ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8,2018 , the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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 and;
b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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.8-290-6300; 8290-6400 Local 8006-8010

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

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

Agency Account Code: No Code
Organization Type:

Contact Person: Maria Lourdes V. German
Position: Designated Procurement Assistant
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		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	138	0	0	138	19,231.68	132	0	0	132	18,395.52	0	0	0	0	0.00	0	0	0	0	0.00	270.00	139.36	37,627.20
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	0	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	151.43	-
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	506	0	0	506	22,051.48	506	0	0	506	22,051.48	506	0	0	506	22,051.48	0	507	0	507	22,095.06	2,025.00	43.58	88,249.50
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	24	0	0	24	10,982.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	457.60	10,982.40
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	0	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	43.58	-
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	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	455.00	-
7	51471505-PO-001	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	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	207.75	-
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	8	0	0	8	252.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	31.52	252.16
FILMS																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	847.82	-
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	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	221.00	-
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	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	208.52	-
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.72	-

		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			
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	6	3	0	9	7,942.95	0	0	0	0	0.00	3	0	0	3	2,647.65	0	0	0	0	0.00	12.00	882.55	10,590.60
14	14111506-CF-L12	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	-
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	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	1528.80	-
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	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	906.36	-
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	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	884.00	-
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	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	-
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	794.96	-
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.06	-
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	59.28	-
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	47.73	-
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	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	12.04	-
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	0	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	170.56	-
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	92	20	0	112	20,319.04	4	0	0	4	725.68	10	0	0	10	1,814.20	0	4	0	4	725.68	130.00	181.42	23,584.60
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	89	33	0	122	16,240.64	3	0	0	3	399.36	14	0	0	14	1,863.68	0	3	0	3	399.36	142.00	133.12	18,903.04
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	0	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	138.97	-
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.68	-
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	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	98.05	-
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	-
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	73	18	0	91	6,435.52	0	0	0	0	0.00	13	0	0	13	919.36	0	0	0	0	0.00	104.00	70.72	7,354.88
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	101.92	-
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	87.40	-
34	14111704-TSPT01	TISSUE, interfolded paper towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.84	-
BATTERIES AND CELLS AND ACCESSORIES																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	25	0	0	25	907.50	0	0	0	0	0.00	6	0	0	6	217.80	0	0	0	0	0.00	31.00	36.30	1,125.30
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	34	0	0	34	670.82	0	0	0	0	0.00	2	0	0	2	39.46	0	0	0	0	0.00	36.00	19.73	710.28
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	96.20	-
MANUFACTURING COMPONENTS AND SUPPLIES																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	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	62.10	-
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	19.76	-
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	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	21.09	-
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.67	-
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	16	16	0	32	1,747.20	0	0	0	0	0.00	23	0	0	23	1,255.80	0	0	0	0	0.00	55.00	54.60	3,003.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	2	6	0	8	852.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	106.60	852.80
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	19	15	0	34	678.98	0	0	0	0	0.00	3	0	0	3	59.91	0	0	0	0	0.00	37.00	19.97	738.89
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.09	-
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	39	4	34	77	1,537.69	4	4	4	12	239.64	4	4	4	12	239.64	4	4	4	12	239.64	113.00	19.97	2,256.61
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	58.24	-
HEATING AND VENTILATION AND AIR CIRCULATION																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	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	1109.68	-

	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			
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	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	1369.68	-
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	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	856.86	-
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	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	674.96	-
MEDICAL THERMOMETERS AND ACCESSORIES																										
52	41112224-TG-T01	THERMOGUN	piece	0	1	0	1	3,068.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3068.00	3,068.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	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	205.82	-
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	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	-
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	7	2	1	10	176.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	17.68	176.80
CLEANING EQUIPMENT AND SUPPLIES																										
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	86	0	0	86	7,758.92	0	0	0	0	0.00	60	0	0	60	5,413.20	0	0	0	0	0.00	146.00	90.22	13,172.12
57	47131604-BR-S01	BROOM, soft (tambo)	piece	35	0	0	35	4,768.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35.00	136.24	4,768.40
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	47	0	0	47	855.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	47.00	18.20	855.40
59	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	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	41.60	-
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	18	0	0	18	430.56	0	0	0	0	0.00	6	0	0	6	143.52	0	0	0	0	0.00	24.00	23.92	574.08
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	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	9.03	-
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	36	0	0	36	1,347.48	0	0	0	0	0.00	36	0	0	36	1,347.48	0	0	0	0	0.00	72.00	37.43	2,694.96
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	159	0	0	159	20,504.64	0	0	0	0	0.00	133	0	0	133	17,151.68	0	0	0	0	0.00	292.00	128.96	37,656.32
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	29	0	0	29	720.07	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29.00	24.83	720.07
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	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	131.25	-
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	108	0	0	108	11,119.68	0	0	0	0	0.00	108	0	0	108	11,119.68	0	0	0	0	0.00	216.00	102.96	22,239.36
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	1	0	0	1	309.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	309.76	309.76
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	115.53	-
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	3	0	0	3	6,864.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2288.00	6,864.00
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	145.60	-
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	42	0	0	42	5,197.92	0	0	0	0	0.00	42	0	0	42	5,197.92	0	0	0	0	0.00	84.00	123.76	10,395.84
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	8	0	0	8	430.56	7	0	0	7	376.74	7	0	0	7	376.74	0	0	0	0	0.00	22.00	53.82	1,184.04
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	5	0	0	5	535.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	107.12	535.60
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	80	0	0	80	10,774.40	0	0	0	0	0.00	80	0	0	80	10,774.40	0	0	0	0	0.00	160.00	134.68	21,548.80
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	9	3	0	12	335.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	27.96	335.52
PERSONAL PROTECTIVE EQUIPMENT																										
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	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	1144.00	-
77	46181702-FSH01	FACE SHIELD, direct splash protection	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	124.80	-
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	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	156.00	-
79	42131601-PA-A01	Polyethylene Apron (50g)	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	15.08	-
80	42131702-SG-01	SURGICAL GOWN	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	299.52	-
81	42131711-HC-H01	HEAD COVER, disposable	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	2.60	-
82	42131609-SC-S01	SHOE COVER, disposable	pair	0	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	8.32	-

