

MEMORANDUM

FOR : **JOEL R. CRUZ**
Director, HRAS

FROM : **MYRNA P. PABLO**
Regional Director

DATE : November 06, 2020

SUBJECT : **DTI-CAR 2021 ANNUAL PROCUREMENT PLAN COMMON USE
SUPPLIES AND EQUIPMENT (APP-CSE)**

Relative to your memo dated October 27, 2020 on the preparation and submission of the Annual Budget Execution Documents (BEDs), we are submitting herewith our 2021 APP-CSE.

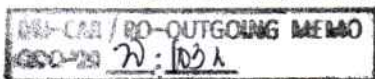
For your reference and appropriate action.

CORDILLERA ADMINISTRATIVE REGION
Certified ISO 9001: 2015

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

Introduction:

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

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

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

Department/Bureau/Office: DEPARTMENT OF TRADE AND INDUSTRY
Region: CORDILLERA ADMINISTRATIVE REGION
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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	10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can	25	13	14	52	7,246.72	16	13	14	43	5,992.48	23	13	14	13	14	43	5,992.48	188.00	139.36			
PERFUMES OR COLOGNES OR FRAGRANCES																								
2	53131626-HS-S01 HAND SANITIZER, 500 ml	bottle	26	0	0	26	3,937.18	20	6	0	26	3,937.18	26	0	0	26	0	26	3,937.18	104.00	151.43			
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (<5ml)	bottle	9	1	1	11	479.38	5	5	1	11	479.38	9	1	1	9	1	11	479.38	44.00	43.58			
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	8	5	5	18	8,236.80	7	5	5	17	7,779.20	8	5	5	6	5	16	7,321.60	69.00	457.60			
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (<5ml)	bottle	7	24	7	38	1,656.04	7	7	7	21	915.18	7	7	7	7	7	21	915.18	101.00	43.58			
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	21	9	21	51	23,205.00	20	9	21	50	22,750.00	20	9	21	20	9	50	22,750.00	201.00	455.00			
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	1	5	0	6	1,246.50	0	5	0	5	1,038.75	1	5	0	5	0	5	1,038.75	22.00	207.75			
COLOR COMPOUNDS AND DISPERSIONS																								
8	12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	18	5	3	26	819.52	9	3	4	16	504.32	12	3	5	20	630.40	9	3	15	472.80	77.00	31.52	
FILMS																								
9	13111203-AC-P01 ACETATE, thickness: 0.075mm min (gauge #3)	roll	6	2	0	8	6,782.56	0	0	0	0	0.00	5	1	0	6	5,086.52	0	0	0	0.00	14.00	847.82	
10	13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	0	3	0	3	663.00	0	0	0	0	0.00	3	0	0	3	663.00	0	0	0	0.00	6.00	221.00	
11	13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	5	0	0	5	1,042.60	1	0	2	3	625.56	1	0	0	1	208.52	1	0	0	208.52	10.00	208.52	
PAPER MATERIALS AND PRODUCTS																								
12	14111525-CA-A01 CARTON INK, assorted colors	pack	61	0	1	62	5,190.64	1	0	1	2	167.44	11	0	1	12	1,004.64	1	1	0	2	167.44	76.00	83.72
13	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 260 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	882.55	
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 260 x 278mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1029.60	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year							
				Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount			
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 260 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	0.00	1528.80	0.00	
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	906.36	0.00	
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 260 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	884.00	0.00	
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 260 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	0.00	1508.00	0.00	
19	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	7	0	0	7	5,564.72	6	0	1	7	5,564.72	7	1	0	8	6,359.68	5	0	5	3,974.80	794.96	21463.92	
20	14111514-HP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	67	32	30	129	4,780.74	56	32	30	118	4,373.08	61	32	30	123	4,558.38	46	32	108	4,002.48	478.00	17714.68	
21	14111514-HP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	65	32	30	127	7,528.56	56	32	30	118	6,995.04	61	32	30	123	7,291.44	46	32	98	5,809.44	466.00	27624.48	
22	14111514-HP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	73	49	37	159	7,589.07	67	46	47	163	7,779.99	72	49	47	168	8,018.64	57	49	153	7,302.69	643.00	30690.39	
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	72	19	7	98	1,179.92	49	15	7	75	903.00	64	19	7	90	1,083.60	49	19	75	903.00	338.00	4069.52	
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	314	282	224	820	139,859.20	305	280	221	806	137,471.36	313	281	222	816	139,176.96	289	266	757	129,113.92	3,199.00	170.56	
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	127	107	92	326	59,142.92	123	97	92	312	56,603.04	127	99	94	320	58,054.40	114	89	84	287	52,067.54	1,245.00	181.42
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	119	57	52	228	30,351.36	109	57	52	218	29,020.16	119	57	52	228	30,351.36	109	57	52	218	29,020.16	892.00	133.12
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	35	20	20	75	10,422.75	33	20	20	73	10,144.81	33	20	20	73	10,144.81	33	20	73	10,144.81	294.00	138.97	
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (7 2mm)	pad	20	11	0	31	951.08	0	1	0	1	30.68	0	11	0	11	337.48	0	1	0	1	30.68	44.00	1349.92
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	36	300	0	336	32,944.80	6	0	0	6	588.30	6	200	0	206	20,198.30	6	1	0	7	686.35	555.00	54417.75
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm/21mm x 30m/0.3m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	55.44	0.00	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	119	17	5	141	9,971.52	13	0	5	18	1,272.96	46	5	5	56	3,960.32	16	0	16	1,131.52	231.00	70.72	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	90	0	0	90	9,172.80	9	0	0	9	917.28	14	0	0	14	1,426.88	11	0	11	1,121.12	124.00	101.92	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	69	34	34	137	11,973.80	69	34	34	137	11,973.80	69	34	34	137	11,973.80	49	34	117	10,225.80	528.00	87.40	
34	14111704-JPPT01	TISSUE, interfolded paper towel	pack	50	50	50	150	5,226.00	50	50	50	150	5,226.00	50	50	50	150	5,226.00	50	50	150	5,226.00	600.00	34.84	
BATTERIES AND CELLS AND ACCESSORIES																									
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	124	17	24	165	5,989.50	74	17	17	108	3,920.40	82	17	24	123	4,464.90	72	17	106	3,847.80	502.00	36.30	
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	133	19	26	178	3,511.94	85	19	20	124	2,446.52	91	19	26	136	2,683.28	85	19	124	2,446.52	562.00	19.73	
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	30	1	0	31	2,982.20	5	0	0	5	481.00	5	0	0	5	481.00	5	0	5	481.00	46.00	96.20	
MANUFACTURING COMPONENTS AND SUPPLIES																									
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	77	23	11	111	6,893.10	30	10	10	50	3,105.00	24	22	11	57	3,539.70	22	22	10	54	3,353.40	272.00	16891.20
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	54	8	6	68	1,343.68	53	5	5	63	1,244.88	8	5	6	19	375.44	7	5	5	17	335.92	167.00	3299.92
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	64	4	4	72	1,518.48	12	1	1	14	295.26	21	4	14	39	822.51	11	1	13	274.17	138.00	210.42	
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 10M min	roll	41	5	0	46	858.82	6	0	0	6	112.02	11	0	0	11	206.37	5	0	5	93.35	68.00	1269.56	
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	104	12	7	123	6,715.80	44	8	6	58	3,166.80	58	18	12	88	4,804.80	48	11	70	3,822.00	339.00	18509.40	
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	84	14	12	110	11,726.00	50	13	11	74	7,888.40	78	10	7	95	10,127.00	69	6	81	8,634.60	360.00	106.60	
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	112	12	26	150	2,995.50	46	7	5	58	1,158.26	63	14	11	88	1,757.36	43	5	53	1,058.41	349.00	19.97	
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	142	16	11	169	1,705.21	65	12	10	87	877.83	103	27	11	141	1,422.69	97	10	117	1,180.53	514.00	10.09	
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	104	8	6	118	2,356.46	48	7	5	60	1,198.20	55	9	6	70	1,397.90	55	5	65	1,298.05	313.00	19.97	
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	32	1	1	34	1,980.16	30	1	2	33	1,921.92	32	1	1	34	1,980.16	33	1	35	2,038.40	136.00	58.24	
HEATING AND VENTILATION AND AIR CIRCULATION																									
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																									

