

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Department/Bureau/Office: **TOURISM PROMOTIONS BOARD** Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.
 Region: **Main - NCR** Agency Account Code: _____
 Address: **4th Floor Legaspi Towers 300 Roxas Blvd, Cor. Vito Cruz St. Malate, Manila** Organization Type: Government Owned and Controlled Corporation
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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

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Pesticides or Pest Repellents																										
1	1091509-IR-KAN 600ml/min	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	12.00	139.36	0.00

Solvents																																
2	1191604-AL-LEN 500ml (5ml)	bottle	0	6	0	6	263.95	0	0	0	0	0	0	0	0	0.00	6	6	6	6	6	6	263.95	0	0	0	0	0	0.00	12.00	43.99	527.90

Color Compounds and Dispersions																																
3	1127103-SI-HEN STAMP PAD INK, purple or violet	bottle	0	5	0	5	123.14	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5.00	24.63	123.14

Films																																
4	1111103-AC-FON ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	737.24	0.00
5	1111101-CF-F02 297mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	208.52	0.00
6	1111101-CF-F02 330mm	box	0	2	0	2	417.04	0	0	0	0	0	0	0	0	0.00	1	1	1	1	1	1	208.52	0	0	0	0	0	0.00	3.00	208.52	625.56

Paper Materials and Products																																
7	1411155-CV-KAN 241mm	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	72.78	0.00
8	1411156-CF-LEN 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	682.24	0.00
9	1411156-CF-LEN 378mm	box	0	3	0	3	3,088.80	0	0	0	0	0	0	0	0	0.00	2	2	2	2	2	2	2,059.20	0	0	0	0	0	0.00	5.00	1,029.60	5,148.00
10	1411156-CF-LEN 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1,300.00	0.00
11	1411156-CF-LEN 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	765.44	0.00
12	1411156-CF-LEN 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	596.80	0.00
13	1411156-CF-LEN 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1,034.80	0.00
14	14111609-L-LEN For legal	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	670.70	0.00
15	1411156-CF-LEN NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	32.22	0.00
16	1411154-NP-504 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	50	0	50	2,802.80	0	0	0	0	0	0	0	0	0.00	50	50	50	50	50	50	2,802.80	0	0	0	0	0	0.00	100.00	56.06	5,605.60
17	1411154-NP-503 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	100	0	100	4,149.60	0	0	0	0	0	0	0	0	0.00	100	100	100	100	100	100	4,149.60	0	0	0	0	0	0.00	200.00	41.50	8,299.20
18	1411154-NB-501 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	12.04	0.00
19	14111507-PP-KAN 210mm x 297mm	ream	0	500	0	500	66,185.60	0	0	0	0	0	0	0	0	0.00	500	500	500	500	500	500	66,185.60	0	0	0	0	0	0.00	1,500.00	132.37	198,556.80
20	14111507-PP-KAN 216mm x 330mm	ream	0	25	0	25	3,868.80	0	0	0	0	0	0	0	0	0.00	25	25	25	25	25	25	3,868.80	0	0	0	0	0	0.00	50.00	154.75	7,737.60

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year							
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4		
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT		
21 4411504-PP-Pen PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	114.51	0.00	
22 4411503-PP-Cor PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	129.98	0.00	
23 4411513-PP-Pen PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6.00	17.35	0.00
24 4411503-PA-Pen PAPER, PARCHEMENT, size: 310 X 297mm, multi-purpose	ream	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	96.20	0.00	
25 4411188-TH-Pen PAPER, THERMAL, 55gsm, size: 216mm x 30mm x 30mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	48.78	0.00	
26 4411513-HE-Book RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	25	0	25	1,768.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	70.72	3,536.00
27 4411513-RE-Book RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	5	0	5	509.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	101.92	1,019.20
28 4411204-TT-Pen TOILET TISSUE PAPER 2-ply, sheets, 150 pulls	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	65.42	0.00
Batteries and Cells and Accessories																							
29 2611702-BT-A01 BATTERY, dry cell, AA, 3 pieces per blister pack	pack	0	20	0	20	394.58	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	40.00	19.73	789.15
30 2611702-BT-A02 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	50	0	50	975.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	100.00	19.50	1,950.00
31 2611702-BT-A03 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	88.40	0.00
Manufacturing Components and Supplies																							
32 3110102-GL-J01 GLUE, all purpose, gross weight: 200 grams min	jar	0	15	0	15	717.29	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.00	47.82	1,434.58
33 3115184-SW-H01 STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	20.68	0.00
34 3115184-SW-S01 STAPLE WIRE, STANDARD, (26/5)	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	20.05	0.00
35 3200102-TA-E01 TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	18.20	0.00
36 3200103-TA-M01 TAPE, MASKING, width: 24mm (±1mm)	roll	0	10	0	10	551.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	55.12	551.20
37 3200103-TA-M02 TAPE, MASKING, width: 48mm (±1mm)	roll	0	10	0	10	1,065.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	106.60	1,066.00
38 3110127-TA-P01 TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	150	0	150	2,730.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	300.00	18.20	5,460.00
39 3110127-TA-T01 TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	100	0	100	910.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	200.00	9.10	1,820.00
40 3110127-TA-T02 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	25	0	25	455.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	18.20	910.00
41 3115927-TW-P01 TWINING, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	50.96	0.00
Heating and Ventilation and Air Circulation																							
42 440104-FF-G01 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	974.48	0.00
43 440104-FF-C01 ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1,192.88	0.00
44 440104-FF-S01 ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1,006.39	0.00
45 440104-FF-W01 ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	669.66	0.00
Lighting and Fixtures and Accessories																							
46 390105-FL-T01 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	40.56	0.00
47 390105-8-L01 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	72.49	0.00

