

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

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.

Department/Bureau/Office:
Region:
Address:

NAT'L FOOD AUTHORITY-Regional Office 1
I - La Union
San Juan, La Union

Agency Account Code: X242

Organization Type: Government Owned and Controlled Corporation (GOCC)

Contact Person:

Position:

E-mail:

Telephone/Mobile Nos:

FREDERICK B. DULAY

Administrative Office IV

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682-9143

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	10191059 IN-ABT	INSECTICIDE, aerosol type, net contents: 600ml min	can	24	0	0	24	3,408.96	24	0	0	24	3,408.96	24	0	0	24	3,408.96	24	0	0	24	3,408.96	96.00	142.04	13,635.84
Solvents																										
2	11191011 AL-101	ALCOHOL, ethyl, 68%/20% scented, 500ml (-5ml)	bottle	24	0	0	24	1,076.11	24	0	0	24	1,076.11	24	0	0	24	1,076.11	24	0	0	24	1,076.11	96.00	44.84	4,304.45
Color Compounds and Dispersions																										
3	12171011 ST-101	STAMP PAD INK, purple or violet	bottle	6	0	0	6	150.60	0	0	0	0	0.00	6	0	0	6	150.60	0	0	0	0	0.00	12.00	25.10	301.21
Films																										
4	13111011 AC-101	ACETATE, thickness: 0.075mm min (gauge #5)	roll	2	0	0	2	1,502.83	0	0	0	0	0.00	2	0	0	2	1,502.83	0	0	0	0	0.00	4.00	751.41	3,005.65
5	13111011 CF-101	CARBON FILM, PE, black, size 210mm x 297mm	box	6	0	0	6	1,275.18	0	0	0	0	0.00	6	0	0	6	1,275.18	0	0	0	0	0.00	12.00	212.53	2,550.36
6	13111011 CF-102	CARBON FILM, PE, black, size 210mm x 330mm	box	6	0	0	6	1,275.18	0	0	0	0	0.00	6	0	0	6	1,275.18	0	0	0	0	0.00	12.00	212.53	2,550.36
Paper Materials and Products																										
7	14111011 CA-101	CARTOLINA, assorted colors	pack	5	0	0	5	370.89	5	0	0	5	370.89	5	0	0	5	370.89	5	0	0	5	370.89	20.00	74.18	1,483.58
8	14111011 CF-101	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	6	0	0	6	4,172.16	6	0	0	6	4,172.16	6	0	0	6	4,172.16	6	0	0	6	4,172.16	24.00	695.36	16,688.64
9	14111011 CF-102	CONTINUOUS FORM, 4 PLY, 280 x 378mm	box	3	0	0	3	3,148.20	3	0	0	3	3,148.20	3	0	0	3	3,148.20	3	0	0	3	3,148.20	12.00	1,049.40	12,592.80

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			
10	441006-CP-127	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	3	0	0	3	3,975.00	3	0	0	3	3,975.00	3	0	0	3	3,975.00	3	0	0	3	3,975.00	12.00	1,325.00	15,900.00
11	441006-CP-121	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	6	0	0	6	4,680.96	6	0	0	6	4,680.96	6	0	0	6	4,680.96	6	0	0	6	4,680.96	24.00	780.16	18,723.84
12	441006-CP-131	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	10	0	0	10	6,082.81	10	0	0	10	6,082.81	10	0	0	10	6,082.81	10	0	0	10	6,082.81	40.00	608.28	24,331.24
13	441006-CP-132	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	3	0	0	3	3,164.10	3	0	0	3	3,164.10	3	0	0	3	3,164.10	3	0	0	3	3,164.10	12.00	1,054.70	12,656.40
14	441009-L1-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	1	0	0	1	683.59	0	0	0	0	0.00	1	0	0	1	683.59	0	0	0	0	0.00	2.00	683.59	1,367.19
15	441014-HP-S03	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5	0	0	5	164.19	5	0	0	5	164.19	5	0	0	5	164.19	5	0	0	5	164.19	20.00	32.84	656.78
16	441014-HP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	0	0	5	285.67	5	0	0	5	285.67	5	0	0	5	285.67	5	0	0	5	285.67	20.00	57.13	1,142.68
17	441014-HP-S02	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	5	0	0	5	211.47	5	0	0	5	211.47	5	0	0	5	211.47	5	0	0	5	211.47	20.00	42.29	845.88
18	441014-KB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	0	0	5	61.37	5	0	0	5	61.37	5	0	0	5	61.37	5	0	0	5	61.37	20.00	12.27	245.50
19	441017-PB-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	25	25	25	75	10,118.76	25	25	25	75	10,118.76	25	25	25	75	10,118.76	25	25	25	75	10,118.76	315.00	134.92	42,498.79
20	441017-PB-M02	PAPER, MULTICOPY, 80gsm, size: 210mm x 330mm	ream	25	25	25	75	11,829.60	25	25	25	75	11,829.60	25	25	25	75	11,829.60	25	25	25	75	11,829.60	300.00	157.73	47,318.40
21	441017-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	116.72	0.00
22	441017-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	132.48	0.00
23	441017-PP-B01	PAPER, PAD, ruled, size: 210mm x 330mm (A 2mm)	pad	10	0	0	10	176.81	0	0	0	0	0.00	10	0	0	10	176.81	0	0	0	0	0.00	20.00	17.68	353.62
24	441017-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	5	0	0	5	490.25	0	0	0	0	0.00	5	0	0	5	490.25	0	0	0	0	0.00	10.00	98.05	980.50
25	441018-TB-P03	PAPER, THERMAL, 55gsm, size: 210mm x 300mm	roll	20	0	0	20	994.28	20	0	0	20	994.28	20	0	0	20	994.28	20	0	0	20	994.28	80.00	49.71	3,977.12
26	441019-RB-B01	RECORD BOOK, 300 PAGES, size: 216mm x 278mm min	book	10	0	0	10	720.80	0	0	0	0	0.00	10	0	0	10	720.80	0	0	0	0	0.00	20.00	72.08	1,441.60
27	441019-RB-B02	RECORD BOOK, 500 PAGES, size: 216mm x 278mm min	book	10	0	0	10	1,038.80	0	0	0	0	0.00	10	0	0	10	1,038.80	0	0	0	0	0.00	20.00	103.88	2,077.60
28	441019-TT-B01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	48	0	0	48	3,200.35	0	0	0	0	0.00	48	0	0	48	3,200.35	0	0	0	0	0.00	96.00	66.67	6,400.70
Batteries and Cells and Accessories																										
29	2610102-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	24	0	0	24	482.60	24	0	0	24	482.60	24	0	0	24	482.60	24	0	0	24	482.60	96.00	20.11	1,930.39
30	2610102-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	12	0	0	12	238.50	12	0	0	12	238.50	12	0	0	12	238.50	12	0	0	12	238.50	48.00	19.88	954.00
31	2610102-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	90.10	0.00
Manufacturing Components and Supplies																										
32	300010-GL-A01	GLUE, all purpose, gross weight: 200 grams min	jar	5	0	0	5	243.69	0	0	0	0	0.00	5	0	0	5	243.69	0	0	0	0	0.00	10.00	48.74	487.39
33	3050104-SW-B01	STAPLE WIRE, for heavy duty staplers, (26/19)	box	10	0	0	10	210.73	0	0	0	0	0.00	10	0	0	10	210.73	0	0	0	0	0.00	20.00	21.07	421.46
34	3050104-SW-B02	STAPLE WIRE, STANDARD, (26/16)	box	10	0	0	10	204.37	0	0	0	0	0.00	10	0	0	10	204.37	0	0	0	0	0.00	20.00	20.44	408.74
35	300010-TA-B01	TAPE, ELECTRICAL, 18mm x 15M min	roll	5	0	0	5	92.75	5	0	0	5	92.75	5	0	0	5	92.75	5	0	0	5	92.75	20.00	18.55	371.00
36	300010-TA-B02	TAPE, MASKING, width: 24mm (1mm)	roll	24	0	0	24	1,348.32	24	0	0	24	1,348.32	24	0	0	24	1,348.32	24	0	0	24	1,348.32	96.00	56.18	5,393.28
37	300010-TA-B03	TAPE, MASKING, width: 48mm (1mm)	roll	24	0	0	24	2,607.60	24	0	0	24	2,607.60	24	0	0	24	2,607.60	24	0	0	24	2,607.60	96.00	108.65	10,430.40
38	300010-TA-P01	TAPE, PACKAGING, width: 48mm (1mm)	roll	24	0	0	24	445.20	24	0	0	24	445.20	24	0	0	24	445.20	24	0	0	24	445.20	96.00	18.55	1,780.80
39	300010-TA-T01	TAPE, TRANSPARENT, width: 24mm (1mm)	roll	24	0	0	24	222.60	24	0	0	24	222.60	24	0	0	24	222.60	24	0	0	24	222.60	96.00	9.28	890.40
40	300010-TA-T02	TAPE, TRANSPARENT, width: 48mm (1mm)	roll	24	0	0	24	445.20	24	0	0	24	445.20	24	0	0	24	445.20	24	0	0	24	445.20	96.00	18.55	1,780.80
41	3050102-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	10	0	0	10	519.40	0	0	0	0	0.00	10	0	0	10	519.40	0	0	0	0	0.00	20.00	51.94	1,038.80