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
				Jan	Feb	Mar	Q1	April	May	June	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22	Q23	Q24	Q25	Q26	Q27	Q28	Q29	Q30	Q31	Q32	Q33	Q34	Q35	Q36	Q37	Q38	Q39	Q40	Q41	Q42	Q43	Q44	Q45	Q46	Q47	Q48	Q49	Q50	Q51	Q52	Q53	Q54	Q55	Q56	Q57	Q58	Q59	Q60	Q61	Q62	Q63	Q64	Q65	Q66	Q67	Q68	Q69	Q70	Q71	Q72	Q73	Q74	Q75	Q76	Q77	Q78	Q79	Q80	Q81	Q82	Q83	Q84	Q85	Q86	Q87	Q88	Q89	Q90	Q91	Q92	Q93	Q94	Q95	Q96	Q97	Q98	Q99	Q100	Q101	Q102	Q103	Q104	Q105	Q106	Q107	Q108	Q109	Q110	Q111	Q112	Q113	Q114	Q115	Q116	Q117	Q118	Q119	Q120	Q121	Q122	Q123	Q124	Q125	Q126	Q127	Q128	Q129	Q130	Q131	Q132	Q133	Q134	Q135	Q136	Q137	Q138	Q139	Q140	Q141	Q142	Q143	Q144	Q145	Q146	Q147	Q148	Q149	Q150	Q151	Q152	Q153	Q154	Q155	Q156	Q157	Q158	Q159	Q160	Q161	Q162	Q163	Q164	Q165	Q166	Q167	Q168	Q169	Q170	Q171	Q172	Q173	Q174	Q175	Q176	Q177	Q178	Q179	Q180	Q181	Q182	Q183	Q184	Q185	Q186	Q187	Q188	Q189	Q190	Q191	Q192	Q193	Q194	Q195	Q196	Q197	Q198	Q199	Q200	Q201	Q202	Q203	Q204	Q205	Q206	Q207	Q208	Q209	Q210	Q211	Q212	Q213	Q214	Q215	Q216	Q217	Q218	Q219	Q220	Q221	Q222	Q223	Q224	Q225	Q226	Q227	Q228	Q229	Q230	Q231	Q232	Q233	Q234	Q235	Q236	Q237	Q238	Q239	Q240	Q241	Q242	Q243	Q244	Q245	Q246	Q247	Q248	Q249	Q250	Q251	Q252	Q253	Q254	Q255	Q256	Q257	Q258	Q259	Q260	Q261	Q262	Q263	Q264	Q265	Q266	Q267	Q268	Q269	Q270	Q271	Q272	Q273	Q274	Q275	Q276	Q277	Q278	Q279	Q280	Q281	Q282	Q283	Q284	Q285	Q286	Q287	Q288	Q289	Q290	Q291	Q292	Q293	Q294	Q295	Q296	Q297	Q298	Q299	Q300	Q301	Q302	Q303	Q304	Q305	Q306	Q307	Q308	Q309	Q310	Q311	Q312	Q313	Q314	Q315	Q316	Q317	Q318	Q319	Q320	Q321	Q322	Q323	Q324	Q325	Q326	Q327	Q328	Q329	Q330	Q331	Q332	Q333	Q334	Q335	Q336	Q337	Q338	Q339	Q340	Q341	Q342	Q343	Q344	Q345	Q346	Q347	Q348	Q349	Q350	Q351	Q352	Q353	Q354	Q355	Q356	Q357	Q358	Q359	Q360	Q361	Q362	Q363	Q364	Q365	Q366	Q367	Q368	Q369	Q370	Q371	Q372	Q373	Q374	Q375	Q376	Q377	Q378	Q379	Q380	Q381	Q382	Q383	Q384	Q385	Q386	Q387	Q388	Q389	Q390	Q391	Q392	Q393	Q394	Q395	Q396	Q397	Q398	Q399	Q400	Q401	Q402	Q403	Q404	Q405	Q406	Q407	Q408	Q409	Q410	Q411	Q412	Q413	Q414	Q415	Q416	Q417	Q418	Q419	Q420	Q421	Q422	Q423	Q424	Q425	Q426	Q427	Q428	Q429	Q430	Q431	Q432	Q433	Q434	Q435	Q436	Q437	Q438	Q439	Q440	Q441	Q442	Q443	Q444	Q445	Q446	Q447	Q448	Q449	Q450	Q451	Q452	Q453	Q454	Q455	Q456	Q457	Q458	Q459	Q460	Q461	Q462	Q463	Q464	Q465	Q466	Q467	Q468	Q469	Q470	Q471	Q472	Q473	Q474	