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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							
Measuring and Observing and Testing Equipment																															
48	4711604-RU-F02 RUL ER, plastic, 450mm (18"), width: 38mm min	piece	0	10	0	10	154.75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	15.48	154.75						
Cleaning Equipment and Supplies																															
49	4711602-AE-A01 AIR FRESHENER, aerosol, 280ml/150g min	can	0	6	0	6	516.36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	86.06	1,032.72		
50	4711604-BE-S01 BROOM, soft (lambo)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	130.00	0.00		
51	4711604-BE-T01 BROOM, STICK (TINC-TING), usable length: 760mm min	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.58	0.00		
52	4711607-TE-C01 CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	41.60	0.00	
53	4711602-CL-P01 CLEANSER, SCOURING POWDER, 350g min/1.5can	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	23.92	0.00	
54	4711601-DE-B02 DETERGENT BAR, 140 grams as packed	bar	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8.01	0.00	
55	4711601-DE-P02 DETERGENT POWDER, all purpose, kg	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	37.43	0.00	
56	4711603-D5-A01 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	6	0	6	737.88	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	12.00	122.98	1,475.76
57	4711601-DU-P01 DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	24.84	0.00	
58	4711602-FW-P02 FLOOR WAX, PASTE, RED	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	269.36	0.00	
59	4711610-FC-A01 FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	87.36	0.00	
60	4711604-ME-B01 MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,911.00	0.00	
61	4711603-ME-H02 MOP HANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	145.60	0.00	
62	4711619-ME-R01 MOP HEAD, made of rayon, weight: 400 grams min	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	110.24	0.00	
63	4711601-RC-C01 RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	49.69	0.00	
64	4711603-SC-H01 SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	102.96	0.00	
65	4711601-TB-P02 TRASH BAG, plastic, transparent	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	139.88	0.00	
66	4711602-WB-P01 WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	23.59	0.00	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																															
67	4311607-DCT-03 Desktop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	39,208.00	0.00	
68	4311603-DV-W01 DVD REWRITABLE, speed: 4x min, 4x/GB capacity min	piece	0	50	0	50	1,089.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	21.79	1,089.40	
69	4311602-HB-X02 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	0	10	0	10	27,248.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,724.80	27,248.00	
70	43116010-FU-U01 FLASH DRIVE, 16 GB capacity	piece	0	25	0	25	6,916.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	276.64	6,916.00	
71	4311603-FC-02 Laptop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	35,916.40	0.00	
72	4311608-MO-C01 MOUSE, optical, USB connection type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	134.99	0.00	
73	4311603-PR-D02 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	33,131.28	0.00	
74	4311602-PR-D01 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,995.52	0.00	
75	4311605-PR-L01 PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	724.88	0.00	

