

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 have 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: Department of Trade and Industry
 Region: Cordillera Administrative Region
 Address: 2nd Floor, Pine Lake View Building, Salvosa Street, Baguio City

Organization Code: NCA
 Organization Type: NCA

Contact Person: Florence Josefine Gredofia
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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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	INSECTICIDE, aerosol type, net content: 600ml min	can	28	0	5	33	4,598.88	23	5	0	28	3,902.08	28	0	5	33	4,598.88	24	0	4	28	3,902.08	122.00	139.36	17,001.92
Solvents																									
2	ALCOHOL, ethyl, 68% 70%, scented, 500ml (500ml)	bottle	46	8	8	62	2,727.50	46	8	8	62	2,727.50	46	8	8	62	2,727.50	46	8	8	62	2,727.50	248.00	43.99	10,910.02
Color Compounds and Dispersions																									
3	STAMP PAD INK, purple or violet	bottle	21	0	0	21	517.17	10	0	0	10	246.27	14	0	0	14	344.78	10	0	0	10	246.27	55.00	24.63	1,354.50
Films																									
4	ACETATE, thickness: 0.075mm min (gauge #3)	roll	3	0	0	3	2,211.71	0	0	0	0	0.00	1	0	0	1	737.24	0	0	0	0	0.00	4.00	737.24	2,948.94
5	CARBON FILM, PE, black, size 100mm x 259mm	box	4	0	0	4	834.08	1	0	0	1	208.52	1	0	0	1	208.52	0	0	0	0	0.00	6.00	208.52	1,251.12
6	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	2	0	0	2	417.04	1	0	0	1	208.52	3	0	0	3	625.56	7.00	208.52	1,459.64
Paper Materials and Products																									
7	CARTOLINA, assorted colors	pack	37	0	0	37	2,692.83	2	0	0	2	145.56	6	0	0	6	436.68	3	0	0	3	218.34	48.00	72.78	3,493.40
8	CONTINUOUS FORM, 1 PLY, 280 x 240mm	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	681.24	0.00
9	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,029.60	0.00
10	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,300.00	0.00