	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			
83	42132203-MG-G01	NITRILE GLOVES	piece	844	344	144	1332	4,089.24	144	144	144	432	1,326.24	244	144	144	532	1,633.24	0	0	0	0	0.00	2,296.00	3.07	7,048.72
84	42132203-MG-G02	PREMIUM LATEX GLOVES	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	5.02	-
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	500	200	0	700	9,828.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	700.00	14.04	9,828.00
86	46182008-KN-M01	KN95 FACE MASK	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	104.00	-
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
87	43211507-DSK001	MITHI DESKTOP, basic	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	24,793.60	-
88	43211507-DSK002	MITHI DESKTOP, mid-range	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	42,390.40	-
89	43211503-LAP001	MITHI LAPTOP, mid-range	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	41,392.00	-
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	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	2650.83	-
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	1	1	0	2	334.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	167.44	334.88
92	43211708-MO-O01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	7	0	0	7	779.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	111.30	779.10
93	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	3	0	0	3	462.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	154.00	462.00
94	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	-
95	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	-
96	43212105-PR-L01	PRINTER, laser, monochrome	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	724.88	-
97	43212105-PR-L02	PRINTER, laser, colored	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	7899.00	-
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
98	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	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	29.64	-
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	69	11	0	80	724.00	1	0	1	2	18.10	0	1	0	1	9.05	0	1	0	1	9.05	84.00	9.05	760.20
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	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	15.27	-
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	61	10	0	71	1,476.80	2	0	2	4	83.20	0	2	0	2	41.60	0	2	0	2	41.60	79.00	20.80	1,643.20
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	40	12	0	52	2,487.68	0	0	2	2	95.68	0	0	0	0	0.00	0	2	0	2	95.68	56.00	47.84	2,679.04
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	196	82	0	278	3,897.56	0	0	0	0	0.00	19	0	0	19	266.38	0	0	0	0	0.00	297.00	14.02	4,163.94
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	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	77.20	-
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	0	5	0	5	343.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	68.64	343.20
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	55	100	0	155	104,328.95	0	0	0	0	0.00	25	0	0	25	16,827.25	0	2	0	2	1,346.18	182.00	673.09	122,502.38
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	20	41	0	61	56,556.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	61.00	927.16	56,556.76
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	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	738.40	-
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	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	30.49	-
110	44121506-EN-M02	ENVELOPE, mailing, white, 70gsm	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	378.20	-
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	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	433.68	-
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	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	10.30	-
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	15	0	0	15	1,251.15	0	0	0	0	0.00	2	0	0	2	166.82	0	0	0	0	0.00	17.00	83.41	1,417.97
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	13	0	0	13	1,118.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	86.04	1,118.52
115	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	11.13	-
116	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	14.23	-
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	270.40	-
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	311.88	-

		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			
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	171.43	-
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	243.24	-
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	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	952.64	-
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	1	0	0	1	279.00	0	0	0	0	0.00	1	0	0	1	279.00	0	0	0	0	0.00	2.00	279.00	558.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	3	0	0	3	964.08	0	0	0	0	0.00	2	0	0	2	642.72	0	0	0	0	0.00	5.00	321.36	1,606.80
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	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	56.68	-
125	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	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	41.60	-
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	32	0	0	32	1,493.76	0	0	0	0	0.00	31	0	0	31	1,447.08	0	0	0	0	0.00	63.00	46.68	2,940.84
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	57	8	0	65	869.70	0	0	0	0	0.00	9	0	0	9	120.42	0	0	0	0	0.00	74.00	13.38	990.12
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13.38	-
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13.38	-
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	119	22	0	141	1,266.18	0	0	0	0	0.00	28	0	0	28	251.44	0	0	0	0	0.00	169.00	8.98	1,517.62
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	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	8.98	-
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.98	-
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	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	7.76	-
134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	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	17.14	-
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	5	5	0	10	207.90	0	0	0	0	0.00	10	0	0	10	207.90	0	0	0	0	0.00	20.00	20.79	415.80
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	239.79	-
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	6	1	0	7	766.50	1	0	1	2	219.00	0	1	0	1	109.50	0	2	0	2	219.00	12.00	109.50	1,314.00
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	0	0	5	174.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	34.95	174.75
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	0	1	0	1	14.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14.82	14.82
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	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	33.43	-
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	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	453.96	-
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	405.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	202.80	405.60
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	4	0	0	4	527.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	131.96	527.84
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	11	2	0	13	527.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	40.56	527.28
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	8	4	0	12	2,121.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	176.80	2,121.60
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	914.16	-
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24.90	-
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	0	0	2	128.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	64.20	128.40
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	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	9534.72	-
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	2	3	0	5	1,734.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	346.85	1,734.25
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5642.00	-
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	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	9297.60	-
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	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	5699.20	-
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	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	-
155	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	-