Q475	Q476	Q477	Q478	Q479	Q480	Q481	Q482	Q483	Q484	Q485	Q486	Q487	Q488	Q489	Q490	Q491	Q492	Q493	Q494	Q495	Q496	Q497	Q498	Q499	Q500	Q501	Q502	Q503	Q504	Q505	Q506	Q507	Q508	Q509	Q510	Q511	Q512	Q513	Q514	Q515	Q516	Q517	Q518	Q519	Q520	Q521	Q522	Q523	Q524	Q525	Q526	Q527	Q528	Q529	Q530	Q531	Q532	Q533	Q534	Q535	Q536	Q537	Q538	Q539	Q540	Q541	Q542	Q543	Q544	Q545	Q546	Q547	Q548	Q549	Q550	Q551	Q552	Q553	Q554	Q555	Q556	Q557	Q558	Q559	Q560	Q561	Q562	Q563	Q564	Q565	Q566	Q567	Q568	Q569	Q570	Q571	Q572	Q573	Q574	Q575	Q576	Q577	Q578	Q579	Q580	Q581	Q582	Q583	Q584	Q585	Q586	Q587	Q588	Q589	Q590	Q591	Q592	Q593	Q594	Q595	Q596	Q597	Q598	Q599	Q600	Q601	Q602	Q603	Q604	Q605	Q606	Q607	Q608	Q609	Q610	Q611	Q612	Q613	Q614	Q615	Q616	Q617	Q618	Q619	Q620	Q621	Q622	Q623	Q624	Q625	Q626	Q627	Q628	Q629	Q630	Q631	Q632	Q633	Q634	Q635	Q636	Q637	Q638	Q639	Q640	Q641	Q642	Q643	Q644	Q645	Q646	Q647	Q648	Q649	Q650	Q651	Q652	Q653	Q654	Q655	Q656	Q657	Q658	Q659	Q660	Q661	Q662	Q663	Q664	Q665	Q666	Q667	Q668	Q669	Q670	Q671	Q672	Q673	Q674	Q675	Q676	Q677	Q678	Q679	Q680	Q681	Q682	Q683	Q684	Q685	Q686	Q687	Q688	Q689	Q690	Q691	Q692	Q693	Q694	Q695	Q696	Q697	Q698	Q699	Q700	Q701	Q702	Q703	Q704	Q705	Q706	Q707	Q708	Q709	Q710	Q711	Q712	Q713	Q714	Q715	Q716	Q717	Q718	Q719	Q720	Q721	Q722	Q723	Q724	Q725	Q726	Q727	Q728	Q729	Q730	Q731	Q732	Q733	Q734	Q735	Q736	Q737	Q738	Q739	Q740	Q741	Q742	Q743	Q744	Q745	Q746	Q747	Q748	Q749	Q750	Q751	Q752	Q753	Q754	Q755	Q756	Q757	Q758	Q759	Q760	Q761	Q762	Q763	Q764	Q765	Q766	Q767	Q768	Q769	Q770	Q771	Q772	Q773	Q774	Q775	Q776	Q777	Q778	Q779	Q780	Q781	Q782	Q783	Q784	Q785	Q786	Q787	Q788	Q789	Q790	Q791	Q792	Q793	Q794	Q795	Q796	Q797	Q798	Q799	Q800	Q801	Q802	Q803	Q804	Q805	Q806	Q807	Q808	Q809	Q810	Q811	Q812	Q813	Q814	Q815	Q816	Q817	Q818	Q819	Q820	Q821	Q822	Q823	Q824	Q825	Q826	Q827	Q828	Q829	Q830	Q831	Q832	Q833	Q834	Q835	Q836	Q837	Q838	Q839	Q840	Q841	Q842	Q843	Q844	Q845	Q846	Q847	Q848	Q849	Q850	Q851	Q852	Q853	Q854	Q855	Q856	Q857	Q858	Q859	Q860	Q861	Q862	Q863	Q864	Q865	Q866	Q867	Q868	Q869	Q870	Q871	Q872	Q873	Q874	Q875	Q876	Q877	Q878	Q879	Q880	Q881	Q882	Q883	Q884	Q885	Q886	Q887	Q888	Q889	Q890	Q891	Q892	Q893	Q894	Q895	Q896	Q897	Q898	Q899	Q900	Q901	Q902	Q903	Q904	Q905	Q906	Q907	Q908	Q909	Q910	Q911	Q912	Q913	Q914	Q915	Q916	Q917	Q918	Q919	Q920	Q921	Q922	Q923	Q924	Q925	Q926	Q927	Q928	Q929	Q930	Q931	Q932	Q933	Q934	Q935	Q936	Q937	Q938	Q939	Q940	