Item & Specifications			Units of Measure	Monthly Quantity Requirement																Total Quantity for this year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
11	141506-CE-L11	CONTINUOUS FORM, 2 ply, 280mm x 24mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00				
12	141506-CE-L11	CONTINUOUS FORM, 3 PLY, 280 x 24mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00				
13	141506-CE-L12	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00				
14	141506-CE-L10	LOOSELEAF COVER, made of chipboard, for legal	bundle	7	0	0	7	4,694.87	4	0	0	4	2,682.78	6	0	0	6	4,024.18	4	0	4	2,682.78	14,084.62			
15	141504-NP-502	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	59	12	9	80	2,577.54	34	16	5	55	1,772.06	33	12	9	54	1,739.84	34	16	5	55	1,772.06	7,861.48		
16	141504-NP-504	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	39	7	9	55	3,083.08	19	11	5	35	1,961.96	23	7	9	39	2,186.18	19	11	5	35	1,961.96	9,193.18		
17	141504-NP-503	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	54	7	4	65	2,697.24	40	11	0	51	2,116.30	44	7	4	55	2,282.28	40	11	0	51	2,116.30	9,212.11		
18	141504-NB-501	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	133	8	106	247	2,974.67	75	8	6	89	1,071.84	98	8	6	112	1,348.84	74	8	6	88	1,059.80	6,455.16		
19	141507-PP-A01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	137	66	58	261	34,548.88	115	46	38	199	26,341.87	138	65	57	260	34,416.51	115	45	42	202	26,738.98	922.00	122,046.25	
20	141507-PP-A02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	71	41	39	151	23,367.55	54	27	23	104	16,094.21	80	40	39	159	24,605.57	66	24	22	112	17,332.22	516.00	81,399.55	
21	141507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	307	62	62	431	49,355.71	82	62	62	266	23,589.97	82	62	62	206	23,589.97	82	62	62	206	23,589.97	1,049.00	120,125.61	
22	141507-PP-B01	PAPER, Multi-Purpose (COPY) Legal, 20 gsm	ream	256	26	26	308	40,033.59	51	26	26	103	13,387.86	61	26	26	113	14,687.65	56	26	26	108	14,037.75	632.00	82,146.85	
23	141503-PE-B01	PAPER, PAD, ruled, size: 216mm x 330mm (2-2mm)	pad	29	15	6	50	867.36	18	4	5	27	468.37	27	15	6	48	832.67	18	4	5	27	468.37	152.00	2,636.77	
24	141503-PA-F01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	28	5	1	34	3,270.80	1	0	0	1	96.20	3	5	0	8	769.60	1	0	0	1	96.20	44.00	4,732.80	
25	141108-TH-F01	PAPER, THERMAL, 55gsm, size: 216mm x 300mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
26	141503-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	118	0	0	118	8,344.96	14	0	0	14	990.08	30	0	0	30	2,121.60	14	0	0	14	990.08	176.00	12,446.72	
27	141503-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30	0	0	30	3,057.60	13	0	0	13	1,324.96	23	0	0	23	2,344.16	23	0	0	23	2,344.16	89.00	9,070.88	
28	141104-TT-F01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	75	49	49	173	11,316.97	74	49	49	172	11,251.55	75	49	49	173	11,316.97	74	49	49	172	11,251.55	690.00	65.42	45,137.04
Batteries and Cells and Accessories																										
19	241502-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	61	4	3	68	1,341.56	62	4	3	69	1,361.29	56	3	3	62	1,223.19	55	3	3	61	1,203.46	260.00	19.73	5,129.49
20	241502-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	66	3	3	72	1,404.00	37	3	3	43	838.50	51	3	3	57	1,115.50	40	3	3	46	897.00	218.00	19.50	4,251.00
21	241502-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	20	0	0	20	1,768.00	10	0	0	10	884.00	20	0	0	20	1,768.00	10	0	0	10	884.00	60.00	88.40	5,304.00
Manufacturing Components and Supplies																										
31	310500-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	37	0	0	37	1,769.31	43	0	0	43	2,056.23	33	0	0	33	1,578.03	27	0	0	27	1,201.12	140.00	47.81	6,694.69
32	310504-SW-H01	STAPLE WIRE, for heavy duty staplers, (28/13)	box	3	0	0	3	62.03	2	0	0	2	41.35	3	0	0	3	62.03	2	0	0	2	41.35	10.00	20.68	206.75
34	310504-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	88	0	0	88	1,764.51	61	0	0	61	1,223.12	74	0	10	84	1,684.30	56	0	0	56	1,022.87	289.00	20.05	5,794.80
35	310502-TE-F01	TAPE, ELECTRICAL, 18mm x 16M min	roll	18	1	0	19	345.80	2	0	1	3	54.60	17	0	0	17	309.40	2	0	0	2	36.40	41.00	18.20	746.20
36	310503-TE-M01	TAPE, MASKING, width: 24mm (11mm)	roll	87	2	0	89	4,995.68	12	2	0	14	771.68	29	2	0	31	1,708.72	10	2	0	12	661.44	146.00	55.12	8,047.52
37	310503-TE-M02	TAPE, MASKING, width: 48mm (11mm)	roll	75	2	0	77	8,208.20	58	2	0	60	6,396.00	66	12	0	78	8,314.80	23	2	0	25	2,665.00	240.00	105.60	25,584.00
38	310507-PA-F01	TAPE, PACKAGING, width: 48mm (11mm)	roll	81	2	0	83	1,510.60	25	7	0	32	582.40	32	2	0	34	618.80	25	2	0	27	491.40	176.00	18.20	3,203.20
39	310503-TE-F01	TAPE, TRANSPARENT, width: 24mm (11mm)	roll	108	3	6	117	1,064.70	47	3	1	51	464.10	59	13	1	73	664.30	57	3	1	61	555.10	302.00	9.10	2,748.20
40	310502-TE-F01	TAPE, TRANSPARENT, width: 48mm (11mm)	roll	40	2	0	42	764.40	30	2	0	32	582.40	46	2	0	48	872.60	41	2	0	43	782.60	165.00	18.20	3,003.00
41	310507-TW-F01	TWINE, plastic, one (1) kilo per roll	roll	15	2	0	17	866.32	12	1	2	15	764.40	17	0	0	17	866.32	13	0	1	14	719.44	63.00	50.96	3,210.48
Heating and Ventilation and Air Circulation																										
40	400504-ET-F01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	974.48	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
43	43016544 EF Con metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1,192.88	0.00		
44	43016544 EF Son blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1,066.39	0.00		
45	43016544 EF Wai blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	669.66	0.00		
Lighting and Fixtures and Accessories																									
46	33916505 FL T on	piece	2	0	0	2	81.12	2	0	0	2	81.12	2	0	0	2	81.12	2	0	0	2	81.12	40.56	324.48	
47	33916508 LB Con Individual box	piece	16	0	0	16	1,159.81	2	0	0	2	144.98	17	0	0	17	1,332.30	2	0	0	2	144.98	72.49	2,682.06	
Measuring and Observing and Testing Equipment																									
48	4111654 RU Puz 38mm min	piece	33	0	0	33	510.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.48	510.68	
Cleaning Equipment and Supplies																									
49	4711851 AF Aon min	can	18	2	7	27	2,232.62	13	6	3	22	1,893.32	18	2	7	27	2,232.62	13	6	3	22	1,893.32	86.06	8,433.88	
50	4711854 BR Son	piece	11	0	0	11	1,430.00	7	0	0	7	910.00	11	0	0	11	1,430.00	7	0	0	7	910.00	130.00	4,680.00	
51	4711854 BR Ten	piece	9	0	0	9	275.18	7	0	0	7	214.03	9	0	0	9	275.18	7	0	0	7	214.03	30.58	978.43	
52	4711859 BL Con	bottle	18	6	6	30	1,248.00	18	6	6	30	1,248.00	18	6	6	30	1,248.00	18	6	6	30	1,248.00	41.60	4,992.00	
53	4711855 CL Pwi	can	17	6	6	29	693.68	17	6	6	29	693.68	17	6	6	29	693.68	17	6	6	29	693.68	23.91	2,774.72	
54	4711851 DE Buz packed	bar	17	0	0	17	136.14	17	0	0	17	136.14	17	0	0	17	136.14	17	0	0	17	136.14	8.01	544.54	
55	4711851 DE Puz	pack	18	1	1	20	748.59	18	1	1	20	748.59	17	1	1	19	711.16	17	1	1	19	711.16	37.43	2,919.51	
56	4711853 OS Aon	can	16	2	6	24	2,951.52	12	6	2	20	2,459.60	12	6	2	20	2,459.60	16	2	6	24	2,951.52	122.98	10,822.24	
57	4711851 DL Pwi	piece	9	0	0	9	232.52	5	0	0	5	124.18	9	0	0	9	232.52	5	0	0	5	124.18	24.84	695.39	
58	4711852 TW Puz	can	7	0	2	9	2,424.24	5	2	0	7	1,885.52	6	0	2	8	2,154.88	4	2	0	6	1,616.16	269.36	8,080.80	
59	4711850 FC Aon	can	14	1	7	22	1,921.92	5	6	1	12	1,048.32	8	5	3	16	1,397.76	9	3	5	17	1,485.12	87.36	5,853.12	
60	4711854 MP Son	unit	5	0	0	5	9,555.00	0	0	0	0	0.00	2	0	0	2	3,832.00	0	0	0	0	0.00	191.60	13,377.00	
61	4711853 MP Buz screw type	piece	6	0	0	6	873.60	1	0	0	1	145.60	1	0	0	1	145.60	1	0	0	1	145.60	145.60	1,310.40	
62	4711859 MP Buz	piece	9	0	0	9	992.16	1	0	0	1	110.24	6	0	0	6	661.44	1	0	0	1	110.24	110.24	1,874.08	
63	4711850 RFG Con	bundle	28	1	1	30	1,490.74	10	1	1	12	596.29	20	1	1	22	1,093.21	10	1	1	12	596.29	49.69	3,776.53	
64	4711852 SC Son	pack	13	0	0	13	1,338.48	13	0	0	13	1,338.48	13	0	0	13	1,338.48	13	0	0	13	1,338.48	102.96	5,353.92	
65	4711851 TB Puz	roll	11	2	2	15	2,098.20	9	0	2	11	1,538.68	9	0	0	9	1,258.92	9	0	0	9	1,258.92	139.88	6,154.72	
66	4711852 WB Puz	piece	18	0	0	18	424.57	4	0	0	4	94.35	14	9	0	23	542.51	4	0	0	4	94.35	23.59	1,155.77	
Information and Communication Technology (ICT) Equipment and Accessories																									
67	43118597 DCT 43	unit	2	0	0	2	78,416.00	0	0	0	0	0.00	1	0	0	1	39,208.00	0	0	0	0	0.00	39,208.00	117,624.00	
68	43118503 DV Wai	piece	244	50	0	294	6,405.67	100	0	0	100	2,178.80	215	0	0	215	4,684.42	140	0	0	140	3,050.32	21.79	16,319.21	
69	4311852 HD Buz	piece	13	0	0	13	35,422.40	0	0	0	0	0.00	1	0	0	1	2,724.80	0	0	0	0	0.00	2,724.80	38,147.20	
70	43118501 FD Wai	piece	52	0	0	52	14,385.28	3	0	0	3	839.92	25	3	0	28	7,145.92	0	0	0	0	0.00	276.64	22,961.12	
71	43118593 LCT 42	unit	2	0	0	2	71,832.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35,916.40	71,832.80	
72	43118508 MO Wai	unit	33	0	0	33	4,454.74	19	0	0	19	2,564.85	13	0	0	13	1,754.90	5	0	0	5	674.96	134.99	9,449.44	
73	43118502 PR Buz	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	33,132.8	0.00	