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				
Heating and Ventilation and Air Circulation																										
42	4001004-ET-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	993.22	0.00		
43	4001004-ET-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,215.82	0.00		
44	4001004-ET-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	5	0	0	5	5,128.70	0	0	0	0	0.00	5.00	1,025.74	5,128.70	
45	4001004-ET-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	682.53	0.00		
Lighting and Fixtures and Accessories																										
46	3501005-LT-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	20	0	0	20	826.80	20	0	0	20	826.80	20	0	0	20	826.80	20	0	0	20	826.80	80.00	41.34	3,307.20
47	3501005-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece	20	0	0	20	1,477.64	20	0	0	20	1,477.64	20	0	0	20	1,477.64	20	0	0	20	1,477.64	80.00	73.88	5,910.56
Measuring and Observing and Testing Equipment																										
48	4110004-RU-F01	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	0	0	0	0.00	0	0	0	0	5	0	0	5	78.86	0	0	0	0	0.00	5.00	15.77	78.86	
Cleaning Equipment and Supplies																										
49	4701004-AF-A01	AIR FRESHENER, aerosol, 280ml/15oz min	can	36	0	0	36	3,157.24	36	0	0	36	3,157.24	36	0	0	36	3,157.24	36	0	0	36	3,157.24	144.00	87.72	12,630.96
50	4701004-BR-S01	BROOM, soft (Tambo)	piece	10	0	0	10	1,325.00	10	0	0	10	1,325.00	10	0	0	10	1,325.00	10	0	0	10	1,325.00	40.00	132.50	5,300.00
51	4701004-BR-T01	BROOM, STICK (TING-TING), usable length: 260mm min	piece	10	0	0	10	311.64	10	0	0	10	311.64	10	0	0	10	311.64	10	0	0	10	311.64	40.00	31.16	1,246.56
52	4701004-TR-C01	CLEANER, TOILET BOWL AND URINAL, 900ml/30oz can	bottle	12	0	0	12	508.80	12	0	0	12	508.80	12	0	0	12	508.80	12	0	0	12	508.80	48.00	42.40	2,035.20
53	4701004-CL-P01	CLEANER, SCOURING POWDER, 350g min/can	can	12	0	0	12	292.56	12	0	0	12	292.56	12	0	0	12	292.56	12	0	0	12	292.56	48.00	24.38	1,170.24
54	4701004-DE-R01	DETERGENT BAR, 140 grams as packed	bar	36	0	0	36	293.83	36	0	0	36	293.83	36	0	0	36	293.83	36	0	0	36	293.83	144.00	8.16	1,175.33
55	4701004-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38.15	0.00		
56	4701004-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	36	0	0	36	4,512.42	36	0	0	36	4,512.42	36	0	0	36	4,512.42	36	0	0	36	4,512.42	144.00	125.35	18,049.68
57	4701004-DUP-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	0	0	5	126.56	0	0	0	0	0.00	5	0	0	5	126.56	0	0	0	0	0.00	10.00	25.31	253.13
58	4701004-FW-P02	FLOOR WAX, PASTE, RED	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	274.54	0.00
59	4701004-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	36	0	0	36	3,205.44	36	0	0	36	3,205.44	36	0	0	36	3,205.44	36	0	0	36	3,205.44	144.00	89.04	12,821.76
60	4701004-MB-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	0	0	1	1,947.75	0	0	0	0	0.00	1	0	0	1	1,947.75	0	0	0	0	0.00	2.00	1,947.75	3,895.50
61	4701004-MH-A01	MOPHANDLE, heavy duty, aluminum, screw type	piece	6	0	0	6	890.40	0	0	0	0	0.00	6	0	0	6	890.40	0	0	0	0	0.00	12.00	148.40	1,780.80
62	4701004-MP-P01	MOPHEAD, made of rayon, weight: 400 grams min	piece	24	0	0	24	2,896.64	0	0	0	0	0.00	24	0	0	24	2,896.64	0	0	0	0	0.00	48.00	112.36	5,393.28
63	4701004-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	5	0	0	5	253.23	0	0	0	0	0.00	5	0	0	5	253.23	0	0	0	0	0.00	10.00	50.65	506.47
64	4701004-SC-A01	SCOURING PAD, made of synthetic nylon, 140 x 120mm	pack	5	0	0	5	524.70	5	0	0	5	524.70	5	0	0	5	524.70	5	0	0	5	524.70	20.00	104.94	2,098.80
65	4701004-TR-B01	TRASHBAG, plastic, transparent	roll	3	0	0	3	427.71	3	0	0	3	427.71	3	0	0	3	427.71	3	0	0	3	427.71	12.00	142.57	1,710.84
66	4701004-WB-P01	WASTEBASKET, non-rigid plastic	piece	3	0	0	3	72.12	3	0	0	3	72.12	3	0	0	3	72.12	3	0	0	3	72.12	12.00	24.04	288.49
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	4301002-DC-T-03	Desktop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	199,810.00	0	0	0	0	0.00	3.00	39,962.00	199,810.00
68	4301002-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity 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	22.21	0.00
69	4301002-HD-301	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	8,331.60	0	0	0	0	0.00	3.00	2,777.20	8,331.60
70	4301002-FD-L01	FLASH DRIVE, 16 GB capacity	piece	5	0	0	5	1,409.80	0	0	0	0	0.00	5	0	0	5	1,409.80	0	0	0	0	0.00	10.00	281.96	2,819.60