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76 N/A PRINTER, LASER, Color	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
77 N/A PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
78 N/A PRINTER, Inkjet, Color	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
79 N/A Hub/Switches	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
80 N/A Network Routers	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
81 N/A Wireless Access Point	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00			
Office Equipment and Accessories and Supplies																										
82 4412706-CHW01 CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	25.68	0.00
83 4412305-BF-C01 CLIP, BACKFOLD, all metal, clamping: 19mm (-mm)	box	0	50	0	50	378.56	0	0	0	0	0	50	0	0	0	0.00	0	0	0	0	0	0.00	0.00	100.00	7.57	757.12
84 4412105-BF-C02 CLIP, BACKFOLD, all metal, clamping: 25mm (-mm)	box	0	45	0	45	601.78	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	45.00	13.40	602.78
85 4412205-BF-C03 CLIP, BACKFOLD, all metal, clamping: 32mm (-mm)	box	0	40	0	40	822.02	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	40.00	20.55	822.02
86 4412205-BF-C04 CLIP, BACKFOLD, all metal, clamping: 50mm (-mm)	box	0	10	0	10	395.20	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10.00	39.52	395.20
87 4412101-CF-R01 CORRECTION TAPE, film base type, UL 6m min	piece	0	40	0	40	702.21	0	0	0	0	0	40	0	0	0	0.00	0	0	0	0	0	0.00	0.00	80.00	17.56	1,404.42
88 4411915-DF-B01 DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	69.78	0.00
89 4412201-DF-F01 DATA FOLDER, made of chipboard, tagline lock	piece	0	200	0	200	13,728.00	0	0	0	0	0	200	0	0	0	0.00	0	0	0	0	0	0.00	0.00	400.00	68.64	27,456.00
90 4412106-EN-D01 ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	408.14	0.00
91 4412106-EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	518.08	0.00
92 4412106-EN-X01 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	738.40	0.00
93 4412106-EN-X02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	30.49	0.00
94 4412106-EN-M01 ENVELOPE, MAILING, white, Bogson (-5x)	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	328.64	0.00
95 4411904-EN-W01 ENVELOPE, mailing, white, with window	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	410.80	0.00
96 4411912-ER-B01 ERASER, FELT, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	11.11	0.00
97 4412101-BF-AF01 FASTENER, METAL, 70mm between prongs	box	0	50	0	50	3,945.76	0	0	0	0	0	50	0	0	0	0.00	0	0	0	0	0	0.00	0.00	100.00	78.92	7,891.52
98 4411915-FO-X01 FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	70.61	0.00
99 4412101-BF-F001 FILE TAB DIVIDER, Bristol board, for A4	set	0	100	0	100	1,248.00	0	0	0	0	0	100	0	0	0	0.00	0	0	0	0	0	0.00	0.00	200.00	12.48	2,496.00
100 4412101-BF-D02 FILE TAB DIVIDER, Bristol board, for legal	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	16.64	0.00
101 4412201-FO-F01 FOLDER, FANCY, for A4 size documents	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	253.29	0.00
102 4412201-FO-F02 FOLDER, FANCY, for legal size documents	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	291.20	0.00
103 4412201-FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	10	0	10	1,710.80	0	0	0	0	0	10	0	0	0	0.00	0	0	0	0	0	0.00	0.00	20.00	171.08	3,421.60
104 4412201-FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	10	0	10	2,137.20	0	0	0	0	0	10	0	0	0	0.00	0	0	0	0	0	0.00	0.00	20.00	213.72	4,274.40
105 4412107-FO-P01 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	0	20	0	20	14,934.40	0	0	0	0	0	20	0	0	0	0.00	0	0	0	0	0	0.00	0.00	40.00	746.72	29,868.80