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
156	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	-
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	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	-
158	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	-
159	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	-
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	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	-
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	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	-
162	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	-
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	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	-
164	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	-
165	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	-
166	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	-
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), 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	249.60	-
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), 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	249.60	-
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), 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	249.60	-
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), 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	249.60	-
171	44103105-HP-B40	INK CART, 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	-
172	44103105-HP-T40	INK CART, HP C2P06AA (HP62) 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	950.56	-
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	-
174	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	-
175	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	-
176	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	-
177	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	-
178	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	-
179	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	-
180	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	-
181	44103105-HP-B17	INK CART, HP CC640WA, (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	-
182	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	-
183	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	-
184	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	-
185	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	-
186	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	-
187	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	-
188	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	1269.84	-
189	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	656.24	-
190	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	821.60	-
191	44103105-HP-B49	INK CART, 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	-
192	44103105-HP-C49	INK CART, 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	-

	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			
193	44103105-HP-M49	INK CART, 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	-
194	44103105-HP-Y49	INK CART, 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	-
195	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1570.40	-
196	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	1165.84	-
197	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	1165.84	-
198	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	1165.84	-
199	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	-
200	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	-
201	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	-
202	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	-
203	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	366.08	-
204	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	249.60	-
205	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	249.60	-
206	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	249.60	-
207	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	-
208	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	-
209	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	-
210	44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	-
211	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	995.75	-
212	44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4956.60	-
213	44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	-
214	44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Origin	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	1212.64	-
215	44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Origina	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	1212.64	-
216	44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1644.24	-
217	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	-
218	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	-
219	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	-
220	44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	741.28	-
221	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	-
222	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	-
223	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	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	77.94	-
224	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	-
225	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	-
226	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	-
227	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	-
228	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN	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	-
229	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	-

	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			
230	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	-
231	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	-
232	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	-
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), 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	3432.00	-
234	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	2360.80	-
235	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	-
236	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	-
237	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	-
238	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	-
239	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	-
240	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	-
241	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	-
242	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	7856.16	-
243	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	-
244	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	-
245	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	-
246	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	-
247	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	-
248	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	-
249	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	-
250	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	-
251	44103103-HP-B28	TONER CART, HP CE505A, 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	4466.80	-
252	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	-
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) 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	3044.01	-
254	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) 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	5787.60	-
255	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	-
256	44103103-HP-B51	HP Toner CF280XC	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	7112.56	-
257	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	-
258	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	-
259	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Blk Contract L	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	-
260	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	-
261	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	-
262	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	-
263	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	-
264	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	-
265	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	-
266	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	-

		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			
267	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	-
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	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	-
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ	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	-
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78	-
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	-
272	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe	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	-
273	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	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	-
274	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) 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	4440.80	-
275	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	-
276	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) 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	5616.00	-
277	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	-
278	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) 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	5616.00	-
279	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	-
280	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) 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	5616.00	-
281	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	-
282	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	-
283	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	-
284	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	-
285	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	-
286	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	-
287	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	-
288	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	-
289	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	-
290	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	-
291	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	-
292	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	-
293	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	-
294	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	-
295	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	-
296	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	-
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
297	45121517-DO-C02	DOCUMENT CAMERA	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	-
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	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	17472.00	-
FLAG OR ACCESSORIES																										
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	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	284.84	-
PRINTED PUBLICATIONS																										
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.21	-
FIRE FIGHTING EQUIPMENT																										
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	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	1144.00	-

	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			
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	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	5613.25	-
CONSUMER ELECTRONICS																										
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	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	6415.64	-
FURNITURE AND FURNISHINGS																										
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	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	303.68	-
305	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	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	301.60	-
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	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	1336.40	-
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	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	1315.60	-
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	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	39.78	-
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	12	2	0	14	593.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	42.38	593.32
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	17	1	0	18	79.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18.00	4.42	79.56
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	35	34	0	69	2,388.09	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	69.00	34.61	2,388.09
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	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	34.61	-
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	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	34.61	-
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	154.84	-
SOFTWARE																										
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-
PART II. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
Common Electrical Supplies																										
1	4C-CB125A	CIRCUIT BREAKER 125A	PC	0	2	0	2	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	12000.00	24,000.00
2	4C-CB160	CIRCUIT BREAKER 160A	PC	0	2	0	2	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	12000.00	24,000.00
3	4C-COC	CONVENIENCE OUTLET W/ COVER 2 GANG	SET	5	0	0	5	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	180.00	900.00