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						Qt																		
74	431202 PRL01 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
75	431205 PRL01 PRINTER, LASER, monochrome, network ready	unit	1	0	0	1	0	0	0	0	724.88	0	0	0	0	0.00	0	0	0	0	0.00	724.88		
76	N/A PRINTER, LASER, Color	unit	1	0	0	1	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
77	N/A PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
78	N/A PRINTER, Inkjet, Color	unit	4	0	0	4	0	0	2	0	0.00	3	0	0	3	0.00	2	0	0	2	0.00	0.00		
79	N/A Hub/Switches	unit	6	0	0	6	0	0	1	0	0.00	1	0	0	1	0.00	1	0	0	1	0.00	0.00		
80	N/A Network Routers	unit	1	0	0	1	0	0	1	0	0.00	1	0	0	1	0.00	1	0	0	1	0.00	0.00		
81	N/A Wireless Access Point	unit	3	0	0	3	0	0	1	0	0.00	1	0	0	1	0.00	1	0	0	1	0.00	0.00		
Office Equipment and Accessories and Supplies																								
82	441200 CHW01 CHALK, molded, white, dustless, length: 78mm min	box	1	0	0	1	0	0	1	0	25.68	1	0	0	1	25.68	1	0	0	1	25.68	102.71		
83	441205 BFC01 CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	50	10	10	70	15	0	0	15	529.98	31	10	10	51	386.13	15	0	0	15	113.57	1,143.25		
84	441205 BFC02 CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box	49	10	10	69	20	0	0	20	924.27	36	10	10	56	750.13	20	0	0	20	267.90	2,210.21		
85	441205 BFC03 CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box	44	10	10	64	10	0	0	10	1,315.23	36	10	10	56	1,150.82	10	0	0	10	295.50	2,877.06		
86	441205 BFC04 CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	44	10	10	64	15	0	0	15	2,529.28	36	10	10	56	2,113.12	15	0	0	15	592.80	5,928.00		
87	441205 CTR01 CORRECTION TAPE, film base type, UL 6in min	piece	238	6	8	252	82	6	8	96	4,423.91	99	6	8	113	1,983.74	82	8	6	96	1,685.30	9,778.25		
88	441205 DFR01 DATA FILE BOX, made of chipboard, with closed ends	piece	177	5	5	187	23	0	0	23	13,049.61	68	0	0	68	4,745.31	43	0	0	43	3,000.71	22,400.66		
89	441205 DFR01 DATA FOLDER, made of chipboard, tagila lock	piece	46	5	5	56	0	0	0	0	3,842.84	0	0	0	30	2,059.20	30	0	0	30	2,059.20	7,962.24		
90	441206 EN-D01 ENVELOPE, DOCUMENTARY, for A4 size document	box	10	0	0	10	6	0	0	6	4,081.38	6	0	0	7	2,856.96	4	0	0	4	1,632.55	11,019.72		
91	441206 EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box	11	0	0	11	5	0	0	5	5,698.84	9	0	0	9	4,661.68	6	0	0	6	3,108.46	16,060.36		
92	441206 EN-D01 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	20	0	1	21	3	0	0	3	15,506.40	4	0	0	4	2,953.60	5	0	0	5	3,492.00	24,367.20		
93	441206 EN-D02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	67	0	0	67	0	0	0	0	2,042.02	0	0	0	57	1,738.09	0	0	0	0	0.00	3,781.11		
94	441206 EN-M01 ENVELOPE, MAILING, white, 80gsm (150)	box	5	1	0	6	3	0	0	3	1,971.84	3	0	0	6	1,971.84	2	0	0	2	657.28	5,586.88		
95	441206 EN-W01 ENVELOPE, mailing, white, with window	box	5	0	0	5	4	0	0	4	2,054.00	4	0	0	5	2,054.00	4	0	0	4	1,643.20	7,394.40		
96	441206 LTR01 ERASER, FELT, for blackboard/whiteboard	piece	28	0	0	28	3	0	0	3	311.00	3	0	0	5	55.54	3	0	0	3	33.32	433.18		
97	441208 FA-P01 FASTENER, METAL, 70mm between prongs	box	81	4	3	88	35	3	2	40	6,944.54	48	4	3	55	4,240.34	40	5	2	47	3,709.01	18,150.50		
98	441205 FO-Z01 FILE ORGANIZER, expanding, plastic, 12 pockets	piece	37	0	0	37	11	0	0	11	2,612.41	11	0	0	11	776.66	11	0	0	11	776.66	4,942.39		
99	441208 FT-D01 FILE TAB DIVIDER, bristol board, for A4	set	76	0	0	76	20	0	0	20	948.48	70	0	0	70	873.60	60	0	0	60	748.80	2,820.48		
100	441208 FT-D02 FILE TAB DIVIDER, bristol board, for legal	set	31	0	0	31	14	0	0	14	515.84	20	0	0	20	332.80	20	0	0	20	332.80	1,414.40		
101	441205 FO-L01 FOLDER, FANCY, for A4 size documents	bundle	9	0	0	9	6	0	0	6	2,279.63	6	0	0	8	2,026.34	6	0	0	6	1,519.75	7,345.47		
102	441205 FO-L02 FOLDER, FANCY, for legal size documents	bundle	4	0	0	4	4	0	0	4	1,164.80	4	0	0	2	582.40	2	0	0	2	582.40	3,494.40		
103	441205 FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	31	10	0	41	5	0	0	5	7,014.28	5	10	0	15	2,566.20	5	5	0	10	1,710.80	12,146.68		
104	441205 FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	28	5	0	33	1	0	0	1	7,052.76	1	0	0	11	2,350.92	1	0	0	1	213.72	9,831.42		
105	441202 FO-T01 FOLDER, PRESSBOARD, size: 240mm x 370mm (15mm)	box	13	0	0	13	8	0	0	8	5,973.76	10	0	0	10	7,467.20	10	0	0	10	7,467.20	30,615.52		
106	441205 FO-T03 FOLDER, TACBOARD, for A4 size documents	pack	20	0	0	20	12	0	0	12	4,347.20	15	1	0	16	3,177.76	12	0	0	12	2,608.32	13,041.60		
107	441205 FO-T04 FOLDER, TACBOARD, for legal size documents	pack	22	0	0	22	14	0	0	14	6,151.97	14	0	0	20	5,192.70	13	0	0	13	3,635.26	19,294.83		