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
		0	1	0	1	8,088.08	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0
4412201-FO-T03	FOLDER, TAGBOARD, for A4 size documents	0	20	0	20	4,347.20	0	0	0	0.00	0	20	0	20	4,347.20	0	0	0	0	0	0.00	40.00	217.36	8,594.40
4412201-FO-T04	FOLDER, TAGBOARD, for legal size documents	0	20	0	20	5,592.70	0	0	0	0.00	0	20	0	20	5,592.70	0	0	0	0	0	0.00	40.00	279.64	11,185.41
4412208-IT-T01	INDEX TAB, self-adhesive, transparent	0	10	0	10	518.75	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	10.00	51.88	518.75
4411515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	41.60	0.00
4412176-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	0	50	0	50	1,861.60	0	0	0	0.00	0	50	0	50	1,861.60	0	0	0	0	0	0.00	100.00	37.23	3,723.20
4412198-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	0	15	0	15	154.60	0	0	0	0.00	0	15	0	15	154.60	0	0	0	0	0	0.00	30.00	10.31	309.19
4412198-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	0	15	0	15	154.60	0	0	0	0.00	0	15	0	15	154.60	0	0	0	0	0	0.00	30.00	10.31	309.19
4412198-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	0	10	0	10	103.06	0	0	0	0.00	0	10	0	10	103.06	0	0	0	0	0	0.00	20.00	10.31	206.13
4412198-MW-B01	MARKER, PERMANENT, bullet type, black	0	25	0	25	241.28	0	0	0	0.00	0	25	0	25	241.28	0	0	0	0	0	0.00	50.00	9.65	482.56
4412198-MW-B02	MARKER, PERMANENT, bullet type, blue	0	15	0	15	144.77	0	0	0	0.00	0	15	0	15	144.77	0	0	0	0	0	0.00	30.00	9.65	289.54
4412198-MW-B03	MARKER, PERMANENT, bullet type, red	0	15	0	15	144.77	0	0	0	0.00	0	15	0	15	144.77	0	0	0	0	0	0.00	30.00	9.65	289.54
44121204-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	0	30	0	30	179.40	0	0	0	0.00	0	30	0	30	179.40	0	0	0	0	0	0.00	60.00	5.98	358.80
44121204-PC-B02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	0	25	0	25	318.50	0	0	0	0.00	0	25	0	25	318.50	0	0	0	0	0	0.00	50.00	12.74	637.00
44121206-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	20.79	0.00
4412207-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12mm	0	3	0	3	604.91	0	0	0	0.00	0	3	0	3	604.91	0	0	0	0	0	0.00	6.00	201.64	1,209.81
44122101-RU-B01	RUBBER BAND, 70mm min by flat length (4/8)	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	96.72	0.00
44121905-SF-F01	STAMP PAD, FELT, bed dimensions: 60mm x 100mm min	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	27.66	0.00
44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	11.77	0.00
44121612-CU-H01	CUTTER KNIFE, for general purpose	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	27.40	0.00
44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	0	3	0	3	1,435.14	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	3.00	478.38	1,435.14
44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	0	5	0	5	936.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	5.00	187.20	936.00
44121618-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	131.96	0.00
44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	15.60	0.00
44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	82.16	0.00
44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	878.80	0.00
44121613-5R-P01	STAPLE REMOVER, PLEIER-TYPE	0	15	0	15	272.69	0	0	0	0.00	0	15	0	15	272.69	0	0	0	0	0	0.00	30.00	18.18	545.38
44121609-TD-F01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	0	5	0	5	279.14	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	5.00	55.83	279.14
441016102-PB-M01	BINDING AND PUNCHING MACHINE, binding cap, 50mm	0	1	0	1	10,400.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	1.00	10,400.00	10,400.00
44101807-CA-C01	CALCULATOR, compact, 12 digits	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	135.20	0.00
44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4,711.20	0.00
441016101-FT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	0	1	0	1	8,088.08	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	1.00	8,088.08	8,088.08