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
4	4C-ETB	ELECTRICAL TAPE BIG	ROLL	20	0	0	20	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	525.00	10,500.00
5	4C-ETP	ELECTRICAL TAPE PLASTIC	PC	5	0	0	5	2,230.00	0	0	0	0	0.00	5	0	0	5	2,230.00	0	0	0	0	0.00	10.00	446.00	4,460.00
6	4C-EC	EXTENSION CORD	MTR	2	1	0	3	2,390.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	796.67	2,390.00
7	4C-HL	HALOGEN LAMP 500W	PC	10	0	0	10	397.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	39.75	397.50
8	4I-FH	FLEXIBLE HOSE 1/2	MTR	4	20	0	24	360.00	4	0	0	4	60.00	4	0	0	4	60.00	0	3	0	3	45.00	35.00	15.00	525.00
9	4C-RT	RUBBER TAPE	ROLL	0	10	0	10	10,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	1040.00	10,400.00
10	4C-SW14	STRANDED WIRE 14 THHN	MTR	0	0	0	0	0.00	0	300	0	300	46,200.00	0	0	0	0	0.00	0	0	0	0	0.00	300.00	154.00	46,200.00
11	4H-CRB	CHARGER FOR RECHARGEABLE BATTERY	PC	0	1	0	1	451.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	451.00	451.00
12							0	0.00					0.00					0.00					0.00	0.00		-
13							0	0.00					0.00					0.00					0.00	0.00		-
14							0	0.00					0.00					0.00					0.00	0.00		-
15							0	0.00					0.00					0.00					0.00	0.00		-
Common Office Equipment																										
1	E-MDT	METAL DESK TRAY 3 LAYERS	PC	9	0	0	9	3,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	350.00	3,150.00
2	E-MD	MONEY DETECTOR	UNIT	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6	0	6	3,000.00	8.00	500.00	4,000.00
3	E-R	STAPLE REMOVER	PC	13	0	0	13	761.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	58.54	761.00
4	E-S35	STAPLER 35	PC	2	0	0	2	353.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	176.80	353.60
5	E-TD	TAPE DISPENSER	PC	2	0	0	2	220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	110.00	220.00
6	E-WB	WHITE BOARD	PC	1	0	0	1	549.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	549.75	549.75
7	E-CB	CORK BOARD	PC	1	0	0	1	765.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	765.00	765.00
8	A-OSNCT	NON-CONTACT THERMOMETER	PC	0	1	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2500.00	2,500.00
9	DS	DIGITAL SPHYGMOMANOMETER	PC	1	0	0	1	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3500.00	3,500.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Common Office Supplies																										
1	A-BDRCBRD	CLIP BOARD LONG	PC	21	0	0	21	1,260.00	0	0	0	0	0.00	8	0	0	8	480.00	0	0	0	0	0.00	29.00	60.00	1,740.00
2	A-BDRFP	FASTENER PLASTIC	BOX	10	8	0	18	571.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18.00	31.75	571.50
3	A-BOXFB	FILE BOX	PC	67	72	7	146	31,390.00	7	7	7	21	4,515.00	7	7	7	21	4,515.00	7	7	7	21	4,515.00	209.00	215.00	44,935.00
4	A-ELPP	PAY ENVELOPE	BOX	6	0	0	6	148.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	24.75	148.50
5	A-ELPPL	PLASTIC ENVELOPE	PC	3	40	0	43	1,376.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	43.00	32.00	1,376.00
6	A-ELPPLH	PLASTIC ENVELOPE WITH HOLDER	PC	8	10	0	18	3,024.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18.00	168.00	3,024.00
7	A-FDRAFL	ADJUSTABLE FOLDER LONG	PC	127	111	0	238	6,426.00	0	11	0	11	297.00	50	11	0	61	1,647.00	0	11	0	11	297.00	321.00	27.00	8,667.00

	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			
8	A-FDRCFL	CLIP FOLDER LONG	PC	2	0	0	2	222.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	111.00	222.00
9	A-FDRL-C	FOLDER LONG COLORED	PC	0	200	0	200	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	9.00	1,800.00
10	A-FDRAFSLB	LEVERARCH FILE SIDE LONG B	PC	30	0	0	30	5,040.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	168.00	5,040.00
11	A-FDRAFSSB	LEVERARCH FILE SIDE SHORT B	PC	0	5	0	5	755.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	151.00	755.00
12	A-FDRAFTLB	LEVERARCH FILE TOP LONG B	PC	62	5	0	67	10,936.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67.00	163.22	10,936.00
13	A-FDRAFTSB	LEVERARCH FILE TOP SHORT B	PC	0	6	0	6	624.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	104.00	624.00
14	A-OSDS	DATER STAMP	PC	2	0	0	2	322.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	161.00	322.00
15	CSI	CUSTOMIZE SELF INKING STAMP	PC	6	0	0	6	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1250.00	7,500.00
16	A-OSPC	PAPERCACHE	PC	2	0	0	2	83.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	41.60	83.20
17	A-OSPF1	PICTURE FRAME 8.5 X 11	PAIR	0	20	0	20	2,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	109.00	2,180.00
18	A-OSPP	PUSH PINS	BOX	3	4	0	7	210.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	30.00	210.00
19	A-OSRB	RUBBER BAND	BOX	5	0	2	7	224.00	0	0	2	2	64.00	0	0	2	2	64.00	0	0	2	2	64.00	13.00	32.00	416.00
20	A-OSRS	RUBBER STAMP	PC	2	1	0	3	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	116.67	350.00
21	A-OSSW	STAPLE WIRE 35	BOX	81	19	8	108	2,298.24	8	8	8	24	510.72	16	8	8	32	680.96	8	8	4	20	425.60	184.00	21.28	3,915.52
22	A-OSWBE	WHITE BOARD ERASER	PC	10	1	0	11	364.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	33.11	364.25
23	A-TAGIT	INVENTORY TAG	PC	50	0	0	50	215.00	0	0	0	0	0.00	50	0	0	50	215.00	0	0	0	0	0.00	100.00	4.30	430.00
24	A-TAGITS	INVENTORY TAG SMALL	PC	50	0	0	50	50.00	0	0	0	0	0.00	50	0	0	50	50.00	0	0	0	0	0.00	100.00	1.00	100.00
Common Janitorial Supplies																										
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	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Office Equipment and Accessories																										
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	-