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for this 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				
108	4410308-IT-101	INDEX TAB, self-adhesive, transparent	box	29	0	0	29	1,504.38	7	0	0	7	363.13	17	0	0	17	881.88	12	0	0	12	622.50	65.00	51.88	3,371.89
109	4411955-MF-802	MAGAZINE FILE BOX, LARGE size, made of chip board	piece	10	0	0	10	416.00	5	0	0	5	208.00	10	0	0	10	416.00	5	0	0	5	208.00	30.00	41.60	1,248.00
110	4410764-MF-101	MARKER, FLUORESCENT, 3 assorted colors per set	set	49	9	0	58	2,559.46	43	0	0	43	1,600.98	54	0	0	54	2,010.53	43	0	0	43	1,600.98	198.00	3723	7,371.94
111	4410768-MW-801	MARKER, whiteboard, black, felt tip, bullet type	piece	166	0	0	166	1,710.85	33	10	0	43	443.18	49	0	0	49	505.01	33	10	0	43	443.18	301.00	10.31	3,102.23
112	4410768-MW-802	MARKER, whiteboard, blue, felt tip, bullet type	piece	151	0	0	151	1,556.27	40	10	0	50	515.32	46	0	0	46	474.09	40	0	0	40	412.26	287.00	10.31	2,957.94
113	4410768-MW-803	MARKER, whiteboard, red, felt tip, bullet type	piece	43	0	0	43	443.18	30	0	0	30	309.19	43	0	0	43	443.18	37	0	0	37	381.34	153.00	10.31	1,576.88
114	4410768-MP-801	MARKER, PERMANENT, bullet type, black	piece	232	0	6	238	2,296.99	50	10	6	66	636.98	70	0	6	76	733.49	50	0	6	56	540.47	486.00	9.65	4,207.92
115	4410768-MP-802	MARKER, PERMANENT, bullet type, blue	piece	205	0	6	211	2,036.40	50	10	6	66	636.98	55	0	6	61	588.72	50	0	6	56	540.47	394.00	9.65	3,802.57
116	4410768-MP-803	MARKER, PERMANENT, bullet type, red	piece	49	0	6	55	530.82	44	0	0	44	424.65	49	0	6	55	530.82	44	0	0	44	424.65	198.00	9.65	1,910.94
117	4410304-FC-601	PAPER CLIP, Vinyl/plastic coat, length: 32mm min	box	81	7	2	90	538.20	32	2	2	36	215.28	50	2	2	54	322.92	34	2	2	38	227.24	218.00	5.98	1,303.64
118	4410304-FC-602	PAPER CLIP, Vinyl/plastic coat, length: 48mm min	box	84	7	2	93	1,184.82	45	2	2	49	624.26	53	2	2	57	726.18	47	2	2	51	649.74	250.00	12.74	3,185.00
119	4410764-PE-101	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	145	1	4	150	3,118.44	25	0	1	26	540.53	31	1	1	33	686.06	25	0	1	26	540.53	235.00	20.79	4,885.56
120	4410302-RB-P40	RING BINDER, 80 rings, plastic, 32mm x 11.2cm	bundle	24	0	0	24	4,839.24	5	0	0	5	1,008.18	13	0	0	13	2,612.26	5	0	0	5	1,008.18	47.00	201.64	9,476.85
121	4410292-RU-801	RUBBER BAND, 70mm min lay flat length (#16)	box	27	0	0	27	2,611.44	4	0	0	4	386.88	5	0	0	5	483.60	4	0	0	4	386.88	40.00	96.72	3,868.80
122	4410395-SP-101	STAMP PAD, FELT, bed dimensions: 60mm x 100mm min	piece	14	0	0	14	387.30	4	0	0	4	110.66	5	0	0	5	138.32	6	0	0	6	165.98	29.00	27.66	802.26
123	4410395-BL-101	CUTTER BLADE, for heavy duty cutter	piece	72	0	0	72	847.64	18	10	0	28	359.64	25	0	0	25	294.32	28	0	0	28	359.64	153.00	11.77	1,801.24
124	4410395-CU-101	CUTTER KNIFE, for general purpose heavy duty	piece	24	0	0	24	657.70	4	0	0	4	109.62	4	0	0	4	109.62	14	0	0	14	383.66	46.00	27.40	1,260.58
125	4410395-DS-101	DATING AND STAMPING MACHINE, PENCIL SHARPENER, manual, single cutter head	piece	9	0	0	9	4,305.41	2	0	0	2	956.76	2	0	0	2	956.76	2	0	0	2	956.76	15.00	478.38	7,175.69
126	4410395-PS-101	PUNCHER, paper, heavy duty, with two hole guide	piece	5	0	0	5	936.00	1	0	0	1	187.20	1	0	0	1	187.20	3	0	0	3	561.60	10.00	187.20	1,872.00
127	4410662-PU-101	SCISSORS, symmetrical, blade length: 65mm min	pair	13	0	1	14	1,847.37	2	0	0	2	263.91	2	0	0	2	263.91	7	0	0	7	933.69	25.00	131.96	3,298.88
128	4410662-SS-101	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	41	3	0	44	686.40	5	0	0	5	78.00	5	0	0	5	78.00	15	0	0	15	234.00	69.00	15.60	1,076.40
129	4410665-ST-101	STAPLER, BINDER TYPE, heavy duty, desktop	unit	14	0	3	17	1,396.72	10	0	0	10	821.60	5	0	0	5	410.80	5	0	0	5	410.80	37.00	82.16	3,039.92
130	4410665-ST-101	STAPLER, BINDER TYPE, heavy duty, desktop	unit	2	0	0	2	1,757.60	1	0	0	1	878.80	1	0	0	1	878.80	1	0	0	1	878.80	5.00	878.80	4,394.00
131	4410663-SR-101	TAPE DISPENSER, PAPER TYPE	piece	23	0	0	23	418.12	5	0	0	5	90.90	5	0	0	5	90.90	5	0	0	5	90.90	38.00	18.18	690.81
132	4410665-TD-101	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	35	1	0	36	2,009.78	2	0	0	2	111.65	2	0	0	2	111.65	4	0	0	4	233.31	44.00	55.83	2,456.40
133	4410665-PB-101	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10,400.00	0.00
134	4410807-CA-101	CALCULATOR, compact, 12 digits	unit	10	0	0	10	1,351.60	2	0	0	2	270.40	2	0	0	2	270.40	2	0	0	2	270.40	16.00	135.20	2,163.20
135	4410794-FX-101	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,711.20	0.00
136	4410661-PT-101	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	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	8,088.08	0.00
137	4410663-PS-101	PAPER SHREDDER, cutting width: 30mm-4mm (Entry Level)	unit	1	0	0	1	5,699.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5,699.20	5,699.20
138	4410663-PS-102	PAPER SHREDDER, cutting width: 30mm-4mm (Mid-Level)	unit	1	0	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	0.00	0.00
Printer or Facsimile or Photocopier Supplies																										
139	4410399-BR-105	DRUM CART, BROTHER DR-3455	cart	1	0	0	1	6,864.00	0	0	0	0	0.00	1	0	0	1	6,864.00	0	0	0	0	0.00	2.00	6,864.00	13,728.00
140	4410395-CA-104	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,001.52	0.00
141	4410395-CA-102	INK CART, CANON CL-811, Colored	cart	10	0	0	10	10,396.00	3	0	0	3	3,088.80	9	0	0	9	9,266.40	4	0	0	4	4,118.40	26.00	1,039.60	26,769.60