Q941	Q942	Q943	Q944	Q945	Q946	Q947	Q948	Q949	Q950	Q951	Q952	Q953	Q954	Q955	Q956	Q957	Q958	Q959	Q960	Q961	Q962	Q963	Q964	Q965	Q966	Q967	Q968	Q969	Q970	Q971	Q972	Q973	Q974	Q975	Q976	Q977	Q978	Q979	Q980	Q981	Q982	Q983	Q984	Q985	Q986	Q987	Q988	Q989	Q990	Q991	Q992	Q993	Q994	Q995	Q996	Q997	Q998	Q999	Q1000	Q1001	Q1002	Q1003	Q1004	Q1005	Q1006	Q1007	Q1008	Q1009	Q1010	Q1011	Q1012	Q1013	Q1014	Q1015	Q1016	Q1017	Q1018	Q1019	Q1020	Q1021	Q1022	Q1023	Q1024	Q1025	Q1026	Q1027	Q1028	Q1029	Q1030	Q1031	Q1032	Q1033	Q1034	Q1035	Q1036	Q1037	Q1038	Q1039	Q1040	Q1041	Q1042	Q1043	Q1044	Q1045	Q1046	Q1047	Q1048	Q1049	Q1050	Q1051	Q1052	Q1053	Q1054	Q1055	Q1056	Q1057	Q1058	Q1059	Q1060	Q1061	Q1062	Q1063	Q1064	Q1065	Q1066	Q1067	Q1068	Q1069	Q1070	Q1071	Q1072	Q1073	Q1074	Q1075	Q1076	Q1077	Q1078	Q1079	Q1080	Q1081	Q1082	Q1083	Q1084	Q1085	Q1086	Q1087	Q1088	Q1089	Q1090	Q1091	Q1092	Q1093	Q1094	Q1095	Q1096	Q1097	Q1098	Q1099	Q1100	Q1101	Q1102	Q1103	Q1104	Q1105	Q1106	Q1107	Q1108	Q1109	Q1110	Q1111	Q1112	Q1113	Q1114	Q1115	Q1116	Q1117	Q1118	Q1119	Q1120	Q1121	Q1122	Q1123	Q1124	Q1125	Q1126	Q1127	Q1128	Q1129	Q1130	Q1131	Q1132	Q1133	Q1134	Q1135	Q1136	Q1137	Q1138	Q1139	Q1140	Q1141	Q1142	Q1143	Q1144	Q1145	Q1146	Q1147	Q1148	Q1149	Q1150	Q1151	Q1152	Q1153	Q1154	Q1155	Q1156	Q1157	Q1158	Q1159	Q1160	Q1161	Q1162	Q1163	Q1164	Q1165	Q1166	Q1167	Q1168	Q1169	Q1170	Q1171	Q1172	Q1173	Q1174	Q1175	Q1176	Q1177	Q1178	Q1179	Q1180	Q1181	Q1182	Q1183	Q1184	Q1185	Q1186	Q1187	Q1188	Q1189	Q1190	Q1191	Q1192	Q1193	Q1194	Q1195	Q1196	Q1197	Q1198	Q1199	Q1200	Q1201	Q1202	Q1203	Q1204	Q1205	Q1206	Q1207	Q1208	Q1209	Q1210	Q1211	Q1212	Q1213	Q1214	Q1215	Q1216	Q1217	Q1218	Q1219	Q1220	Q1221	Q1222	Q1223	Q1224	Q1225	Q1226	Q1227	Q1228	Q1229	Q1230	Q1231	Q1232	Q1233	Q1234	Q1235	Q1236	Q1237	Q1238	Q1239	Q1240	Q1241	Q1242	Q1243	Q1244	Q1245	Q1246	Q1247	Q1248	Q1249	Q1250	Q1251	Q1252	Q1253	Q1254	Q1255	Q1256	Q1257	Q1258	Q1259	Q1260	Q1261	Q1262	Q1263	Q1264	Q1265	Q1266	Q1267	Q1268	Q1269	Q1270	Q1271	Q1272	Q1273	Q1274	Q1275	Q1276	Q1277	Q1278	Q1279	Q1280	Q1281	Q1282	Q1283	Q1284	Q1285	Q1286	Q1287	Q1288	Q1289	Q1290	Q1291	Q1292	Q1293	Q1294	Q1295	Q1296	Q1297	Q1298	Q1299	Q1300	Q1301	Q1302	Q1303	Q1304	Q1305	Q1306	Q1307	Q1308	Q1309	Q1310	Q1311	Q1312	Q1313	Q1314	Q1315	Q1316	Q1317	Q1318	Q1319	Q1320	Q1321	Q1322	Q1323	Q1324	Q1325	Q1326	Q1327	Q1328	Q1329	Q1330	Q1331	Q1332	Q1333	Q1334	Q1335	Q1336	Q1337	