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				
137 4410305-PS-M01 PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	5,699.20	0.00		
138 4410305-PS-M02 PAPER SHREDDER, cutting width: 3mm-4mm (Middle Level)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																												
139 4410305-BR-D05 DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	6,864.00	0.00
140 4410305-CA-C04 INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,001.52	0.00
141 4410305-CA-C02 INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,029.60	0.00
142 4410305-CA-B04 INK CART, CANON PC-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	754.00	0.00
143 4410305-CA-802 INK CART, CANON PC-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	780.00	0.00
144 4410305-EP-817 INK CART, EPSON C13T664100 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	254.80	0.00
145 4410305-EP-C17 INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	254.80	0.00
146 4410305-EP-M17 INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	254.80	0.00
147 4410305-EP-Y17 INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	254.80	0.00
148 4410305-HP-D00 INK CART, HP C1P04AA (HP04), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
149 4410305-HP-T40 INK CART, HP C1P06AA (HP06), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
150 4410305-HP-B09 INK CART, HP G9351AA (HP11), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	658.32	0.00
151 4410305-HP-T10 INK CART, HP G9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	745.68	0.00
152 4410305-HP-T30 INK CART, HP G9363WA (HP97), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,492.40	0.00
153 4410305-HP-F48 INK CART, HP G9397A (HP72), 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,996.80	0.00
154 4410305-HP-C48 INK CART, HP G9398A (HP72), 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,996.80	0.00
155 4410305-HP-M48 INK CART, HP G9399A (HP72), 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,996.80	0.00
156 4410305-HP-Y48 INK CART, HP G9400A (HP72), 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,996.80	0.00
157 4410305-HP-C48 INK CART, HP C9401A (HP72), 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,996.80	0.00
158 4410305-HP-B48 INK CART, HP C9403A (HP72), 199ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	3,016.00	0.00
159 4410305-HP-B17 INK CART, HP C6640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	650.00	0.00
160 4410305-HP-T17 INK CART, HP C6643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	766.48	0.00
161 4410305-HP-B15 INK CART, HP C0887AA (HP703), Black color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	339.04	0.00
162 4410305-HP-T15 INK CART, HP C0888AA (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	339.04	0.00
163 4410305-HP-C40 INK CART, HP C0972AA (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	629.20	0.00
164 4410305-HP-M40 INK CART, HP C0973AA (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	629.20	0.00
165 4410305-HP-Y40 INK CART, HP C0974AA (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	629.20	0.00
166 4410305-HP-B40 INK CART, HP C0975AA (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1,242.80	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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT
167 4410305-HP8B0 INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	644.80	0.00
168 4410305-HP720 INK CART, HP CH563WA, (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	826.80	0.00
169 4410305-HP849 INK CART, HP CH565A (HP83) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,872.00	0.00
170 4410305-HP-C49 INK CART, HP CH566A (HP83) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
171 4410305-HPM49 INK CART, HP CH567A (HP83) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
172 4410305-HPV49 INK CART, HP CH568A (HP83) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
173 4410305-HP843 INK CART, HP CNO45AA, (HP95XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,554.80	0.00
174 4410305-HP-C43 INK CART, HP CNO46AA, (HP95XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,175.20	0.00
175 4410305-HPM43 INK CART, HP CNO47AA, (HP95XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00
176 4410305-HPV43 INK CART, HP CNO48AA, (HP95XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00
177 4410305-HP-036 INK CART, HP CNO92AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	339.04	0.00
178 4410305-HP136 INK CART, HP CNO93AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	339.04	0.00
179 4410305-HP833 INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	339.04	0.00
180 4410305-HP133 INK CART, HP CZ108AA, (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	339.04	0.00
181 4410305-HPB42 INK CART, HP CZ111A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
182 4410305-HP-C33 INK CART, HP CZ112A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	249.60	0.00
183 4410305-HPM33 INK CART, HP CZ113A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	249.60	0.00
184 4410305-HPV33 INK CART, HP CZ114A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	249.60	0.00
185 4410305-HP133 INK CART, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00
186 4410305-HPB43 INK CART, HP F6V27AA (HP680) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00
187 4410305-HP-C30 INK CART, HP L0551AA (HP95) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
188 4410305-HPM30 INK CART, HP L0554AA (HP95) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
189 4410305-HPV30 INK CART, HP L0557AA (HP95) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
190 4410305-HPB30 INK CART, HP L0560AA (HP95) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
191 4410305-HP-C38 INK CART, HP L0563AA (HP95XL) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00
192 4410305-HPM48 INK CART, HP L0566AA (HP95XL) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00
193 4410305-HPV48 INK CART, HP L0569AA (HP95XL) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00
194 4410305-HP848 INK CART, HP L0572AA (HP95XL) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,737.02	0.00
195 4410305-HP-C51 INK CART, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
196 4410305-HPM51 INK CART, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
197 4410305-HPV51 INK CART, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00