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Price Catalogue	Total Quantity for the year	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			
142	4410305-CA-B04	cart	5	0	0	5	3,770.00	5	0	0	5	3,770.00	5	0	0	5	3,770.00	5	0	0	5	3,770.00	20.00	754.00	15,080.00
143	4410305-CA-B02	cart	13	0	0	13	10,140.00	5	0	0	5	3,900.00	12	0	0	12	9,360.00	7	0	0	7	5,460.00	37.00	780.00	28,860.00
144	4410305-EP-B07	cart	39	6	0	45	11,466.00	23	6	0	29	7,289.20	39	6	0	45	11,466.00	28	6	0	34	8,663.20	153.00	254.80	38,984.40
145	4410305-EP-C07	cart	29	6	0	35	8,918.00	15	6	0	21	5,350.80	26	6	0	32	8,153.60	20	6	0	26	6,624.80	114.00	254.80	29,047.20
146	4410305-EP-M07	cart	29	6	0	35	8,918.00	15	6	0	21	5,350.80	26	6	0	32	8,153.60	20	6	0	26	6,624.80	114.00	254.80	29,047.20
147	4410305-EP-Y07	cart	29	6	0	35	8,918.00	15	6	0	21	5,350.80	26	6	0	32	8,153.60	20	6	0	26	6,624.80	114.00	254.80	29,047.20
148	4410305-HP-B40	cart	3	0	0	3	0.00	0	0	0	0	0.00	3	0	0	3	0.00	0	0	0	0	0.00	6.00	0.00	0.00
149	4410305-HP-T40	cart	0	0	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
150	4410305-HP-B09	cart	0	0	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
151	4410305-HP-T10	cart	0	0	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
152	4410305-HP-T30	cart	0	0	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
153	4410305-HP-R48	cart	0	0	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
154	4410305-HP-C48	cart	0	0	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
155	4410305-HP-M48	cart	0	0	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
156	4410305-HP-Y48	cart	0	0	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
157	4410305-HP-C48	cart	0	0	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
158	4410305-HP-B48	cart	0	0	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
159	4410305-HP-B07	cart	0	0	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
160	4410305-HP-T07	cart	0	0	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
161	4410305-HP-B35	cart	0	0	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
162	4410305-HP-T35	cart	0	0	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
163	4410305-HP-C40	cart	0	0	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
164	4410305-HP-M40	cart	0	0	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
165	4410305-HP-Y40	cart	0	0	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
166	4410305-HP-B40	cart	0	0	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
167	4410305-HP-B30	cart	0	0	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
168	4410305-HP-T30	cart	0	0	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
169	4410305-HP-B49	cart	0	0	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
170	4410305-HP-C49	cart	0	0	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
171	4410305-HP-M49	cart	0	0	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
172	4410305-HP-Y49	cart	0	0	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
173	4410305-HP-B43	cart	0	0	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
174	4410305-HP-C43	cart	0	0	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
175	4410305-HP-M43	cart	0	0	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
176	4410305-HP-Y43	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
20	440303HPB04	TONER CART, HP CE504A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
21	440303HPB08	TONER CART, HP CE355A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
24	440303HPB01	TONER CART, HP CE378A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00		
25	440303HPB02	TONER CART, HP CE385A (HP85A), Black	7	3	1	11	31,489.60	3	2	1	6	17,721.60	5	3	1	9	26,582.40	3	3	1	7	20,675.20	97,468.80	
26	440303HPB03	TONER CART, HP CE310A, Black	1	1	0	2	4,773.60	1	0	0	1	2,386.80	1	1	0	2	4,773.60	1	1	0	2	4,773.60	16,707.60	
27	440303HPC03	TONER CART, HP CE314A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
28	440303HPY03	TONER CART, HP CE312A, Yellow	0	0	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	440303HPM03	TONER CART, HP CE315A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
220	440303HPB04	TONER CART, HP CE320A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
221	440303HPC04	TONER CART, HP CE324A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
222	440303HPY04	TONER CART, HP CE322A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
223	440303HPM04	TONER CART, HP CE323A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
224	440303HPB05	TONER CART, HP CE390A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
225	440303HPB06	TONER CART, HP CE400A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
226	440303HPC06	TONER CART, HP CE404A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
227	440303HPY06	TONER CART, HP CE402A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
228	440303HPM06	TONER CART, HP CE403A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
229	440303HPB07	TONER CART, HP CE410A (HP305), Black	3	0	0	3	11,606.40	2	0	0	2	7,737.60	2	0	0	2	7,737.60	2	0	0	2	7,737.60	34,819.20	
230	440303HPC07	TONER CART, HP CE414A (HP305), Cyan	5	0	0	5	27,560.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	93,704.00	
231	440303HPY07	TONER CART, HP CE412A (HP305), Yellow	5	0	0	5	27,560.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	93,704.00	
232	440303HPM07	TONER CART, HP CE413A (HP305), Magenta	5	0	0	5	27,560.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	4	0	0	4	22,048.00	93,704.00	
233	440303HPB08	TONER CART, HP CE505A, Black	3	0	0	3	12,239.76	3	0	0	3	12,239.76	3	0	0	3	12,239.76	3	0	0	3	12,239.76	48,959.04	
234	440303HXB08	TONER CART, HP CE505X, Black, High cap	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
235	440303HPB09	TONER CART, HP CF317A (HP70A) Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
236	440303HPB09	TONER CART, HP CF226A (HP26A) Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
237	440303HXB09	TONER CART, HP CF226XC (HP26XC) Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
238	440303HPB09	TONER CART, HP CF280A, LaserJet Pro M401/M435 2.7K Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
239	440303HPB09	TONER CART, HP CF280XC	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
240	440303HPB09	TONER CART, HP CF284A (HP84A) Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
241	440303HPB09	TONER CART, HP CF284A (HP84A) Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
242	440303HXB09	TONER CART, HP CF283XC (HP83XC) B/L Contract LJ	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
243	440303HPB08	TONER CART, HP CF287A (HP87) Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
