000.00	
6	RISO PRINTING	RISO PRINTING	REAM	8	6	8	22	7,273.47	10	8	8	26	8,595.92	10	8	8	26	8,595.92	8	8	8	24	7,934.69	98.00	330.61	32,400.00	
7	A-SMASK	SURGICAL MASK	BOX	0	200	0	200	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	7.00	1,400.00	
8	A-TTHRUSH	TOOTHBRUSH	PC	1500	0	0	1500	37,500.00	1500	0	0	1500	37,500.00	1500	0	1500	3000	75,000.00	0	0	0	0	0.00	6,000.00	25.00	150,000.00	
9	A-TTHPASTE	TOOTH PASTE	PC	1500	0	0	1500	52,500.00	1500	0	0	1500	52,500.00	1500	0	1500	3000	105,000.00	0	0	0	0	0.00	6,000.00	35.00	210,000.00	
10	A-POUCH	POUCH	PC	0	0	0	0	0.00	6000	0	0	6000	62,400.00	0	0	0	0	0.00	0	0	0	0	0.00	6,000.00	10.40	62,400.00	
11	TARPAULIN	TARPAULIN	PC	0	1	1	2	600.00	0	1	0	1	300.00	0	0	4	4	1,200.00	0	0	2	2	600.00	9.00	300.00	2,700.00	
<b>A. TOTAL</b>																								<b>P</b>		<b>5,059,027.53</b>	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P		505,902.75
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																				
D. GRAND TOTAL (A + B+ C)																		P		5,564,930.28
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		P		-
F. MONTHLY CASH REQUIREMENTS																		P		-
C.1 Available at Procurement Service Stores					707,609.49															1,332,597.74
C.2 Other items not available at PS but regularly purchased from other sources					1,106,169.87															2,277,741.87
TOTAL MONTHLY CASH REQUIREMENTS					1,813,779.36													P		3,610,339.61

\* 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:

Maria Lourdes V. German

Designated Procurement Assistant

Certified Funds Available / Certified Appropriate Funds Available:

Mariela C. Gravador

Accountant / Local Budget Officer

Approved by:

Engr. Carlos N. Santos Jr.

Head of Office/Agency

Date Prepared August 21, 2019