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							
87	43211507-DSK001	MITHI DESKTOP, basic	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
88	43211507-DSK002	MITHI DESKTOP, mid-range	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
89	43211503-LAP001	MITHI LAPTOP, mid-range	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	27	2	1	30	79,524.90	0	0	0	0	0	0.00	20	0	1	21	55,667.43	0	0	0	0.00	1,35,192.33						
91	43202010-FD-L01	FLASH DRIVE, 16 GB capacity	piece	79	0	0	79	13,227.76	2	0	0	2	334.88	27	0	0	27	4,520.88	2	0	0	2	334.88	18418.40						
92	43211708-MO-001	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in lid	unit	42	5	5	52	5,787.60	10	5	5	20	2,226.00	22	5	5	32	3,561.60	7	5	5	17	1,892.10	13,467.30						
93	43211708-MO-002	MOUSE, WIRELESS, USB	unit	12	0	0	12	1,846.00	7	0	0	7	1,078.00	12	0	0	12	1,846.00	7	0	0	7	1,078.00	5652.00						
94	43212102-PR-002	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
95	43212102-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
96	43212105-PR-L01	PRINTER, laser, monochrome	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							
97	43212105-PR-L02	PRINTER, laser, colored	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00							

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

96	44121710-CH-V01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29.64	0.00
99	44121105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	96	17	12	125	1,131.25	89	17	12	118	1,067.90	96	17	12	125	1,131.25	84	17	12	113	1,022.65	481.00	9.05	4153.05
100	44121105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	96	27	22	145	2,214.15	79	22	17	118	1,801.86	91	27	22	140	2,137.80	74	22	17	113	1,725.51	516.00	15.27	7879.32
101	44121105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	81	22	17	120	2,496.00	69	17	12	98	2,038.40	91	22	17	130	2,704.00	64	17	12	91	1,934.40	441.00	20.80	9172.80
102	44121105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	82	24	19	125	5,980.00	70	22	17	109	5,214.56	82	24	19	125	5,980.00	70	22	17	109	5,214.56	468.00	47.84	22389.12
103	44121801-CT-H01	CORRECTION TAPE, film base type, UL 6in min	piece	230	67	50	347	4,864.94	115	52	30	197	2,761.94	200	52	30	282	3,953.64	108	52	30	190	2,663.80	1,016.00	14.02	14244.32
104	44115115-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	213	23	33	269	20,766.80	96	12	17	125	9,650.00	162	18	23	203	15,671.60	86	17	12	115	8,878.00	712.00	77.20	54966.40
105	44122011-DF-F01	DATA FOLDER, made of chipboard, tagla box	piece	80	0	5	85	5,834.40	0	0	0	0	0.00	80	0	0	80	5,491.20	0	0	0	0	0.00	165.00	68.64	11325.60
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	10	0	1	11	7,403.99	7	0	1	8	5,384.72	9	0	0	9	6,057.81	7	0	0	7	4,711.63	35.00	673.09	23558.15
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	11	0	2	13	12,053.08	6	0	2	8	7,417.28	10	0	0	10	9,271.60	7	0	0	7	6,490.12	38.00	927.16	35232.06
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	15	0	3	18	13,791.20	7	0	2	9	6,645.60	12	0	0	12	8,860.80	7	0	0	7	5,168.80	46.00	738.40	33966.46
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	11	0	0	11	335.39	5	0	5	10	304.90	5	0	0	5	152.45	5	0	0	5	152.45	31.00	30.49	945.15
110	44121506-EN-H02	ENVELOPE, mailing, white, 70gsm	box	12	2	0	14	5,294.80	5	0	0	5	1,891.00	6	0	0	6	2,269.20	5	0	0	5	1,891.00	30.00	378.20	11346.06
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	11	1	0	12	5,204.16	5	0	0	5	2,168.40	6	0	0	6	2,602.08	5	0	0	5	2,168.40	28.00	433.68	12143.04
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	13	0	0	13	133.90	9	0	0	9	92.70	12	0	0	12	123.60	7	0	0	7	72.10	41.00	10.30	422.36
113	44122118-FA-F01	FASTENER, METAL, 70mm between prongs	box	80	10	20	110	9,175.10	62	10	5	77	6,422.57	75	10	30	115	9,592.15	52	10	5	67	5,588.47	369.00	83.41	30778.26
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	13	0	0	13	1,118.52	0	12	0	12	1,032.48	0	0	0	0	0.00	0	0	0	0	0.00	25.00	86.04	2151.04
115	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set	60	0	0	60	667.80	0	0	0	0	0.00	50	0	0	50	556.50	40	0	0	40	445.20	150.00	11.13	1669.56
116	44122018-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set	10	0	0	10	142.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	14.23	142.36
117	44122011-FO-H01	FOLDER, FANCY, for A4 size documents	bundle	7	0	0	7	1,892.80	1	1	0	2	540.80	7	0	0	7	1,892.80	0	1	0	1	270.40	17.00	270.40	4596.86
118	44122011-FO-H02	FOLDER, FANCY, for legal size documents	bundle	8	0	0	8	2,495.04	1	0	0	1	311.88	6	0	0	6	1,871.28	0	0	0	0	0.00	15.00	311.88	4678.26
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	13	10	0	23	3,942.89	8	1	0	9	1,542.87	13	10	0	23	3,942.89	8	6	0	14	2,400.02	69.00	171.43	11828.61
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	14	5	0	19	4,621.56	7	1	0	8	1,945.92	7	5	0	12	2,918.88	6	1	0	7	1,702.68	46.00	243.24	11189.03
121	44122027-FO-H01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	14	0	1	15	14,289.60	9	3	0	12	11,431.68	10	0	1	11	10,479.04	9	1	0	10	9,526.40	48.00	952.64	46726.77
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	15	1	1	17	4,743.00	10	1	1	12	3,348.00	11	3	1	15	4,185.00	9	1	1	11	3,069.00	55.00	279.00	15345.06
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	17	1	2	20	6,427.20	13	2	1	16	5,141.76	15	2	1	18	5,784.48	11	1	1	13	4,177.68	67.00	321.36	21531.1
124	44122008-ET-T01	INDEX TAB, self-adhesive, transparent	box	6	10	5	21	1,190.28	6	5	5	16	906.88	6	10	5	21	1,190.28	6	5	5	16	906.88	74.00	56.68	4194.5
125	44111515-MF-H02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	12	0	0	12	499.20	11	0	0	11	487.60	13	0	0	13	540.80	13	0	0	13	540.80	49.00	41.60	2036.1
126	44121716-MA-H01	MARKER, FLUORESCENT, 3 assorted colors per set	set	25	18	15	58	2,707.44	33	15	12	60	2,800.80	24	18	12	54	2,520.72	16	15	12	43	2,007.24	215.00	46.68	10036.2