244	440303HPB09	TONER CART, HP CF310AC (HP86) black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
245	440303HPB09	TONER CART, HP CF314AC (HP86) Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
246	440303HPY09	TONER CART, HP CF312AC (HP86) yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Qt	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
147	4410303 HP M59 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	
148	4410303 HP M59 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	
149	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
150	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
151	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
152	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
153	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
154	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
155	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
156	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
157	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
158	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
159	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
160	4410303 HP M60	cart	2	0	0	2	8,881.60	0	0	0	0	0.00	2	0	0	2	8,881.60	0	0	0	0	0.00	17,763.20	
161	4410303 HP M60	cart	2	0	0	2	14,882.40	0	0	0	0	0.00	2	0	0	2	14,882.40	0	0	0	0	0.00	29,764.80	
162	4410303 HP M60	cart	2	0	0	2	10,098.40	0	0	0	0	0.00	2	0	0	2	10,098.40	0	0	0	0	0.00	20,196.80	
163	4410303 HP M60	cart	2	0	0	2	14,944.80	0	0	0	0	0.00	2	0	0	2	14,944.80	0	0	0	0	0.00	29,889.60	
164	4410303 HP M60	cart	2	0	0	2	10,098.40	0	0	0	0	0.00	2	0	0	2	10,098.40	0	0	0	0	0.00	20,196.80	
165	4410303 HP M60	cart	2	0	0	2	14,944.80	0	0	0	0	0.00	2	0	0	2	14,944.80	0	0	0	0	0.00	29,889.60	
166	4410303 HP M60	cart	2	0	0	2	10,098.40	0	0	0	0	0.00	2	0	0	2	10,098.40	0	0	0	0	0.00	20,196.80	
167	4410303 HP M60	cart	2	0	0	2	14,944.80	0	0	0	0	0.00	2	0	0	2	14,944.80	0	0	0	0	0.00	29,889.60	
168	4410303 HP M60	cart	2	0	0	2	10,098.40	0	0	0	0	0.00	2	0	0	2	10,098.40	0	0	0	0	0.00	20,196.80	
169	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
170	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
171	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
172	4410303 HP M60	cart	2	0	0	2	14,944.80	0	0	0	0	0.00	2	0	0	2	14,944.80	0	0	0	0	0.00	29,889.60	
173	4410303 HP M60	cart	0	0	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	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
175	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
176	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
177	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
178	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
179	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
180	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
181	4410303 HP M60	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Price Catalogue	Total Quantity for this year	Total Amount for the year		
			Monthly Quantity Requirement																							
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept	Q3	Q1 AMOUNT	Oct	Nov	Dec	Q4	Q1 AMOUNT					
182	4410303 SA B14 TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
183	4410303 SA B11 TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
184	4410303 SA B10 TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
185	4410303 SA B10 TONER CART, SAMSUNG MLT-D203U, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
186	4410303 SA B12 TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
187	4410303 SA B05 TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
188	4410303 SA B10 TONER CART, SAMSUNG SCX D655SA, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
189	4410303 BR B15 TONER CART, RICOH PRODUCE, PRODUCE T11, 3476, Black, for printer HL-6400DW	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
190	4410303 CA B00 TONER CART, RICOH, CANON 314 II, for printer LBP-6760x	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
Audio and Visual Equipment and Supplies																										
191	4110107 DO C11 DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
192	4110109 MM P11 MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	
Flag or Accessories																										
193	5110105 PH F11 PHILIPPINE NATIONAL FLAG, 100% polyester	piece	11	0	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	11.00	3512.08	
Printed Publications																										
194	5110104 RA H11 HANDBOOK (RA 9/84), 7th Edition	book	6	0	0	6	1	0	0	1	46.28	1	0	0	0	1	46.28	1	0	0	1	46.28	9.00	46.28	416.52	
Fire Fighting Equipment																										
195	4610101 TE M11 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kg	unit	3			3				0	0.00				0	0.00	2			2	2,288.00	5.00	1,144.00	5,720.00		
196	4610101 TE H11 FIRE EXTINGUISHER, PURE HCFC 123, 4.5kg	unit				0				0	0.00				0	0.00				0	0.00	0.00	4,992.00	0.00		
Consumer Electronics																										
197	5110105 DV H11 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	4			4				0	0.00				0	0.00				0	0.00	4.00	6,828.14	27,312.56		
Furniture and Furnishings																										
198	5610104 CM B11 CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00		
199	5610104 CM W11 CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00		
200	5610109 TM S11 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0	0.00				0	0.00				0	0.00	0.00	1,326.00	0.00		
201	5610109 TM S12 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0	0.00				0	0.00				0	0.00	0.00	1,326.00	0.00		
Arts and Crafts Equipment and Accessories and Supplies																										
202	6010101 CE P11 CLEARBOOK, 20 transparent pockets, for A4 size	piece	50	0	0	50	5	0	0	5	198.90	5	0	0	5	198.90	10	0	0	10	397.80	70.00	39.78	2,784.60		
203	6010101 CE P12 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	40	0	0	40	5	0	0	5	211.90	5	0	0	5	211.90	5	0	0	5	211.90	55.00	42.38	2,330.90		
204	6010104 EP P11 ERASER, PLASTIC/RUBBER, for pencil drafting/writing	piece	77	0	0	77	50	0	0	50	231.00	61	0	0	61	269.62	50	0	0	50	231.00	238.00	4.42	1,051.96		
205	6010104 SP C11 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	281	22	22	325	118	22	22	162	5,607.01	114	22	22	158	5,468.57	108	22	22	92	5,260.90	797.00	34.61	27,585.13		
206	6010104 SP C12 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	189	10	10	209	85	10	10	105	3,634.18	110	10	10	130	4,499.46	97	10	10	117	4,049.51	561.00	34.61	19,416.88		
207	6010104 SP C13 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	42	10	0	52	41	10	0	51	1,765.17	42	10	0	52	1,799.78	41	10	0	51	1,765.17	206.00	34.61	7,129.91		
208	6010104 WR B11 WRAPPING PAPER, kraft, 65gsm (542)	pack	8	0	0	8	8	0	0	8	1,037.34	8	0	0	8	1,037.34	18	0	0	18	2,334.01	42.00	19.67	5,446.02		