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Office Supplies																										
1	A-PEN1	BALLPEN BLACK	PC	542	63	13	618	3,708.00	13	37	33	83	498.00	128	13	13	154	924.00	13	39	7	59	354.00	914.00	6.00	5,484.00
2	A-PEN2	BALLPEN BLUE	PC	36	18	0	54	675.00	0	0	0	0	0.00	10	0	0	10	125.00	0	0	0	0	0.00	64.00	12.50	800.00
3	A-PENH	BALLPEN HOLDER	PC	0	6	0	6	210.00	0	0	0	0	0.00	6	0	0	6	210.00	0	0	0	0	0.00	12.00	35.00	420.00
4	A-PEN3	BALLPEN RED	PC	71	25	3	99	1,237.50	3	3	9	15	187.50	21	3	3	27	337.50	3	4	0	7	87.50	148.00	12.50	1,850.00
5	A-PEN4	BALLPEN WITH HOLDER	PC	16	0	0	16	2,848.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16.00	178.00	2,848.00
6	ST	STEEL PEN	PC	0	5	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
7	A-PENSR	SIGN PEN REFILL	PC	26	16	0	42	703.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42.00	16.75	703.50
8	A-TPEDAT	DOUBLE ADHESIVE TAPE	PC	24	6	0	30	2,516.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	83.87	2,516.00
9	A-OSP	PASTE	BTL	2	1	0	3	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	40.00	120.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							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	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				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			
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Photographic or filming or video equipment																										
1	VC	VIDEO CAMERA	UNIT	0	0	1	1	23,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	23000.00	23,000.00
2	SF-DVR	DIGITAL VIDEO RECORDER	PC	1	0	0	1	8,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8300.00	8,300.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Cleaning Equipment and Supplies																										
1	A-SSBS	BATH SOAP	PC	2509	0	0	2509	50,180.00	0	0	0	0	0.00	2	0	0	2	40.00	0	0	0	0	0.00	2,511.00	20.00	50,220.00
2	B-DPR	DIPPER	PC	2	36	0	38	1,330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	38.00	35.00	1,330.00
3	B-DL	DISHWASHING LIQUID	SACHET	101	0	0	101	5,353.00	0	0	0	0	0.00	53	0	0	53	2,809.00	0	0	0	0	0.00	154.00	53.00	8,162.00
4	A-SSD	DISINFECTANT	GAL	6	0	0	6	13,977.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	2329.60	13,977.60
5	A-SSDFB	DISINFECTING FOOT BATH	SET	3	0	0	3	6,048.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2016.00	6,048.00
6	B-DMF	DOORMAT FABRIC	PC	37	0	0	37	1,443.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	37.00	39.00	1,443.00
7	B-DMR	DOORMAT RUBBER	PC	4	0	0	4	352.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	88.00	352.00
8	B-FWL	FLOOR WAX LIQUID	BTL	12	0	0	12	2,376.00	0	0	0	0	0.00	12	0	0	12	2,376.00	0	0	0	0	0.00	24.00	198.00	4,752.00
9	A-SSFS	FOGGING SOLUTION	BTL	6	0	0	6	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	600.00	3,600.00
10	B-GC	GLASS CLEANER	BTL	2	0	0	2	590.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	295.00	590.00
11	UVSR	UV STERILIZER	PC	3	0	0	3	5,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	1800.00	5,400.00
12	A-SSHS	HAND SOAP	BTL	108	0	0	108	22,653.00	0	0	0	0	0.00	108	0	0	108	22,653.00	0	0	0	0	0.00	216.00	209.75	45,306.00