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
71	4301001-CT-001	Laptop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	183,035.50	0	0	0	0	0.00	5.00	36,607.10	183,035.50
72	4301001-PO-001	MOUSE, optical, USB connection type	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	687.94	0	0	0	0	0.00	5.00	137.59	687.94
73	4301001-PR-001	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	67,536.84	0	0	0	0	0.00	2.00	33,768.42	67,536.84
74	4301001-PR-001	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	8,149.28	0.00
75	4301001-PR-001	PRINTER, LASER, monochrome, network-ready	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	738.82	0.00
76	N/A	PRINTER, LASER, Color	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		0.00
77	N/A	PRINTER, Inkjet, Monochrome	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		0.00
78	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	42,500.00	0	0	0	0	0.00	5.00	8,500.00	42,500.00
79	N/A	Hub/Switches	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	1.00	5,000.00	5,000.00
80	N/A	Network Routers	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	1.00	5,000.00	5,000.00
81	N/A	Wireless Access Point	unit	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	10,000.00	0	0	0	0	0.00	2.00	5,000.00	10,000.00
Office Equipment and Accessories and Supplies																										
82	4401001-CH-W01	CHALK, molded, white, dustless, length: 28mm min	box	1	0	0	1	26.17	0	0	0	0	0.00	1	0	0	1	26.17	0	0	0	0	0.00	2.00	26.17	52.34
83	4402001-CL-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-mm)	box	0	0	0	0	0.00	1	0	0	1	7.72	0	0	0	0	0.00	0	0	0	0	0.00	1.00	7.72	7.72
84	4402001-CL-C01	CLIP, BACKFOLD, all metal, clamping: 25mm (-mm)	box	0	0	0	0	0.00	1	0	0	1	13.65	0	0	0	0	0.00	0	0	0	0	0.00	1.00	13.65	13.65
85	4402001-CL-C01	CLIP, BACKFOLD, all metal, clamping: 32mm (-mm)	box	0	0	0	0	0.00	1	0	0	1	20.95	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20.95	20.95
86	4402001-CL-C01	CLIP, BACKFOLD, all metal, clamping: 50mm (-mm)	box	0	0	0	0	0.00	1	0	0	1	40.28	0	0	0	0	0.00	0	0	0	0	0.00	1.00	40.28	40.28
87	4403001-CT-A01	CORRECTION TAPE, film base type, UL 6m min	piece	24	0	0	24	429.43	24	0	0	24	429.43	24	0	0	24	429.43	24	0	0	24	429.43	96.00	17.89	1,717.71
88	4403001-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	30	0	0	30	71.13	0	0	0	0	0.00	10	0	0	10	71.13	0	0	0	0	0.00	30.00	71.13	1,422.52
89	4403001-DF-B01	DATA FOLDER, made of chipboard, teglia lock	piece	30	0	0	30	69.96	0	0	0	0	0.00	10	0	0	10	69.96	0	0	0	0	0.00	30.00	69.96	1,399.20
90	4403001-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1	0	0	1	415.99	1	0	0	1	415.99	1	0	0	1	415.99	1	0	0	1	415.99	4.00	415.99	1,663.95
91	4403001-EN-D01	ENVELOPE, DOCUMENTARY, for legal size document	box	1	0	0	1	528.04	1	0	0	1	528.04	1	0	0	1	528.04	1	0	0	1	528.04	4.00	528.04	2,112.16
92	4403001-EN-D01	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	box	1	0	0	1	752.60	1	0	0	1	752.60	1	0	0	1	752.60	1	0	0	1	752.60	4.00	752.60	3,010.40
93	4403001-EN-D01	ENVELOPE, EXPANDING, PLASTIC, 0.5mm thickness min	piece	100	0	0	100	3,107.92	0	0	0	0	0.00	100	0	0	100	3,107.92	0	0	0	0	0.00	200.00	31.08	6,215.84
94	4403001-EN-D01	ENVELOPE, MAILING, white, 80gsm (-53)	box	5	0	0	5	1,674.80	5	0	0	5	1,674.80	5	0	0	5	1,674.80	5	0	0	5	1,674.80	20.00	334.96	6,699.20
95	4403001-EN-D01	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	418.70	0.00
96	4403001-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	2	0	0	2	22.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	11.32	22.64
97	4403001-FA-P01	FASTENER, METAL, 70mm between prongs	box	10	0	0	10	804.33	10	0	0	10	804.33	10	0	0	10	804.33	10	0	0	10	804.33	40.00	80.43	3,217.31
98	4403001-FO-P01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5	0	0	5	359.82	5	0	0	5	359.82	5	0	0	5	359.82	5	0	0	5	359.82	20.00	71.96	1,439.27
99	4403001-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	42.72	0.00
100	4403001-FT-D01	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	16.96	0.00
101	4403001-FO-P01	FOLDER, FANCY, for A4 size documents	bundle	1	0	0	1	258.16	0	0	0	0	0.00	1	0	0	1	258.16	0	0	0	0	0.00	2.00	258.16	516.33
102	4403001-FO-P01	FOLDER, FANCY, for legal size documents	bundle	1	0	0	1	296.80	0	0	0	0	0.00	1	0	0	1	296.80	0	0	0	0	0.00	2.00	296.80	593.60
103	4403001-FO-P01	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	174.37	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			
101	44020110-FD-101	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	217.83	0.00		
102	44020120-FD-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	3	0	0	3	3,805.40	3	0	0	3	3,805.40	3	0	3	3,805.40	3	0	0	3	3,805.40	20.00	761.08	15,221.60	
106	44020110-FD-103	FOLDER, TAGBOARD, for A4 size documents	pack	6	0	0	6	1,329.24	6	0	0	6	1,329.24	6	0	6	1,329.24	6	0	0	6	1,329.24	24.00	221.54	5,316.96	
107	44020110-FD-104	FOLDER, TAGBOARD, for legal size documents	pack	6	0	0	6	1,710.08	6	0	0	6	1,710.08	6	0	6	1,710.08	6	0	0	6	1,710.08	24.00	285.01	6,840.31	
108	44020008-IT-105	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	52.87	0.00		
109	44020107-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	0	0	5	212.00	0	0	0	0	0.00	5	0	0	5	212.00	0	0	0	0	0.00	10.00	42.40	424.00
110	44020106-MK-A01	MARKER, FLUORESCENT, 3 assorted colors per set	set	5	0	0	5	189.74	0	0	0	0	0.00	5	0	0	5	189.74	0	0	0	0	0.00	10.00	37.95	379.48
111	44020105-MK-W01	MARKER, whiteboard, black, felt tip, bullet type	piece	12	0	0	12	126.06	12	0	0	12	126.06	12	0	12	126.06	12	0	0	12	126.06	48.00	10.50	504.22	
112	44020105-MK-W02	MARKER, whiteboard, blue, felt tip, bullet type	piece	12	0	0	12	126.06	12	0	0	12	126.06	12	0	12	126.06	12	0	0	12	126.06	48.00	10.50	504.22	
113	44020105-MK-W03	MARKER, whiteboard, red, felt tip, bullet type	piece	12	0	0	12	126.06	12	0	0	12	126.06	12	0	12	126.06	12	0	0	12	126.06	48.00	10.50	504.22	
114	44020105-MK-B01	MARKER, PERMANENT, bullet type, black	piece	24	0	0	24	236.08	24	0	0	24	236.08	24	0	24	236.08	24	0	0	24	236.08	96.00	9.84	944.33	
115	44020105-MK-B02	MARKER, PERMANENT, bullet type, blue	piece	24	0	0	24	236.08	24	0	0	24	236.08	24	0	24	236.08	24	0	0	24	236.08	96.00	9.84	944.33	
116	44020105-MK-B03	MARKER, PERMANENT, bullet type, red	piece	12	0	0	12	118.04	12	0	0	12	118.04	12	0	12	118.04	12	0	0	12	118.04	48.00	9.84	472.17	
117	44020104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12	0	0	12	73.14	0	0	0	0	0.00	12	0	12	73.14	0	0	0	0	0.00	24.00	6.10	146.28	
118	44020104-PC-J01	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	12	0	0	12	155.82	0	0	0	0	0.00	12	0	12	155.82	0	0	0	0	0.00	24.00	12.99	311.64	