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		
127	44121708-HW-B01	MARKER, whiteboard, black, felt tip, bullet type	134	8	3	145	1,940.10	32	18	3	53	709.14	141	8	3	152	2,033.76	22	8	3	33	441.54	5124.54
128	44121708-HW-B02	MARKER, whiteboard, blue, felt tip, bullet type	92	3	3	98	1,311.24	15	13	3	31	414.78	99	3	3	105	1,404.90	10	3	3	16	214.08	3345.00
129	44121708-HW-B03	MARKER, whiteboard, red, felt tip, bullet type	27	0	0	27	361.26	12	10	0	22	294.36	22	0	0	22	294.36	12	0	0	12	160.56	1110.54
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	150	44	39	233	2,092.34	95	54	39	188	1,688.24	167	44	39	250	2,245.00	92	44	39	175	1,571.50	846.00
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	46	3	3	52	466.96	33	3	3	39	350.22	53	3	3	59	529.82	46	3	3	51	487.98	1804.98
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	23	0	0	23	206.54	13	0	0	13	116.74	18	0	0	18	161.64	13	0	0	13	116.74	601.66
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	135	41	31	207	1,606.32	48	31	31	110	853.60	125	36	31	192	1,489.92	46	31	31	108	838.08	4787.92
134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	115	31	21	167	2,862.38	53	21	21	95	1,628.30	120	26	21	167	2,862.38	43	21	21	85	1,456.90	8809.96
135	44117006-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	38	3	0	41	852.39	24	1	0	25	519.75	32	2	0	34	706.86	20	1	0	21	436.59	2515.59
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	9	0	0	9	2,158.11	0	0	0	0	0.00	9	0	0	9	2,158.11	1	0	0	1	239.79	4556.01
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	14	1	0	15	1,642.50	2	0	0	2	219.00	8	1	0	9	985.50	2	0	0	2	219.00	3066.00
138	44119005-SF-P01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	15	1	1	17	594.15	3	1	1	5	174.75	4	1	1	6	209.70	3	1	1	5	174.75	1153.35
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	25	6	5	36	533.52	10	15	5	30	444.60	25	6	5	36	533.52	25	5	5	35	518.70	2030.34
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	36	0	0	36	1,203.48	5	0	0	5	167.15	8	0	0	8	267.44	0	0	0	0	0.00	1638.07
141	44103202-D5-M01	DATING AND STAMPING MACHINE, heavy duty	7	2	0	9	4,085.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4085.64
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	9	0	5	14	2,839.20	5	0	5	10	2,028.00	3	0	5	8	1,622.40	5	0	5	10	2,028.00	8517.60
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	18	0	5	23	3,035.08	5	1	5	11	1,451.56	5	0	5	10	1,319.60	5	0	5	10	1,319.60	7125.84
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	50	0	5	55	2,230.80	0	0	0	0	0.00	30	0	0	30	1,216.80	0	0	0	0	0.00	3447.60
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	25	0	0	25	4,420.00	6	0	0	6	1,060.80	21	0	0	21	3,712.80	1	0	0	1	176.80	9370.40
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	5	0	0	5	4,570.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4570.80
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	17	10	0	27	672.30	15	0	0	15	373.50	0	0	0	0	0.00	0	0	0	0	0.00	1045.80
148	44115605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	17	0	0	17	1,091.40	0	1	0	1	64.20	8	0	0	8	513.60	0	0	0	0	0.00	1669.20
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	0	0	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	44101807-CA-C01	CALCULATOR, compact, 12 digits	16	0	0	16	5,549.60	5	0	0	5	1,734.25	5	0	5	10	3,468.50	5	0	5	10	3,468.50	14020.80
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	0	0	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	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, mat paper size: 84	0	0	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	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	0	0	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	44103105-BR-B04	INK CART, BROTHER LC678, 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
156	44103105-BR-B05	INK CART, BROTHER LC678YBK, 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
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	0	0	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	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	0	0	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	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	0	0	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	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, 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
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	1	3	0	4	4,118.40	11	3	0	14	14,414.40	1	3	0	4	4,118.40	1	3	0	4	4,118.40	26.00
165	44103105-CA-B04	INK CART, CANON PG-740, 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
166	44103105-CA-B02	INK CART, CANON PG-810, Black	3	3	0	6	4,680.00	13	3	0	16	12,480.00	3	3	0	6	4,680.00	3	3	0	6	4,680.00	34.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year								
				Jan	Feb	Mar	Q1 AVERAGE	April	May	June	Q2 AVERAGE	July	Aug	Sept	Q3 AVERAGE				Oct	Nov	Dec	Q4 AVERAGE				
167	44103105-EP-B17	INK CART, EPSON CL3T664100 (T6641), Black	cart	73	13	48	134	33,446.40	55	29	28	112	27,955.20	84	16	51	151	37,689.60	41	45	31	117	29,203.20	514.00	249.60	128294.40
168	44103105-EP-C17	INK CART, EPSON CL3T664200 (T6642), Cyan	cart	55	10	31	96	23,961.60	45	13	24	82	20,467.20	67	10	35	112	27,955.20	36	30	24	90	22,464.00	380.00	249.60	94848.00
169	44103105-EP-M17	INK CART, EPSON CL3T664300 (T6643), Magenta	cart	55	10	31	96	23,961.60	45	13	24	82	20,467.20	67	10	35	112	27,955.20	36	30	24	90	22,464.00	380.00	249.60	94848.00
170	44103105-EP-Y17	INK CART, EPSON CL3T664400 (T6644), Yellow	cart	55	10	31	96	23,961.60	45	13	24	82	20,467.20	67	10	35	112	27,955.20	36	30	24	90	22,464.00	380.00	249.60	94848.00
171	44103105-HP-B40	INK CART, HP C2904AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	0.00
172	44103105-HP-T40	INK CART, HP C2906AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	950.56	0.00
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	0.00
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	0.00
175	44103105-HP-P48	INK Cartridge, HP C9307A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