	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			
13	B-MFC	MICRO FIBER CLOTH	PC	4	2	0	6	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	175.00	1,050.00
14	B-M	MOP	PC	28	0	0	28	8,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	300.00	8,400.00
15	4I-JSMA	MURIATIC ACID	BTL	0	23	0	23	1,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	23.00	60.00	1,380.00
16	B-PP	PAIL PLASTIC	PC	10	0	0	10	640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	64.00	640.00
17	4I-JSPBW	PUSH BRUSH WOOD	PC	40	0	0	40	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	90.00	3,600.00
18	B-RR	RUST REMOVER	can	2	0	0	2	632.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	316.00	632.00
19	6S-CPBRSH	CAP BRUSH	PC	5	0	0	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	500.00	2,500.00
20	B-SCK	SACK	PC	0	200	0	200	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	5.00	1,000.00
21	B-SPE	SPONGE	PC	36	0	0	36	900.00	0	0	0	0	0.00	24	0	0	24	600.00	0	24	0	24	600.00	84.00	25.00	2,100.00
22	A-OSSG	SURGICAL GLOVES	PC	844	344	144	1332	11,029.04	144	144	144	432	3,576.99	244	144	144	532	4,404.99	144	144	144	432	3,576.99	2,728.00	8.28	22,588.00
23	A-OSSM	SURGICAL MASK	PC	500	200	0	700	4,450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	700.00	6.36	4,450.00
24	B-TBC	TOILET BOWL CLEANER	BTL	39	0	0	39	4,368.00	0	0	0	0	0.00	30	0	0	30	3,360.00	0	0	0	0	0.00	69.00	112.00	7,728.00
25	B-TBR	TOILET BRUSH	PC	15	0	0	15	1,635.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	109.00	1,635.00
26	B-TDE	TOILET DEODORIZER	PC	39	0	0	39	7,722.00	0	0	0	0	0.00	30	0	0	30	5,940.00	0	0	0	0	0.00	69.00	198.00	13,662.00
27	B-TPL	TOILET PLUNGER	PC	7	0	0	7	3,255.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	465.00	3,255.00
28	A-SSTB	TOOTHBRUSH	PC	2500	0	0	2500	37,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,500.00	15.00	37,500.00
29	A-SSTP	TOOTHPASTE	PC	2500	0	0	2500	72,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,500.00	29.00	72,500.00
Paper Materials and Products																										
1	C-BC	BINCARD	PC	1000	0	0	1000	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,000.00	10.50	10,500.00
2	C-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	C-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	C-CF3	CONT FORM 13 X 9 1/2 1PLY	BOX	0	3	0	3	3,930.00	0	0	0	0	0.00	3	0	0	3	3,930.00	0	0	0	0	0.00	6.00	1310.00	7,860.00
5	C-CF4	CONT FORM 13 X 9 1/2 2PLY	BOX	0	3	0	3	6,195.00	0	0	0	0	0.00	3	0	0	3	6,195.00	0	0	0	0	0.00	6.00	2065.00	12,390.00
6	C-CF6	CONT FORM 9 1/2 X 6 1/2 1 PLY BLUE	BOX	4	0	0	4	6,040.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	1510.00	6,040.00
7	C-CF7	CONT FORM 9 1/2 X 6 1/2 1 PLY GREEN	BOX	1	0	0	1	1,510.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1510.00	1,510.00
8	C-CF8	CONT FORM 9 1/2 X 6 1/2 1 PLY PINK	BOX	0	3	0	3	4,155.00	0	3	0	3	4,155.00	0	0	4	4	5,540.00	0	0	0	0	0.00	10.00	1385.00	13,850.00
9	C-CF9	CONT FORM 9 1/2 X 6 1/2 1 PLY WHITE	BOX	8	0	0	8	10,560.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	1320.00	10,560.00
10	C-CF10	CONT FORM 9 1/2 X 6 1/2 1 PLY YELLOW	BOX	2	2	2	6	7,920.00	2	2	2	6	7,920.00	2	2	2	6	7,920.00	2	0	0	2	2,640.00	20.00	1320.00	26,400.00
11	C-CF11	CONT FORM 9 1/2 X 6 1/2 2PLY	BOX	0	3	0	3	8,805.00	0	0	0	0	0.00	3	0	0	3	8,805.00	0	0	0	0	0.00	6.00	2935.00	17,610.00
12	C-CF12	CONT FORM 9 1/2 X 6 1/2 3PLY	BOX	20	1	0	21	52,185.00	0	0	0	0	0.00	1	0	0	1	2,485.00	0	0	0	0	0.00	22.00	2485.00	54,670.00
13	C-DV	DISBURSEMENT VOUCHER	PAD	75	0	0	75	11,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75.00	150.00	11,250.00
14	A-PPRIC	INDEX CARD	PACK	0	2	0	2	30.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	15.00	30.00
15	C-IAR	INSPECTION & ACCEPTANCE REPORT	PAD	12	0	0	12	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	500.00	6,000.00
16	C-LC	LEAVECARD	PC	0	50	0	50	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	21.00	1,050.00
17	A-PPRLHL	LETTERHEAD LONG	REAM	6	18	0	24	37,200.00	3	3	0	6	9,300.00	3	0	3	6	9,300.00	3	0	0	3	4,650.00	39.00	1550.00	60,450.00
18	A-PPRLHS	LETTERHEAD SHORT	REAM	9	17	0	26	34,944.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26.00	1344.00	34,944.00
19	A-PPRS	PAPER SHORT	REAM	2	11	0	13	2,301.00	1	0	0	1	177.00	1	0	0	1	177.00	0	1	0	1	177.00	16.00	177.00	2,832.00