119	44020106-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12	0	0	12	254.27	12	0	0	12	254.27	12	0	12	254.27	12			12	254.27	48.00	21.19	1,017.09	
120	44020012-RB-100	RING BINDER, 86 rings, plastic, 32mm x 1.12m	bundle	0	0	0	0	0.00	2	0	0	2	419.03	0	0	0	0.00	0	0	0	0	0.00	2.00	205.51	411.03	
121	44020101-RB-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	0	0	0	0	0.00	5	0	0	5	492.90	0	0	0	0.00	0	0	0	0	0.00	5.00	98.58	492.90	
122	44020025-ST-P01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	0	0	0	0	0.00	5	0	0	5	140.98	0	0	0	0.00	0	0	0	0	0.00	5.00	28.20	140.98	
123	44020110-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	0	0	0	0	0.00	10	0	0	10	119.99	0	0	0	0.00	0	0	0	0	0.00	10.00	12.00	119.99	
124	44020100-CU-K01	CUTTER KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	27.93	0.00	
125	44020103-D5-M00	DATING AND STAMPING MACHINE, heavy duty	piece	0	0	0	0	0.00	2	0	0	2	975.16	0	0	0	0.00	0	0	0	0	0.00	2.00	487.58	975.16	
126	44020109-PS-S01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	2	0	0	2	381.60	0	0	0	0.00	0	0	0	0	0.00	2.00	190.80	381.60	
127	44020103-PJ-L01	PUNCHER, paper, heavy duty, with two hole guide	piece	0	0	0	0	0.00	5	0	0	5	672.46	0	0	0	0.00	0	0	0	0	0.00	5.00	134.49	672.46	
128	44020106-S5-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	0	0	0	0	0.00	5	0	0	5	79.50	0	0	0	0.00	0	0	0	0	0.00	5.00	15.90	79.50	
129	44020109-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0	0	0	0	0.00	5	0	0	5	418.70	0	0	0	0.00	0	0	0	0	0.00	5.00	83.74	418.70	
130	44020109-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0	0	0	0.00	2	0	0	2	1,791.40	0	0	0	0.00	0	0	0	0	0.00	2.00	895.70	1,791.40	
131	44020103-SR-P01	STAPLE REMOVER, FLUOR-TYPE	piece	0	0	0	0	0.00	2	0	0	2	37.06	0	0	0	0.00	0	0	0	0	0.00	2.00	18.53	37.06	
132	44020105-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	0	0	0	0	0.00	2	0	0	2	113.80	0	0	0	0.00	0	0	0	0	0.00	2.00	56.90	113.80	
133	44020103-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 10mm	unit	0	0	0	0	0.00	1	0	0	1	10,600.00	0	0	0	0.00	0	0	0	0	0.00	1.00	10,600.00	10,600.00	
134	44020109-CA-C01	CALCULATOR, compact, 12 digits	unit	0	0	0	0	0.00	2	0	0	2	275.60	0	0	0	0.00	0	0	0	0	0.00	2.00	137.80	275.60	
135	44020103-FM-M01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	1	0	0	1	4,801.80	0	0	0	0.00	0	0	0	0	0.00	1.00	4,801.80	4,801.80	
136	44020104-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	0.00	0	0	0	0	0.00	0.00	8,243.62	0.00	
137	44020109-S5-S01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5,808.80	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
138	4401003-PS-3002	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00		
Printer or Facsimile or Photocopier Supplies																											
139	4401003-DR-002	DRUM CART, BROTHER DR 3455	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,996.00	0.00		
140	4401003-CA-004	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,020.78	0.00		
141	4401003-CA-002	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,049.40	0.00		
142	4401003-CA-004	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	768.50	0.00		
143	4401003-CA-002	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.00	0.00		
144	4401003-EP-012	INK CART, EPSON C13T664100 (T6641), Black	cart	15	0	0	15	3,895.50	15	0	0	15	3,895.50	15	0	0	15	3,895.50	15	0	0	15	3,895.50	60.00	259.70	15,582.00	
145	4401003-EP-012	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	40.00	259.70	10,388.00	
146	4401003-EP-012	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	40.00	259.70	10,388.00	
147	4401003-EP-012	INK CART, EPSON C13T664400 (T6644), Yellow	cart	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	10	0	0	10	2,597.00	40.00	259.70	10,388.00	
148	4401003-HP-040	INK CART, HP C1P04AA (HP04), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00		
149	4401003-HP-040	INK CART, HP C2P04AA (HP05), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00		
150	4401003-HP-040	INK CART, HP C9359AA, (HP31), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00		
151	4401003-HP-040	INK CART, HP C9353AA, (HP32), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	670.98	0.00		
152	4401003-HP-040	INK CART, HP C9369AA, (HP37), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	760.02	0.00		
153	4401003-HP-040	INK CART, HP C9397AA (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,521.10	0.00		
154	4401003-HP-040	INK CART, HP C9398AA (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,035.20	0.00		
155	4401003-HP-040	INK CART, HP C9399AA (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,035.20	0.00		
156	4401003-HP-040	INK CART, HP C9400AA (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,035.20	0.00		
157	4401003-HP-040	INK CART, HP C9401AA (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,035.20	0.00		
158	4401003-HP-040	INK CART, HP C9403AA (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,074.00	0.00		
159	4401003-HP-040	INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	662.50	0.00		
160	4401003-HP-040	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	781.22	0.00		
161	4401003-HP-040	INK CART, HP CD887AA, (HP70), Black	cart	10	0	0	10	3,455.60	5	0	0	5	1,727.80	10	0	0	10	3,455.60	5	0	0	5	1,727.80	30.00	345.56	10,366.80	
162	4401003-HP-040	INK CART, HP CD888AA, (HP70), Tri-color	cart	10	0	0	10	3,455.60	5	0	0	5	1,727.80	10	0	0	10	3,455.60	5	0	0	5	1,727.80	30.00	345.56	10,366.80	
163	4401003-HP-040	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.30	0.00		
164	4401003-HP-040	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.30	0.00		
165	4401003-HP-040	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.30	0.00		
166	4401003-HP-040	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,266.70	0.00		
167	4401003-HP-040	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	657.20	0.00		
168	4401003-HP-040	INK CART, HP CH562WA, (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	842.70	0.00		
169	4401003-HP-040	INK CART, HP CH565AA, (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,908.00	0.00		
170	4401003-HP-040	INK CART, HP CH566AA (HP62) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,325.00	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			
171	440305 HP 364	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	1,325.00	0.00
172	440305 HP 364	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	1,325.00	0.00
173	440305 HP 364	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	1,584.70	0.00
174	440305 HP 364	INK CART, HP CN046AA, (HP950XL), 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	1,197.80	0.00