176	44103105-HP-C48	INK Cartridge, HP C9308A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
177	44103105-HP-M48	INK Cartridge, HP C9309A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
178	44103105-HP-Y48	INK Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
179	44103105-HP-G48	INK Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
180	44103105-HP-B48	INK Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00
181	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	0.00
182	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	915.20	0.00
183	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
184	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
185	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
186	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
187	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
188	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1269.84	0.00
189	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	656.24	0.00
190	44103105-HP-T20	INK CART, HP CH562WA, (HP61), 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	821.60	0.00
191	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	0.00
192	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
193	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
194	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
195	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1570.40	0.00
196	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1165.84	0.00
197	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1165.84	0.00
198	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1165.84	0.00
199	44103105-HP-B36	INK CART, HP CH692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
200	44103105-HP-T36	INK CART, HP CH693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
201	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
202	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
203	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	249.60	0.00
204	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	249.60	0.00
205	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	249.60	0.00
206	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	249.60	0.00
207	44103105-HP-T43	INK Cartridge, HP FOV26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	405.60	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 ABSORT	April	May	June	Q2	Q3 ABSORT	July	Aug	Sept	Q3	Oct	Nov	Dec				Q4 ABSORT
208	44103105-HP-943	Ink Cartridge, HP F6V27AA (HP680) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	405.60	0.00
209	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	995.75	0.00
210	44103105-HP-460	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	995.75	0.00
211	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	995.75	0.00
212	44103105-HP-950	Ink Cartridge, HP L0S60AA (HP955) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4956.60	0.00
213	44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64	0.00
214	44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Origin	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64	0.00
215	44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Origina	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64	0.00
216	44103105-HX-948	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1644.24	0.00
217	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62	0.00
218	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62	0.00
219	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62	0.00
220	44103105-HP-951	Ink Cartridge, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	741.28	0.00
221	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	77.43	0.00
222	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	736.32	0.00
223	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for iX-310	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	77.94	0.00
224	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2685.28	0.00
225	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1892.80	0.00
226	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2685.28	0.00
227	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3567.20	0.00
228	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HLS4500N	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	5002.40	0.00
229	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	1	1	0	2	6,760.00	1	0	1	2	1	2	6,760.00	1	1	1	3	10,140.00	3380.00	30420.00
230	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	3337.36	0.00
231	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	7332.00	0.00
232	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	3952.00	0.00
233	44103103-HP-B22	TONER CART, HP CE285A (HP65A), Black	cart	9	1	5	15	51,480.00	8	1	6	15	5	16	54,912.00	8	1	6	15	51,480.00	61.00	209352.00
234	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	2360.80	0.00
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	2542.80	0.00
236	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	2542.80	0.00
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	2542.80	0.00
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	2916.16	0.00
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	3072.16	0.00
240	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	3072.16	0.00
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	7856.16	0.00
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	6900.40	0.00
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	10193.04	0.00
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	10193.04	0.00
245	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	10193.04	0.00
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	10193.04	0.00
247	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	9	2	0	11	46,217.60	10	0	0	10	5	0	16	67,225.60	7	0	0	7	4201.60	184870.40
248	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	7	1	0	8	48,089.60	8	0	0	8	5	0	14	84,156.80	6	0	0	6	6011.20	216403.20