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year		
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov
SOFTWARE																			
1	43230000-SFT-001	license				0	0.00				0	0.00					0	0.00	0.00
2	43230000-SFT-002	license				0	0.00				0	0.00					0	0.00	0.00
3	43230000-SFT-003	license				0	0.00				0	0.00					0	0.00	0.00
4	43230000-SFT-004	license				0	0.00				0	0.00					0	0.00	0.00
5	43230000-SFT-005	license				0	0.00				0	0.00					0	0.00	0.00
6	43230000-SFT-006	license				0	0.00				0	0.00					0	0.00	0.00
7	43230000-SFT-007	license				0	0.00				0	0.00					0	0.00	0.00
8	43230000-SFT-008	license				0	0.00				0	0.00					0	0.00	0.00
9	43230000-SFT-009	license				0	0.00				0	0.00					0	0.00	0.00
10	43230000-SFT-010	license				0	0.00				0	0.00					0	0.00	0.00
11	43230000-SFT-011	license				0	0.00				0	0.00					0	0.00	0.00
12	43230000-SFT-012	license				0	0.00				0	0.00					0	0.00	0.00
13	43230000-SFT-013	license				0	0.00				0	0.00					0	0.00	0.00
14	43230000-SFT-014	license				0	0.00				0	0.00					0	0.00	0.00
15	43230000-SFT-015	license				0	0.00				0	0.00					0	0.00	0.00
16	43230000-SFT-016	license				0	0.00				0	0.00					0	0.00	0.00
OTHER SOFTWARE																			
1						0	0.00				0	0.00					0	0.00	0.00
2						0	0.00				0	0.00					0	0.00	0.00
3						0	0.00				0	0.00					0	0.00	0.00
PASSENGER AIR TRANSPORTATION																			
1	28180000-Air-001	ticket				0	0.00				0	0.00					0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
1						0	0.00				0	0.00					0	0.00	0.00
2						0	0.00				0	0.00					0	0.00	0.00
3						0	0.00				0	0.00					0	0.00	0.00
						0	0.00				0	0.00					0	0.00	0.00
						0	0.00				0	0.00					0	0.00	0.00
COMMON OFFICE EQUIPMENT																			
1						0	0.00				0	0.00					0	0.00	0.00
2						0	0.00				0	0.00					0	0.00	0.00
3						0	0.00				0	0.00					0	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for this 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	0.00				0	0.00				0	0.00	20	0	0	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		
COMMON OFFICE SUPPLIES																									
1	Balpen, retractable, black	pcs	20	0	0	0	20	200.00	0	0	0	0	0.00	20	0	0	20	200.00	20	0	0	20	200.00	60.00	600.00
2	Balpen, retractable, blue	pcs	20	0	0	0	20	200.00	0	0	0	0	0.00	20	0	0	20	200.00	0	0	0	0	0.00	40.00	400.00
3	Balpen, retractable, red	pcs	20	0	0	0	20	200.00	0	0	0	0	0.00	20	0	0	20	200.00	0	0	0	0	0.00	40.00	400.00
	Balpen, retractable, green	pcs	20	0	0	0	20	200.00	0	0	0	0	0.00	20	0	0	20	200.00	0	0	0	0	0.00	40.00	400.00
	Notebook, filler	pcs	10	0	0	0	10	400.00	0	0	0	0	0.00	10	0	0	10	400.00	0	0	0	0	0.00	20.00	800.00
	Envelope, plastic, legal	pcs	4	0	0	0	4	80.00	0	0	0	0	0.00	4	0	0	4	80.00	0	0	0	0	0.00	8.00	160.00
	Paper, Specialty, A4	pack	4	0	0	0	4	800.00	0	0	0	0	0.00	4	0	0	4	800.00	0	0	0	0	0.00	8.00	1,600.00
	Frame, Certificate, A4	pcs	4	0	0	0	4	400.00	0	0	0	0	0.00	4	0	0	4	400.00	0	0	0	0	0.00	8.00	800.00
	Paper, Sticker, A4 (10's)	pack	4	0	0	0	4	400.00	0	0	0	0	0.00	4	0	0	4	400.00	0	0	0	0	0.00	8.00	800.00
	Paper, Sticker, Legal (10's)	pack	4	0	0	0	4	600.00	0	0	0	0	0.00	4	0	0	4	600.00	0	0	0	0	0.00	8.00	1,200.00
	Tape, double-sided 48mm	roll	4	0	0	0	4	300.00	0	0	0	0	0.00	4	0	0	4	300.00	0	0	0	0	0.00	8.00	600.00
	File organizer, box	pcs	4	0	0	0	4	4,000.00	0	0	0	0	0.00	4	0	0	4	4,000.00	0	0	0	0	0.00	8.00	8,000.00
	File organizer, drawer	pcs	4	0	0	0	4	4,000.00	0	0	0	0	0.00	4	0	0	4	4,000.00	0	0	0	0	0.00	8.00	8,000.00
	Post-it arrow type	pcs	10	0	0	0	10	400.00	0	0	0	0	0.00	10	0	0	10	400.00	0	0	0	0	0.00	20.00	800.00
	Pencil pouch	pcs	10	0	0	0	10	400.00	0	0	0	0	0.00	10	0	0	10	400.00	0	0	0	0	0.00	20.00	800.00
	Book end	pcs	10	0	0	0	10	1,550.00	0	0	0	0	0.00	10	0	0	10	1,550.00	0	0	0	0	0.00	20.00	3,100.00
	Stamp, self-inking	pcs	5	0	0	0	5	2,100.00	0	0	0	0	0.00	5	0	0	5	2,100.00	0	0	0	0	0.00	10.00	4,200.00
	Plastic cover	yard	5	0	0	0	5	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	200.00
	Laminating Film	roll	3	0	0	0	3	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	3,000.00
	PUSH PIN, flat head type, assorted colors, 100/case	case	1	0	0	0	1	25.00	0	0	0	0	0.00	1	0	0	1	25.00	0	0	0	0	0.00	2.00	50.00
	5-RIBBON, nylon, manual typewriter	spool	2	0	0	0	2	40.00	0	0	0	0	0.00	2	0	0	2	40.00	0	0	0	0	0.00	4.00	80.00
	6-TIME CARD, for Amano Bundy Clock, 100/clock	bundle	2	0	0	0	2	140.00	0	0	0	0	0.00	2	0	0	2	140.00	0	0	0	0	0.00	4.00	280.00
	Balpen, black	piece	24				24	120.00	24			24	120.00	24			24	120.00	24			24	120.00	96.00	480.00
	Balpen, blue	piece	24				24	120.00	24			24	120.00	24			24	120.00	24			24	120.00	96.00	480.00
	Balpen, red	piece	12				12	60.00				12	60.00	12			12	60.00				12	60.00	24.00	120.00
	Glue, elmer's, all-purpose, 118ml per bottle	bottle					0	0.00				10	380.00	10			10	380.00				10	380.00	10.00	380.00
	Balpen, black	piece	25				25	125.00				25	125.00	25			25	125.00				0	0.00	50.00	250.00
	Certificate Paper, Specialty Board, legal size, 10"/pack	pack		6			6	330.00		6	6	330.00				0	0.00			3	3	165.00	15.00	825.00	
	Photo paper, glossy, A4 size	pack		5			5	450.00			5	450.00				0	0.00				0	0.00	10.00	900.00	
	Sticker Paper, glossy, A4 size	pack		5			5	600.00		5	5	1,200.00				0	0.00				0	0.00	15.00	1,800.00	
	Keyboard	pc	3				3	0.00				0	0.00				0	0.00			0	0.00	3.00	900.00	
	Adapter	pc	10				10	0.00				0	0.00				0	0.00			0	0.00	10.00	500.00	