175	440305 HP 364	INK CART, HP CN047AA, (HP950XL), 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	1,203.10	0.00
176	440305 HP 364	INK CART, HP CN048AA, (HP950XL), 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	1,203.10	0.00
177	440305 HP 364	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	345.56	0.00
178	440305 HP 364	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	345.56	0.00
179	440305 HP 364	INK CART, HP CZ107AA, (HP678), Black	cart	10	0	0	10	3,455.60	5	0	0	5	1,727.80	10	0	0	10	3,455.60	5	0	0	5	1,727.80	30.00	345.56	10,366.80
180	440305 HP 364	INK CART, HP CZ108AA, (HP678), Tri-color	cart	10	0	0	10	3,455.60	5	0	0	5	1,727.80	10	0	0	10	3,455.60	5	0	0	5	1,727.80	30.00	345.56	10,366.80
181	440305 HP 364	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	373.12	0.00
182	440305 HP 364	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	254.40	0.00
183	440305 HP 364	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	254.40	0.00
184	440305 HP 364	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	254.40	0.00
185	440305 HP 364	INK CART, 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	411.60	0.00
186	440305 HP 364	INK CART, 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	411.60	0.00
187	440305 HP 364	INK CART, 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	0.00	0.00
188	440305 HP 364	INK CART, 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	0.00	0.00
189	440305 HP 364	INK CART, 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	0.00	0.00
190	440305 HP 364	INK CART, 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	0.00	0.00
191	440305 HP 364	INK CART, 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	1,302.34	0.00
192	440305 HP 364	INK CART, HP L0S66AA (HP955XL) 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	1,302.34	0.00
193	440305 HP 364	INK CART, HP L0S69AA (HP955XL) 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	1,302.34	0.00
194	440305 HP 364	INK CART, 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	1,770.42	0.00
195	440305 HP 364	INK CART, HP T6L69AA (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	462.34	0.00
196	440305 HP 364	INK CART, 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	462.34	0.00
197	440305 HP 364	INK CART, 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	462.34	0.00
198	440305 HP 364	INK CART, HP T6M04AA (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	755.54	0.00
199	440305 HP 364	INK CART, HP T6M05AA (HP905XL) 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	0.00	0.00
200	440305 HP 364	INK CART, HP T6M09AA (HP905XL) 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	0.00	0.00
201	440305 HP 364	INK CART, HP T6M13AA (HP905XL) 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	0.00	0.00
202	440305 HP 364	INK CART, HP T6M17AA (HP905XL) 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	0.00	0.00
203	440305 HP 364	RIBBON CART, EPSON C13S013516 (#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	78.23	0.00
204	440305 HP 364	RIBBON CART, EPSON C13S015531 (501086), 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	738.82	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								
202	44030301-01	RIBBON CART, EPSON C135015832, Black, for LX-310	cart	5	0	0	5	386.90	0	0	0	0	0.00	5	0	0	5	386.90	0	0	0	0	0.00	10.00	77.38						773.80
195	44030301-02	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	2,605.48						0.00
202	44030301-03	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	1,855.00						0.00
206	44030301-04	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	2,665.90						0.00
209	44030301-05	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	2,998.53						0.00
210	44030301-06	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,371.02						0.00
211	44030301-07	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	2,912.88						0.00
212	44030301-08	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	3,376.10						0.00
213	44030301-09	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	6,921.80						0.00
214	44030301-10	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	3,740.42						0.00
215	44030301-11	TONER CART, HP CE285A (HP83A), Black	cart	1	0	0	1	3,010.40	1	0	0	1	3,010.40	1	0	0	1	3,010.40	1	0	0	1	3,010.40	4.00	3,010.40						12,041.60
216	44030301-12	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	2,432.70						0.00
217	44030301-13	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	2,538.70						0.00
218	44030301-14	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	2,538.70						0.00
219	44030301-15	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	2,538.70						0.00
220	44030301-16	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	2,909.70						0.00
221	44030301-17	TONER CART, HP CE320A, 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	3,068.70						0.00
222	44030301-18	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	3,068.70						0.00
223	44030301-19	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	3,068.70						0.00
224	44030301-20	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	7,838.70						0.00
225	44030301-21	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	6,884.70						0.00
226	44030301-22	TONER CART, HP CE400A, 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	10,170.70						0.00
227	44030301-23	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	10,170.70						0.00
228	44030301-24	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	10,170.70						0.00
229	44030301-25	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	3,943.70						0.00
230	44030301-26	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	5,618.00						0.00
231	44030301-27	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	5,618.00						0.00
232	44030301-28	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	5,618.00						0.00
233	44030301-29	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	4,158.38						0.00
234	44030301-30	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	7,352.16						0.00
235	44030301-31	TONER CART, HP CF212A (HP12A) 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	2,989.20						0.00
236	44030301-32	TONER CART, 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	0.00						0.00
237	44030301-33	TONER CART, HP CF226XC (HP26XC) 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	0.00						0.00
238	44030301-34	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K 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	0.00						0.00