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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					
260	44103103-HK-M33 TONER CART, HP CF363XC (HP268X) Magenta Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00					
161	44103103-HK-B63 TONER CART, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00				
262	44103103-HK-C62 TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00				
263	44103103-HK-Y62 TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00				
264	44103103-HK-M62 TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00				
265	44103103-HK-B63 TONER CART, HP CF410X (HP410X) Black	cart	0	25	0	25	111,020.00	0	25	0	25	11,020.00	0	0	0	0.00	0	0	0	25	0	25	11,020.00	0	25	11,020.00	100.00	4,440.80	444,080.00	
266	44103103-HK-B64 TONER CART, HP CF410X (HP410X) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00		
267	44103103-HK-C63 TONER CART, HP CF411A (HP410A) Cyan	cart	0	20	0	20	100,984.00	0	20	0	20	100,984.00	0	0	0	0.00	0	0	0	15	0	15	75,738.00	0	15	75,738.00	70.00	5,049.20	353,444.00	
268	44103103-HK-C64 TONER CART, HP CF411X (HP410X) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
269	44103103-HK-Y63 TONER CART, HP CF412A (HP410A) Yellow	cart	0	20	0	20	100,984.00	0	20	0	20	100,984.00	0	0	0	0.00	0	0	0	15	0	15	75,738.00	0	15	75,738.00	70.00	5,049.20	353,444.00	
270	44103103-HK-Y64 TONER CART, HP CF412X (HP410X) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
271	44103103-HK-M63 TONER CART, HP CF413A (HP410A) Magenta	cart	0	20	0	20	100,984.00	0	20	0	20	100,984.00	0	0	0	0.00	0	0	0	15	0	15	75,738.00	0	15	75,738.00	70.00	5,049.20	353,444.00	
272	44103103-HK-M64 TONER CART, HP CF413X (HP410X) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
273	44103103-HK-B64 TONER CART, HP Q2612A, Black	cart	0	3	0	3	9,494.16	0	0	0	0	0.00	0	0	0	0.00	0	0	0	3	0	3	9,494.16	0	0	0	0.00	6.00	3,164.72	18,988.32
274	44103103-HK-B69 TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
275	44103103-HK-B68 TONER CART, HP Q2652A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
276	44103103-LK-B63 TONER CART, LEXMARK E3601HP, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
277	44103103-LK-B65 TONER CART, LEXMARK T550AHP, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
278	44103103-SA-B66 TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
279	44103103-SA-B67 TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
280	44103103-SA-B68 TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
281	44103103-SA-B69 TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
282	44103103-SA-B64 TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
283	44103103-SA-B61 TONER CART, SAMSUNG MLT-D109F, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
284	44103103-SA-B68 TONER CART, SAMSUNG MLT-D109L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
285	44103103-SA-B63 TONER CART, SAMSUNG MLT-D109U, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
286	44103103-SA-B62 TONER CART, SAMSUNG MLT-D109E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
287	44103103-SA-B65 TONER CART, SAMSUNG MLT-D109L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
288	44103103-SA-B66 TONER CART, SAMSUNG MLT-D109E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
289	44103103-SR-B65 TONER CARTRIDGE, BROTHER TN-347R, Black, for printer HL-6400DW (1,000 pages)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	6,069.44	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					
Audio and Visual Equipment and Supplies																													
390	4410193-CA-B00 TONER CARTRIDGE, CANON 324 II, for Printer LBP7980X	cart	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	13,399.36	0.00			
391	4521917-000-C01 DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	28,860.00	0.00		
392	45111609-MM-P01 MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	18,616.00	0.00		
Flag or Accessories																													
393	55121905-PH-F01 PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	319.28	0.00	
Printed Publications																													
394	5510924-PA-H01 HANDBOOK (PA 9184), 7th Edition	book	0	31	0	0	31	1,434.68	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	46.28	1,434.68	
Fire Fighting Equipment																													
395	46191601-FC-A01 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5KG5	unit	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1,144.00	0.00	
396	46191601-FC-H01 FIRE EXTINGUISHER, PUBE HCFE 12.1, 4.5KG5	unit	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4,992.00	0.00
Consumer Electronics																													
397	52461935-DV-R01 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6,828.14	0.00
Furniture and Furnishings																													
398	5610304-CM-B01 CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	262.60	0.00
399	5610194-CM-W01 CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	262.60	0.00
300	5610191-TM-S01 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1,326.00	0.00
301	5610191-TM-S02 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1,326.00	0.00
Arts and Crafts Equipment and Accessories and Supplies																													
302	6021213-CB-P01 CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	50	0	50	1,989.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	39.78	3,978.00
303	6021213-CB-P02 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	10	0	10	423.80	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	42.38	847.60
304	6021214-ER-P01 ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4.42	0.00
305	6021214-SR-C01 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	150	0	150	5,191.68	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	34.61	10,383.36
306	6021214-SR-C02 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	50	0	50	1,730.56	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	34.61	3,461.12
307	6021214-SR-C03 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	30	0	30	1,038.34	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	34.61	2,076.67
308	6021214-WR-P01 WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	129.67	0.00
SOFTWARE																													
1	4330404-SFT-001 Business function specific software	license	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2	4331000-SFT-001 Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
3	4331000-SFT-003 Computer game or entertainment software	license	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 AMOUNT
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
9 Utility Box, Surface type	Pcs.	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	15.00	40.00	600.00
10 WIRE, THHN 3-5 mm2 Stranded	rls	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	3,700.00	7,400.00
11 Wire, 2mm2 stranded	roll	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	14,500.00	14,500.00
12 WIRE, UTP CAT5 Wire	roll	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	6,500.00	13,000.00
COMMON OFFICE EQUIPMENT																					
1 PAPER SHREDDER, Heavy Duty	pc.	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	40,000.00	40,000.00
2 Lateral Cabinet, 4drawer	pc.	0	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4.00	23,000.00	92,000.00
3 Lateral Cabinet, 3-drawer	pc.	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	12,000.00	24,000.00
																			0.00		0.00
																			0.00		0.00
																			0.00		0.00