	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			
20	C-PO	PURCHASE ORDER	PAD	0	50	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
21	A-NBKRBS	RECORD BOOK SMALL	PC	14	3	0	17	680.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17.00	40.00	680.00
22	C-RMS	RETURNED MATERIAL 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
23	C-SAC	SERVICE APPLICATIONCARD	PC	3000	0	0	3000	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3,000.00	5.00	15,000.00
24	C-SO	SERVICE ORDER	PC	100	0	0	100	15,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	155.00	15,500.00
25	A-PPRSPN	SPECIALTY PAPER NATURAL	PACK	0	30	0	30	870.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	29.00	870.00
26	A-NBKS	STENO	PC	0	3	0	3	51.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	17.00	51.00
27	A-PPRSTR	STICKER PAPER	PC	100	30	0	130	1,857.14	0	0	0	0	0.00	10	0	0	10	142.86	0	0	0	0	0.00	140.00	14.29	2,000.00
28	A-PPRSN	STICKY NOTES	PC	0	7	0	7	337.19	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	48.17	337.19
29	A-PPRTT	THERMAL TAPE	PC	900	900	900	2700	64,800.00	900	900	900	2700	64,800.00	900	900	900	2700	64,800.00	900	1000	1000	2900	69,600.00	11,000.00	24.00	264,000.00
30	A-PPRYP	YELLOW PAD	PAD	7	4	0	11	451.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	41.00	451.00
Lighting and fixtures and accessories																											
1	A-LITFH20	FLUORESCENT HOUSING 20W	SET	2	0	0	2	380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	190.00	380.00
2	A-LITFH40	FLUORESCENT HOUSING 40W	SET	2	0	0	2	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	200.00	400.00
3	A-LITFT20	FLUORESCENT TUBE 20W	PC	2	0	0	2	180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	90.00	180.00
4	A-LITFT40	FLUORESCENT TUBE 40W	PC	6	0	0	6	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	200.00	1,200.00
5	A-LITLB11	LED BULB 11W	PC	80	0	0	80	12,000.00	5	0	0	5	750.00	75	0	0	75	11,250.00	0	0	0	0	0.00	160.00	150.00	24,000.00
6	A-LITLT40	LED TUBE 40W	PC	2	0	0	2	760.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	380.00	760.00
7	UVS	UV STARTER	PC	2	0	0	2	60.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	30.00	60.00
8	A-LITUVFB4	UV FLUORESCENT BULB 4W	PC	4	0	0	4	340.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	85.00	340.00
9	A-LITUVFB6	UV FLUORESCENT BULB 6W	PC	4	0	0	4	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	100.00	400.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Electrical equipment and components and supplies																											
1	A-BAT9V	BATTERY 9V	PC	2	0	0	2	172.00				0	0.00	0	0	0	0	0.00				0	0.00	2.00	86.00	172.00
2	A-BATR2A	RECHARGEABLE BATTERY AA	PC	48	2	0	50	3,922.00				0	0.00	0	0	0	0	0.00				0	0.00	50.00	78.44	3,922.00
3	A-BATR3A	RECHARGEABLE BATTERY AAA	PC	48	9	0	57	5,911.29				0	0.00	1	0	0	1	103.71				0	0.00	58.00	103.71	6,015.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				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			
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Computer Supplies																										
1	A-PRFF	FACSIMILEFILM	BOX	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
2	A-PRRC6	RIBBON CARTRIDGE (LQ310) SO15634	PC	14	2	2	18	2,160.00	2	2	2	6	720.00	2	2	2	6	720.00	2	2	2	6	720.00	36.00	120.00	4,320.00
3	A-PRRFR	RIBBON FAX REFILL	ROLL	0	4	0	4	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	100.00	400.00
4	A-PRRPR	RIBBON PRINTER REFILL	ROLL	186	24	24	234	8,541.00	24	24	24	72	2,628.00	30	24	24	78	2,847.00	24	24	24	72	2,628.00	456.00	36.50	16,644.00
5	TNPG51	TONER - NPG 51 CANON	PC	6	0	0	6	30,060.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	5010.00	30,060.00
6	DNPG51	DRUM - NPG 51 CANON	PC	1	0	0	1	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	35000.00	35,000.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Common ICT Equipment																										
1	7F-ATD	ANDROID TABLET DEVICE	PC	1	0	0	1	15,990.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	15990.00	15,990.00
2	4F-CAT	CASING FOR ANDROID TABLET	PC	1	0	0	1	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	750.00	750.00
3	5F-CB	CAMERA HD BULLET	PC	1	0	0	1	1,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1080.00	1,080.00
4	5F-CD	CAMERA HD DOME	PC	1	0	0	1	659.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	659.00	659.00
5	CCTVPOWER	CCTV CENTRALIZED POWER SUPPLY 18CH WITH BOX	UNIT	1	0	0	1	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2800.00	2,800.00
6	7F-CP	CELLULAR PHONE	UNIT	0	1	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	7000.00	7,000.00
7	A-CACD	COMPACT DISC	PC	0	10	0	10	335.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	33.50	335.00
8	7F-DS	DOCUMENT SCANNER	UNIT	1	0	0	1	14,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14500.00	14,500.00
9	FCAN	FINGERPRINT SCANNER	PC	0	2	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	10000.00	20,000.00
10	A-CADVD	DVD-R	PC	0	18	0	18	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18.00	1000.00	18,000.00
11	5F-EHD2	EXTERNAL HARD DRIVE 2TB	UNIT	2	2	0	4	19,960.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	4990.00	19,960.00
12	5F-EHD8	EXTERNAL HARD DRIVE 8TB	UNIT	2	0	0	2	29,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	14800.00	29,600.00
13	5F-FGT	GPS TRACKER	SET	1	0	0	1	8,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8500.00	8,500.00
14	7F-IHD	INTERNAL HARD DISK	UNIT	1	0	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6000.00	6,000.00
15	INTERCOM	INTERCOM	UNIT	1	0	0	1	13,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	13000.00	13,000.00