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239	440303 HP854	TONER CART, HP 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	7,096.70	0.00
240	440303 HP856	TONER CART, 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	8,807.02	0.00
241	440303 HP857	TONER CART, 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	3,304.04	0.00
242	440303 HP858	TONER CART, HP CF283XC (HP83X) BK Contract 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	4,022.70	0.00
243	440303 HP858	TONER CART, 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	10,244.90	0.00
244	440303 HP859	TONER CART, HP CF310AC (HP826) 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	0.00	0.00
245	440303 HP859	TONER CART, HP CF311AC (HP826) 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	0.00	0.00
246	440303 HP859	TONER CART, HP CF312AC (HP826) 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	0.00	0.00
247	440303 HP859	TONER CART, HP CF313AC (HP826) 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	0.00	0.00
248	440303 HP852	TONER CART, 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	13,409.00	0.00
249	440303 HP860	TONER CART, HP CF330A 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	2,957.40	0.00
250	440303 HP860	TONER CART, HP CF330A 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	2,999.80	0.00
251	440303 HP860	TONER CART, HP CF330A 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	2,999.80	0.00
252	440303 HP860	TONER CART, HP CF333A 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	2,999.80	0.00
253	440303 HP861	TONER CART, HP CF360A (HP308A) 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	7,531.30	0.00
254	440303 HP853	TONER CART, HP CF360XC (HP308X) Black Contract 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	0.00	0.00
255	440303 HP864	TONER CART, HP CF361A (HP308A) 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	9,656.60	0.00
256	440303 HP853	TONER CART, HP CF361XC (HP308X) Cyan Contract 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	0.00	0.00
257	440303 HP861	TONER CART, HP CF362A (HP308A) Yellow 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	9,656.60	0.00
258	440303 HP853	TONER CART, HP CF362XC (HP308X) Yellow Contract 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	0.00	0.00
259	440303 HP861	TONER CART, HP CF363A (HP308A) Magenta 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	9,656.60	0.00
260	440303 HP853	TONER CART, HP CF363XC (HP308X) Magenta Contract 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	0.00	0.00
261	440303 HP862	TONER CART, 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	0.00	0.00
262	440303 HP860	TONER CART, 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	0.00	0.00
263	440303 HP860	TONER CART, HP CF402A (HP201A) Yellow 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	0.00	0.00
264	440303 HP862	TONER CART, HP CF403A (HP201A) Magenta 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	0.00	0.00
265	440303 HP863	TONER CART, 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	4,526.20	0.00
266	440303 HP854	TONER CART, 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	7,584.30	0.00
267	440303 HP863	TONER CART, 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	5,146.30	0.00
268	440303 HP854	TONER CART, 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	7,616.10	0.00
269	440303 HP859	TONER CART, 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	5,146.30	0.00
270	440303 HP854	TONER CART, 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	7,616.10	0.00
271	440303 HP863	TONER CART, 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	5,146.30	0.00
272	440303 HP854	TONER CART, 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	7,616.10	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				
221	4403033HP32	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	3,225.58	0.00	
224	4403033HP33	TONER CART, HP Q5942A, 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	7,626.70	0.00	
225	4403033HP34	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	4,049.20	0.00	
226	4403033LX803	TONER CART, LEXMARK E360HHP, 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	9,044.98	0.00	
227	4403033LX805	TONER CART, LEXMARK T650AHP, 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	9,815.60	0.00	
228	4403033SA805	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	2,692.40	0.00	
229	4403033SA807	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	2,968.00	0.00	
230	4403033SA808	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	2,491.00	0.00	
231	4403033SA809	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	2,540.80	0.00	
232	4403033SA810	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	2,798.40	0.00	
233	4403033SA811	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	7,261.00	0.00	
234	4403033SA816	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	4,706.40	0.00	
235	4403033SA820	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	9,646.00	0.00	
236	4403033SA821	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	9,381.00	0.00	
237	4403033SA825	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	5,162.20	0.00	
238	4403033SA830	TONER CART, SAMSUNG SCX-D6533A, 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	4,441.40	0.00	