COMMON OFFICE SUPPLIES																					
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	Q4 AMOUNT
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1 Ballpen - Black	pc.	0	200	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	400.00	5.00	2,400.00
2 Ballpen - Blue	pc.	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	60.00	5.00	360.00
3 Ballpen - red	pc.	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	20.00	5.00	120.00
4 Ballpen - Black -.04	pc.	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	30.00	300.00
5 CD Sleeves	pc.	0	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	200.00	1.50	300.00
6 CD - R/RW, 12x	pc.	0	50	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00	11.00	1,100.00
7 DVD-R, 16x	pc.	0	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	50.00	15.00	750.00
8 Clearbook, A4 Size, 40's, Fixed	pc.	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	100.00	4,000.00
9 Clearbook, Long Size, 40's, Fixed	pc.	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	100.00	4,000.00
10 Clip, backfold, 13mm	box	0	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	50.00	10.00	500.00
11 Clip, backfold, 1 1/2"	box	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	40.00	400.00
12 Clip, backfold, 2"	box	0	40	0	40	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	60.00	2,400.00
13 Folder, Clear with Plastic Slide, A4	pc.	0	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00	7.50	750.00
14 Folder, Morocco, A4	pc.	0	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00	5.00	600.00
15 Glue Stick	pc.	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	30.00	65.00	1,950.00
16 Sign Pen, 1.0 Black	pc.	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	60.00	65.00	3,900.00
17 Sign Pen, 1.0 Blue	pc.	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	65.00	2,600.00
18 Sign Pen, 1.0 Red	pc.	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	65.00	2,600.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year												
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4								
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount							
19	Tape, Double Adhesive tape with foam, 1"	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	180.00	1,800.00			
20	Tape, Double Adhesive tape with foam, 2"	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	130.00	1,300.00		
21	Tape, Double Adhesive tape without foam, 1"	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30.00	80.00	2,400.00		
22	Tape, Double Adhesive tape without foam, 2"	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	90.00	900.00		
COMMON JANITORIAL SUPPLIES																												
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		
4					0	0.00						0	0.00										0	0.00	0.00	0.00		
Office Equipment and Accessories																												
1	2 Hole Ring Binder, Archfile, 2"	0	25	0	25	3,500.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	140.00	7,000.00
2	2 Hole Ring Binder, Archfile, 3"	0	25	0	25	3,500.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	140.00	7,000.00
3	3 Hole Ring Binder Folder 3"	0	10	0	10	2,500.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	250.00	2,500.00
4	RING BINDER, 80 rings, plastic, 13mm x 1,12mm	0	5	0	5	350.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	70.00	700.00
Office Supplies																												
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		
4					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	0.00	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		
					0	0.00						0	0.00										0	0.00	0.00	0.00		
Photographic or filming or video equipment																												

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	Q4				
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				
Cleaning Equipment and Supplies																									
1					0	0.00												0	0.00	0.00					
2					0	0.00												0	0.00	0.00					
3					0	0.00												0	0.00	0.00					
Paper Materials and Products																									
1	Balckeyan Box	pc	0	200	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	400.00	120.00	48,000.00		
2	Page Marker, Stick-On	pc	0	75	0	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	150.00	150.00	22,500.00		
3																								0.00	
Lighting and fixtures and accessories																									
1	T5 fluorescent tube 38 watts	pc	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.00	75.00	2,250.00	
2	LED Bulb Daylight 9W	unit	0	70	0	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	70.00	290.00	20,300.00	
3	LED Bulb warm light 7W	pc	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	20.00	290.00	5,800.00	
4	Fluorescent Starter 4-pinwatts	pcs.	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.00	10.00	300.00	
5	14 Watts T5 Linear Fluorescent Lamp, with housing, warm	pcs.	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.00	230.00	6,900.00	
6	T5 28 watts with housing and T5 to T8 Connector (Delta Retrofit T5 Electronic Fixture) set 50pcs.	set	0	50	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	350.00	17,500.00	
7	Ballast for lamp 2x T1.5 28W lamp (for dual lamp), EB - C28 T1.5 220V-240V	pcs.	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.00	400.00	12,000.00	
Electrical equipment and components and supplies																									
1																									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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4						
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount						
15	Toner Cartridge (SHARP Portable Du. March.) (2units)	cart	0	3	0	3	21,000.00	0	0	3	21,000.00	0	0	0	0	0	0	0	0	0	0	0	6.00	7,000.00	42,000.00	
16	Toner Cartridge (UBIX son Dup. March.)	cart	0	4	0	4	36,000.00	0	4	0	36,000.00	0	4	0	0	0	0	0	0	0	0	0	8.00	9,000.00	72,000.00	
17	Toner Black - Full Xerox	cart	0	4	0	4	36,000.00	0	4	0	36,000.00	0	4	0	0	0	0	0	0	0	0	0	8.00	9,000.00	72,000.00	
Other Categories																										
1	Car Freshener		0	10	0	10	1,370.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	137.00	1,370.00	
2	3TR ceiling cassette airconditioner, split type, Inverter with installation	lot	0	0	0	0	0.00	0	0	1	145,000.00	0	0	0	1	1	145,000.00	0	0	0	0	0	0	2.00	145,000.00	290,000.00
3	2.5HP Wall Mounted Inverter split type aircon with installation	unit	0	2	0	2	140,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	70,000.00	140,000.00	
4	ACOUSTIC BOARD, any finish 2 X 4	pcs	0	0	50	50	17,500.00	0	0	0	0	0	0	50	50	50	17,500.00	0	0	0	0	0	100.00	350.00	35,000.00	
5	Blind Rivets Assorted	pkts	0	0	5	5	600.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	120.00	600.00	
6	Portable Wet & Dry Car Vacuum	set	0	0	1	1	750.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	750.00	750.00	
7	Christmas Decorations	lot	0	0	1	1	25,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	25,000.00	25,000.00	
8	Multifunction Tactical Flashlight	set	0	0	12	12	6,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	500.00	6,000.00	
9	FILTER CARTRIDGE (drinking fountain) glass	fls	0	0	1	1	900.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	900.00	900.00	
10	Filter Foam (drinking fountain)	pc.	0	0	12	12	2,400.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	200.00	2,400.00	
11	Handsoap Refill Pack (500ml)	pc.	0	0	12	12	960.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	80.00	960.00	
12	Humidifier	units	0	0	15	15	15,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15.00	1,000.00	15,000.00	
13	Humidifier Scent (50 ml.)	units	0	0	45	45	9,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45.00	200.00	9,000.00	
14	LED headlight	pcs	0	0	1	1	300.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	300.00	300.00	
15	LOCK, Door Yale	pcs	0	0	5	5	3,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	600.00	3,000.00	
16	MALE PLUG	pcs	0	0	10	10	700.00	0	0	0	0	0	0	10	10	10	700.00	0	0	0	0	0	20.00	70.00	1,400.00	
17	Mighty Bond	tubes	0	0	5	5	500.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	100.00	500.00	
18	NAIL, Finishing 1"	kilo	0	0	1	1	55.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	55.00	55.00	
19	NAIL, Finishing 2"	kilo	0	0	1	1	60.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	60.00	60.00	
20	NAIL, Finishing 3"	kilo	0	0	1	1	70.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	70.00	70.00	
21	NAIL, Concrete 1"	kilo	0	0	1	1	25.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	25.00	25.00	
22	NAIL, Concrete 2"	kilo	0	0	1	1	30.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	30.00	30.00	
23	NAIL, Concrete 3"	kilo	0	0	1	1	43.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	43.00	43.00	