	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			
16	A-CAKB	KEYBOARD	PC	5	0	0	5	1,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	376.00	1,880.00
17	7F-L	LAPTOP	UNIT	1	0	1	2	130,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	65000.00	130,000.00
18	5F-LA	LAPTOP ADAPTOR	PC	2	0	0	2	3,796.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1898.00	3,796.00
19	WPP	WIRELESS POINTER	UNIT	0	1	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3000.00	3,000.00
20	5F-MSC16	MICRO SD CARD 16 GB	PC	10	0	0	10	4,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	490.00	4,900.00
21	5F-MSC32	MICRO SD CARD 32 GB	PC	8	1	0	9	11,450.00	0	0	0	0	0.00	9	0	0	9	11,450.00	0	0	0	0	0.00	18.00	1272.22	22,900.00
22	5F-MSCR	MICRO SD CARD READER	PC	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	200.00	200.00
23	5F-MW	MOUSE WIRELESS	PC	3	0	0	3	1,252.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	417.33	1,252.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
24	5F-NH24	NETWORK HUB 24 PORT	UNIT	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8000.00	8,000.00
25	4F-PB	POWERBANK	UNIT	1	0	0	1	3,010.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3010.00	3,010.00
26	5F-PA1	PRINTER ALL IN ONE	UNIT	2	1	0	3	31,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10500.00	31,500.00
27	5F-PDLQ310	PRINTER DOT MATRIX LQ310	UNIT	0	3	0	3	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	15000.00	45,000.00
28	5F-RD4	RAM DDR4 4 GB	PC	5	0	0	5	12,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	2500.00	12,500.00
29	4F-TGAT	TEMPERED GLASS FOR ANDROID TABLET	PC	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	250.00	250.00
30	5F-UPS1400	UNINTERRUPTIBLE POWER SUPPLY 1400 VA	UNIT	0	1	0	1	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6500.00	6,500.00
31	5F-UPS625	UNINTERRUPTIBLE POWER SUPPLY 625 VA	UNIT	3	2	0	5	19,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	3800.00	19,000.00
32	5F-UPS650	UNINTERRUPTIBLE POWER SUPPLY 650 VA	UNIT	8	0	0	8	21,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	2662.50	21,300.00
33	SERVER	SERVER	UNIT	1	0	0	1	1,000,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1000000.00	1,000,000.00
OTHER SOFTWARE																										
1	5F-MO19	MS OFFICE LICENSE 2019	PC	2	1		3	37,260.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	12420.00	37,260.00
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	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Consumables																										
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	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				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			
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Other Categories																										
1	A-OSCF	COFFEE	PACK	98	30	0	128	21,120.00	10	0	1	11	1,815.00	21	1	0	22	3,630.00	0	10	1	11	1,815.00	172.00	165.00	28,380.00
2	A-OSCFD	COFFEE DECAFFEINATED	PACK	23	12	0	35	3,500.00	2	0	15	17	1,700.00	0	0	0	0	0.00	0	0	0	0	0.00	52.00	100.00	5,200.00
3	A-OSCR	CREAMER	PACK	145	85	0	230	21,275.00	13	0	12	25	2,312.50	35	2	0	37	3,422.50	0	13	2	15	1,387.50	307.00	92.50	28,397.50
4	A-OSSR	SUGAR	KL	166	27	0	193	11,580.00	2	0	2	4	240.00	12	2	0	14	840.00	0	2	2	4	240.00	215.00	60.00	12,900.00
5	A-OSDC	DESK CALENDAR	PC	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	350.00	700.00
6	PLAN	PLANNER	PC	0	5	0	5	775.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	155.00	775.00
7	A-OSIDC	ID CASE	PC	0	250	0	250	6,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	250.00	25.00	6,250.00
8	IDL	ID LACE	PC	0	250	0	250	37,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	250.00	150.00	37,500.00
9	A-OSPB	PLASTIC BOTTLE 500ML	PC	50	0	0	50	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	5.00	250.00
10	A-OSPCH	POUCH	PC	2500	0	0	2500	26,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,500.00	10.40	26,000.00
11	A-OSPDW	PURIFIED DRINKING WATER	GAL	160	160	160	480	19,200.00	160	160	168	488	19,520.00	160	160	160	480	19,200.00	160	160	152	472	18,880.00	1,920.00	40.00	76,800.00
12	A-OSP1	TRANSPARENT PLASTIC 10X16	PACK	0	2	0	2	156.00	2	0	2	4	312.00	0	2	0	2	156.00	0	2	2	4	312.00	12.00	78.00	936.00
13	A-OSP2	TRANSPARENT PLASTIC 16X24	PACK	11	3	0	14	2,576.00	1	0	1	2	368.00	0	1	0	1	184.00	0	1	1	2	368.00	19.00	184.00	3,496.00
14	A-OSP3	TRANSPARENT PLASTIC 4X12	PACK	0	12	12	24	264.00	12	12	12	36	396.00	12	12	12	36	396.00	12	12	20	44	484.00	140.00	11.00	1,540.00
15	4I-WRBB	BODY BAG	PC	10	0	11	21	11,544.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21.00	549.75	11,544.75
16	4I-LSP50	PADLOCK 50	SET	46	0	0	46	20,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46.00	450.00	20,700.00
17	4I-PS	PLASTIC SCREEN	MTR	0	50	0	50	6,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	135.00	6,750.00
18	4I-RT	REFLECTOR TAPE	ROLL	4	0	0	4	19,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	4800.00	19,200.00
19	4I-WT	WARNING TAPE	PC	1	0	0	1	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	330.00	330.00
20	EXFAN	FAN EXHAUST #24	PC	1	0	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6000.00	6,000.00
21	5E-SC	SWIVEL CHAIR	PC	8	6	0	14	38,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	2717.86	38,050.00
22	5E-SCAR	SWIVEL CHAIR WITH ARM REST	PC	1	0	0	1	2,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2950.00	2,950.00
23	5E-TFO	TABLE FOR OFFICE	PC	0	1	0	1	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4500.00	4,500.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
A. TOTAL																						₱		**3,767,393.54**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						₱		**376,739.35**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						₱		-
D. GRAND TOTAL (A + B+ C)																						₱		**4,144,132.89**
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								
F. MONTHLY CASH REQUIREMENTS																						₱		-
G.1 Available at Procurement Service Stores						387,269.04					43,930.64					104,636.00					25,171.25	₱		561,006.93
G.2 Other Items not available at PS but regulary purchased from other sources						2,699,281.80					173,022.71					217,215.52					116,866.59	₱		3,206,386.61
TOTAL MONTHLY CASH REQUIREMENTS						3,086,550.84					216,953.35					321,851.52					142,037.84	₱		3,767,393.54

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 Zackie DJ. Porciuncula
Property/Supplier Officer

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

Marilou D.C. Gravador
Accountant / Local Budget Officer

Engr. Carlos N. Santos Jr.
Head of Office/Agency

12/04/2020

Date Prepared: December **2, 2020**