239	4403033PR805	TONER CARTRIDGE, BROTHER HL-3478, Black, for printer HL-5400DW	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,186.16	0.00	
240	4403033LA800	TONER CARTRIDGE, CANON 324 II, for printer LBP5780x	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13,657.04	0.00	
Audio and Visual Equipment and Supplies																											
291	450101002001	DOCUMENT CAMERA, 3.2M pixels	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	29,415.00	0.00	
292	45010601005001	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	18,974.00	0.00	
Flag or Accessories																											
293	5501005PH400	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	0	0	1	325.42	1	0	0	1	325.42	1	0	0	1	325.42	1	0	0	1	325.42	4.00	325.42	1,301.68	
Printed Publications																											
294	5501010RAH01	HANDBOOK (RA 9184), 7th Edition	book	20	0	0	20	943.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	47.17	943.40	
Fire Fighting Equipment																											
295	4501005TE4001	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	5,830.00	0	0	0	0	0.00	5.00	1,166.00	5,830.00	
296	4501005TE4002	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	5,088.00	0.00	
Consumer Electronics																											
297	3201010501001	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	6,959.45	0.00	
Furniture and Furnishings																											
298	560105001001001	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	100	0	0	100	26,765.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	267.65	26,765.00	
299	560105001001001	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	267.65	0.00	
300	56010501001001	TABLE, MONOBLOC, WHITE, 88g x 880mm (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	1,351.50	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			
COMMON ELECTRICAL SUPPLIES																										
1	LED Tube, 18W	pc	20	0	0	20	6,000.00	20	0	0	20	6,000.00	20	0	0	20	6,000.00	20	0	0	20	6,000.00	80.00	300.00	24,000.00	
2	LED Bulb, 9W	pc	20	0	0	20	3,000.00	0	0	0	0	0.00	20	0	0	20	3,000.00	0	0	0	0	0.00	40.00	150.00	6,000.00	
3	Surface Box	pc	10	0	0	10	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	40.00	400.00	
4	Junction Box	pc	10	0	0	10	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	40.00	400.00	
5	Conduit Pipe	pc	10	0	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	300.00	3,000.00	
COMMON OFFICE EQUIPMENT																										
1	Aircon - 2.0HP, Window Type	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	15,750.00	0	0	0	0	0.00	5.00	30,350.00	15,750.00	
2	Steel Filing Cabinet, 4 drawer	unit	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	40,000.00	0	0	0	0	0.00	5.00	8,000.00	40,000.00	
3	Television Set	unit	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	105,000.00	0	0	0	0	0.00	3.00	35,000.00	105,000.00	
4	Biometric Machine	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	35,000.00	0	0	0	0	0.00	1.00	35,000.00	35,000.00	
5	Typewriter (heavy duty)	unit	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	105,000.00	0	0	0	0	0.00	3.00	35,000.00	105,000.00	
COMMON OFFICE SUPPLIES																										
1	Paper, Onion Skin, Long	ream	5	0	0	5	750.00	0	0	0	0	0.00	5	0	0	5	750.00	0	0	0	0	0.00	10.00	150.00	1,500.00	
2	Report Folder, A4	pc	100	0	0	100	2,000.00	0	0	0	0	0.00	100	0	0	100	2,000.00	0	0	0	0	0.00	200.00	20.00	4,000.00	
3	Report Folder, Long	pc	100	0	0	100	4,000.00	0	0	0	0	0.00	100	0	0	100	4,000.00	0	0	0	0	0.00	200.00	40.00	8,000.00	
4	Photo Paper, Long	pack	10	0	0	10	1,000.00	0	0	0	0	0.00	10	0	0	10	1,000.00	0	0	0	0	0.00	10.00	100.00	2,000.00	
5	Stationary, Long	pack	10	0	0	10	1,200.00	0	0	0	0	0.00	10	0	0	10	1,200.00	0	0	0	0	0.00	10.00	120.00	2,400.00	
COMMON JANITORIAL SUPPLIES																										
1	Powder, Pride, 2kg	pack	10	0	0	10	1,500.00	10	0	0	10	1,500.00	10	0	0	10	1,500.00	10	0	0	10	1,500.00	40.00	150.00	6,000.00	
2	Joy Liquid, 800ml	bot	12	0	0	12	1,980.00	12	0	0	12	1,980.00	12	0	0	12	1,980.00	12	0	0	12	1,980.00	48.00	165.00	7,920.00	
3	Glass Cleaner, 500ml	bot	12	0	0	12	1,440.00	12	0	0	12	1,440.00	12	0	0	12	1,440.00	12	0	0	12	1,440.00	48.00	120.00	5,760.00	
4	Downy, 900ml	pc	10	0	0	10	1,900.00	10	0	0	10	1,900.00	10	0	0	10	1,900.00	10	0	0	10	1,900.00	40.00	190.00	7,600.00	
5	Muriatic Acid	gal	6	0	0	6	780.00	6	0	0	6	780.00	6	0	0	6	780.00	6	0	0	6	780.00	24.00	130.00	3,120.00	
Office Equipment and Accessories																										
1	Comb Blinds/Shade	lot	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	350,000.00	0	0	0	0	0.00	1.00	350,000.00	350,000.00	
2	Fiberglass Podium (Rostrum)	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	70,000.00	0	0	0	0	0.00	1.00	70,000.00	70,000.00	
3	Stainless Preparation Table with Drawer	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	60,000.00	0	0	0	0	0.00	1.00	60,000.00	60,000.00	
4	Laser Distance Meter	pc	0	1	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10,000.00	10,000.00	
5	Folded Ladder	pc	0	1	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	6,000.00	6,000.00	
Office Supplies																										
1	Sign Pen - green	pc	36	0	0	36	2,520.00	36	0	0	36	2,520.00	36	0	0	36	2,520.00	36	0	0	36	2,520.00	144.00	70.00	10,080.00	
2	Face Mask	box	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	4.00	150.00	600.00	
3	Battery, 9V	pc	24	0	0	24	2,880.00	24	0	0	24	2,880.00	24	0	0	24	2,880.00	24	0	0	24	2,880.00	96.00	120.00	11,520.00	