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 Plants	pcs.			75	75	37,500.00			0	0.00				0	0.00					0	0.00			75.00	500.00	37,500.00
25 SURFACE Type 3 gang outlet	pcs			20	20	1,000.00			0	0.00				0	0.00					0	0.00			20.00	50.00	1,000.00
26 SURGE PROTECTOR with individual switch	pcs			4	4	6,000.00			0	0.00				0	0.00					0	0.00			4.00	1,500.00	6,000.00
27 TAPE, Rubber Big	rolls			12	12	4,500.00			0	0.00				0	0.00					0	0.00			12.00	375.00	4,500.00
28 Telephone box	pcs			25	25	625.00			0	0.00				0	0.00					0	0.00			50.00	25.00	1,250.00
29 Telephone Cord	pcs.			25	25	1,000.00			0	0.00				0	0.00					0	0.00			50.00	40.00	2,000.00
30 Telephone Jacketed Wire 3C	rolls			4	4	10,400.00			0	0.00				0	0.00					0	0.00			4.00	2,600.00	10,400.00
31 Telephone Wire	pcs.			25	25	750.00			0	0.00				0	0.00					0	0.00			50.00	30.00	1,500.00
32 Refill of Fire extinguisher	units				0	0.00	33		33	9,900.00				0	0.00					0	0.00			33.00	300.00	9,900.00
33 Double sided adhesive tape 1"	pcs			25	25	3,750.00			0	0.00				0	0.00					0	0.00			50.00	150.00	7,500.00
A. TOTAL																										6,364,588.41
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										636,458.84
C. GRAND TOTAL (A + B)																										7,001,047.25
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																										-
G. MONTHLY CASH REQUIREMENTS																										-
G.1 Available at Procurement Service Stores						639,295.10				413,972.00					500,258.71											1,957,945.41
G.2 Other Items not available at PS but regularly purchased from other sources						2,360,828.00				860,900.00					713,915.00											4,406,643.00
TOTAL MONTHLY CASH REQUIREMENTS						3,000,123.10				1,274,872.00					1,214,173.71											6,364,588.41


*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplier/ 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:


ROSELLE D. ROMERO
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


JENNIFER A. ALOR
 Accountant / Local Budget Officer

Approved by:


ARNOLD T. GONZALES
 Head of Office/Agency

Date Prepared: August 15, 2018