[illegible]

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept	Q3				Q3 AMOUNT	Oct	Nov	Dec	Q4
						0	0.00						0	0.00				0	0.00	0.00		
						0	0.00						0	0.00				0	0.00	0.00		
Electrical equipment and components and supplies																						
1						0	0.00						0	0.00				0	0.00	0.00		
2						0	0.00						0	0.00				0	0.00	0.00		
3						0	0.00						0	0.00				0	0.00	0.00		
						0	0.00						0	0.00				0	0.00	0.00		
						0	0.00						0	0.00				0	0.00	0.00		
Computer Supplies																						
1																						
2																						
3																						
						0	0.00						0	0.00				0	0.00	0.00		
Common ICT Equipment																						
1						0	0.00						0	0.00				0	0.00	0.00		
2						0	0.00						0	0.00				0	0.00	0.00		
3						0	0.00						0	0.00				0	0.00	0.00		
						0	0.00						0	0.00				0	0.00	0.00		
						0	0.00						0	0.00				0	0.00	0.00		
CONSUMABLES																						
1	Toner Cartridge, Fujlerox, docucentre S2220	cart				0	0.00	2					2	4,000.00				1	2,000.00	3,00	2,000.00	6,000.00
2	Drum Cartridge, DocuCentre S2220, Fujlerox	cart				0	0.00	1					1	15,800.00				0	0.00	1,00	15,800.00	15,800.00
3	Ink Cart,Brother, BT5000C	pc	3	2	5	3,500.00	3	3	2	5	3,500.00	3	2	5	3,500.00	3	2	5	3,500.00	20.00	700.00	14,000.00
	Ink Cart, Brother, BT5000M	pc	3	2	5	3,500.00	3	3	2	5	3,500.00	3	2	5	3,500.00	3	2	5	3,500.00	20.00	700.00	14,000.00
	Ink Cart, Brother, BT5000Y	pc	3	2	5	3,500.00	3	3	2	5	3,500.00	3	2	5	3,500.00	3	2	5	3,500.00	20.00	700.00	14,000.00
	Ink Cart,Brother, BT5000BK	pc	4	2	6	4,200.00	4	2	6	4,200.00	4	2	6	4,200.00	4	2	6	4,200.00	24.00	700.00	16,800.00	
	Toner Cart., Brother, (TN2280), black	cart.	1	1	3	2,985.00	1	1	1	3	2,985.00	1	1	3	2,985.00	1	1	3	2,985.00	12.00	995.00	11,940.00
	Ink Refill, HP, GT51, K	bot.	1		1	100.00		1		1	100.00	1	1	2	200.00		1	1	100.00	5.00	100.00	500.00
	Ink Refill, HP, GT52, C	bot.	1		1	100.00	1		1	100.00	1		1	100.00	1		1	1	100.00	4.00	100.00	400.00
	Ink Refill, HP, GT52, M	bot.	1		1	100.00	1		1	100.00	1		1	100.00	1		1	1	100.00	4.00	100.00	400.00
	Ink Refill, HP, GT52, Y	bot.	1		1	100.00	1		1	100.00	1		1	100.00	1		1	1	100.00	4.00	100.00	400.00
	Epson L220 refill (black)	bottle	10			4,160.00	3						3	4,160.00	3			3	4,160.00	19.00	260.00	4,940.00
	Epson L220 refill (3 asst colors)	bottle	10			12,720.00	3						3	12,720.00	3			3	12,720.00	19.00	265.00	5,035.00
	Brother T700/T710 (black) refill	bottle	10			6,800.00	3						3	6,800.00	3			3	6,800.00	19.00	425.00	8,075.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Price Catalogue	Total Quantity for the year	Total Amount for the year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT			
		10			20,400.00	3			3	20,400.00			3	20,400.00	3		3	20,400.00	19.00	8,075.00
		1		1	780.00		1		1	390.00	1		2	780.00	1	1	2	780.00	7.00	2,730.00
		1		1	780.00		1		1	390.00	1		2	780.00	1	1	2	780.00	7.00	2,730.00
		1		1	780.00		1		1	390.00	1		2	780.00	1	1	2	780.00	7.00	2,730.00
		1		1	780.00		1		1	390.00	1		2	780.00	1	1	2	780.00	7.00	2,730.00
		3			780.00	4			4	390.00	4		4	780.00			4	780.00	15.00	5,850.00
		3			780.00	4			4	390.00	4		4	780.00	4		4	780.00	15.00	5,850.00
		3			780.00	4			4	390.00	4		4	780.00	4		4	780.00	15.00	5,850.00
		3			780.00	4			4	390.00	4		4	780.00	4		4	780.00	15.00	5,850.00
		5			0.00				0	0.00			0	0.00			0	0.00	5.00	32,500.00
					0.00				0	0.00			1	3,110.00			0	0.00	1.00	3,110.00
					0.00				0	0.00			1	8,000.00			0	0.00	1.00	8,000.00
		30			0.00				0	0.00			0	0.00			0	0.00	30.00	15,000.00
		30			0.00				0	0.00			0	0.00			0	0.00	30.00	15,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 AMOUNT
		P																			
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores		X		1,079,688.24		X		374,007.55		X		639,422.62		X		390,203.93		P	2,424,722.34		
G.2 Other Items not available at PS but regularly purchased from other sources				144,041.25				102,171.50				133,895.25				86,701.50		P	456,809.50		
TOTAL MONTHLY CASH REQUIREMENTS				1,173,729.49				476,179.05				754,717.87				476,905.43		P	2,881,531.84		

*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:

MARY GRACE C. DUMALIT
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available

JEREMIAS MARIANO D. AGPES / MARVIN T. ARCANGEL
Accountant / Local Budget Officer

Approved by:

MYRNA P. PABLO
Head of Office/Agency

Date Prepared:

AUG 30 2018