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		Double Sided Tape, big	pc	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	40.00	200.00	8,000.00
5		Paper, Bond, Short, 80g	ream	10	0	0	10	2,150.00	10	0	0	10	2,150.00	10	0	0	10	2,150.00	10	0	0	10	2,150.00	40.00	215.00	8,600.00
Audio and visual presentation and composing equipment																										
1		Conference System (main unit & Chairman Unit / no Delegate Unit / 1	set	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	200,000.00	0	0	0	0	0.00	1.00	200,000.00	200,000.00
2		Projector with Screen	set	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	50,000.00	0	0	0	0	0.00	1.00	50,000.00	50,000.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Photographic or filming or video equipment																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Cleaning Equipment and Supplies																										
1		Toilet Brush	pc	5	0	0	5	800.00	5	0	0	5	800.00	5	0	0	5	800.00	5	0	0	5	800.00	20.00	120.00	2,400.00
2		Pail, big	pc	0	0	0	0	0.00	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	250.00	1,250.00
3		Doormat	pc	10	0	0	10	1,000.00	0	0	0	0	0.00	10	0	0	10	1,000.00	0	0	0	0	0.00	20.00	100.00	2,000.00
4		PVA Mop	pc	10	0	0	10	3,500.00	0	0	0	0	0.00	10	0	0	10	3,500.00	0	0	0	0	0.00	20.00	350.00	7,000.00
5		Tank Fittings	set	0	0	0	0	0.00	10	0	0	10	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	400.00	4,000.00
6		Bidet	set	0	0	0	0	0.00	10	0	0	10	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	1,000.00	10,000.00
Paper Materials and Products																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Lighting and fixtures and accessories																										
1		Amalgobe with Bulb - small	pc	0	0	0	0	0.00	5	0	0	5	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	550.00	2,750.00
2		Amalgobe with Bulb - medium	pc	0	0	0	0	0.00	5	0	0	5	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	800.00	4,000.00
3		Wires (assorted - THHN)	box	2	0	0	2	9,000.00	0	0	0	0	0.00	3	0	0	3	13,500.00	0	0	0	0	0.00	5.00	4,500.00	22,500.00
4		Switch with Plate & Cover	pc	0	0	0	0	0.00	0	20	0	20	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	250.00	5,000.00
5		C.D. with Plate & Cover	pc	0	0	0	0	0.00	0	20	0	20	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	250.00	5,000.00
Electrical equipment and components and 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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
1		UPS, 800VA	pc	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	25,000.00	0	0	0	0	0.00	5.00	5,000.00	25,000.00
2		AVR, 500W	pc	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	7,500.00	0	0	0	0	0.00	5.00	1,500.00	7,500.00
3							0	0.00				0	0.00				0	0.00				0	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00		0.00	
Computer Supplies																										
1		Computer Ribbon 2900/2173	pc	10	0	0	10	4,040.00	0	0	0	0	0.00	10	0	0	10	4,040.00	0	0	0	0	0.00	20.00	404.00	8,080.00
2		USB 16GB	pc	5	0	0	5	1,950.00	0	0	0	0	0.00	5	0	0	5	1,950.00	0	0	0	0	0.00	10.00	390.00	3,900.00
3		VGA Cable, 30mtrs	pc	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	1,350.00	0	0	0	0	0.00	1.00	1,350.00	1,350.00
4		Computer Forms - 11 x 14 7/8, 4ply	box	3	0	0	3	9,000.00	3	0	0	3	9,000.00	3	0	0	3	9,000.00	3	0	0	3	9,000.00	12.00	3,000.00	36,000.00
5		Computer Forms - 8.5 x 13, 4ply	box	3	0	0	3	4,200.00	3	0	0	3	4,200.00	3	0	0	3	4,200.00	3	0	0	3	4,200.00	12.00	1,400.00	16,800.00
Common ICT Equipment																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
CONSUMABLES																										
1		Toner - KM1633, KYOCERA Copier	cart	1	0	0	1	6,800.00	1	0	0	1	6,800.00	1	0	0	1	6,800.00	1	0	0	1	6,800.00	4.00	6,800.00	27,200.00
2		Toner - M3040DN, Kyocera Copier	cart	2	0	0	2	15,200.00	2	0	0	2	15,200.00	2	0	0	2	15,200.00	2	0	0	2	15,200.00	8.00	7,600.00	60,800.00
3		Drinking Water, 5 gals cap	bot	70	70	70	210	5,250.00	70	70	70	210	5,250.00	70	70	70	210	5,250.00	70	70	70	210	5,250.00	840.00	25.00	21,000.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Other Categories																										
1		Battery, 25mf	pc	0	0	0	0	0.00	0	0	1	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6,000.00	6,000.00
2		Battery, 35mf	pc	0	0	0	0	0.00	0	0	2	2	13,800.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	6,900.00	13,800.00
3		Battery - 4D	pc	0	0	0	0	0.00	0	0	4	4	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	40,000.00	40,000.00
4		Exterior Tire - 10.00 x 20 x 16ply - Fine with Tube & Flap	set	0	0	0	0	0.00	0	0	46	46	1,035,000.00	0	0	0	0	0.00	0	0	0	0	0.00	46.00	22,500.00	1,035,000.00
5		Exterior Tire - 205/70R15 8ply, tubeless	pc	0	0	0	0	0.00	0	0	8	8	49,600.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	6,200.00	49,600.00
6		Exterior Tire - 175R13 8ply, tubeless	pc	0	0	0	0	0.00	0	0	4	4	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	4,500.00	18,000.00
7		Spareparts	lot	1	0	0	1	50,000.00	1	0	0	1	50,000.00	1	0	0	1	50,000.00	1	0	0	1	50,000.00	4.00	50,000.00	200,000.00
8		Dieselfoline V-Power	ltr	5000	5000	5000	15000	680,100.00	5000	5000	5000	15000	680,100.00	5000	5000	5000	15000	680,100.00	5000	5000	5000	15000	680,100.00	80,000.00	45.34	2,720,400.00
9		Motor Oil	ltr	70	21	21	112	36,960.00	70	21	21	112	36,960.00	70	21	21	112	36,960.00	70	21	21	112	36,960.00	448.00	330.00	147,840.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
A. TOTAL																		P	6,922,469.39					
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	692,246.94					
C. GRAND TOTAL (A + B)																		P	7,614,716.32					
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		P	.					
G. MONTHLY CASH REQUIREMENTS																		P	.					
G.1 Available at Procurement Service Stores					181,027.08				137,827.73					681,301.73				114,492.85	P	1,114,649.39				
G.2 Other Items not available at PS but regularly purchased from other sources					862,650.00				2,025,810.00					2,097,030.00				831,410.00	P	5,807,820.00				
TOTAL MONTHLY CASH REQUIREMENTS					1,043,677.08				2,963,437.73					2,748,451.73				945,902.85	P	6,922,469.39				

*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:

ZOSIMO B. COLOMA
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

VIRGINIA S. MARIANO
Accountant / Local Budget Officer

Approved by:

JAIME S. HADLOCON
Head of Office/Agency

Date Prepared: August 7, 2018