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year						
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT		
249	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	7	1	0	8	48,089.60	7	0	0	7	42,078.40	9	5	0	14	84,156.80	6	0	0	6	36,067.20	210392.00
250	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	7	1	0	8	48,089.60	7	0	0	7	42,078.40	9	5	0	14	84,156.80	6	0	0	6	36,067.20	210392.00
251	44103103-HP-B28	TONER CART, HP CE505A, Black	1	0	0	1	4,466.80	0	0	0	0	0.00	1	0	0	1	4,466.80	0	0	0	0	0.00	8933.60
252	44103103-HK-B28	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
253	44103103-HP-B52	Toner Cartridge, HP C7217A (HP17A) 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
254	44103103-HP-B53	Toner Cartridge, HP C7226A (HP26A) Black LaserJet	9	5	5	19	109,964.40	8	5	5	18	104,176.80	8	5	5	18	104,176.80	6	5	5	16	92,601.60	410919.60
255	44103103-HP-B55	Toner Cartridge, HP C7280A, LaserJet Pro M401/M425	1	0	0	1	5,200.00	0	1	0	1	5,200.00	0	1	0	1	5,200.00	0	0	0	0	0.00	15600.00
256	44103103-HP-B51	HP Toner 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
257	44103103-HP-B56	Toner Cartridge, HP C7281A (HP81A) 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
258	44103103-HP-B57	Toner Cartridge, HP C7283A (HP83A) LaserJet 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
259	44103103-HK-B51	Toner Cartridge, HP C7283XC (HP83X) BK Connect L	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00
260	44103103-HP-B58	Toner Cartridge, HP C7287A (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
261	44103103-HK-B52	Toner Cartridge, HP C7325XC (HP25X) 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
262	44103103-HP-B60	Toner Cartridge, HP C7350A Black 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
263	44103103-HP-C60	Toner Cartridge, HP C7351A Cyan 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
264	44103103-HP-Y60	Toner Cartridge, HP C7352A Yellow 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
265	44103103-HP-M60	Toner Cartridge, HP C7353A Magenta 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
266	44103103-HP-B61	Toner Cartridge, HP C7360A (HP508A) 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
267	44103103-HP-C61	Toner Cartridge, HP C7361A (HP508A) Cyan 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
268	44103103-HP-Y61	Toner Cartridge, HP C7362A (HP508A) Yellow 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
269	44103103-HP-M61	Toner Cartridge, HP C7363A (HP508A) Magenta 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
270	44103103-HP-B62	Toner Cartridge, HP C7400A (HP201A) 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
271	44103103-HP-C62	Toner Cartridge, HP C7401A (HP201A) Cyan 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
272	44103103-HP-Y62	Toner Cartridge, HP C7402A (HP201A) Yellow 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
273	44103103-HP-M62	Toner Cartridge, HP C7403A (HP201A) Magenta 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
274	44103103-HP-B63	Toner Cartridge, HP C7410A (HP410A) 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
275	44103103-HK-B64	Toner Cartridge, HP C7410XC (HP410XC) 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
276	44103103-HP-C63	Toner Cartridge, HP C7411A (HP410A) 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
277	44103103-HK-C64	Toner Cartridge, HP C7411XC (HP410XC) 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
278	44103103-HP-Y63	Toner Cartridge, HP C7412A (HP410A) 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
279	44103103-HK-Y64	Toner Cartridge, HP C7412XC (HP410XC) 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
280	44103103-HP-M63	Toner Cartridge, HP C7413A (HP410A) 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
281	44103103-HK-M64	Toner Cartridge, HP C7413XC (HP410XC) 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
282	44103103-HP-B34	TONER CART, HP Q2612A, 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
283	44103103-HP-B48	TONER CART, HP Q7533A, 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
284	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, 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
285	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, 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
286	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, 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
287	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, 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
288	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, 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
289	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, 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

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				
290	44103103-SA-B18 TONER CART, SAMSUNG MLT-0203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3458.00	0.00	
291	44103103-SA-B20 TONER CART, SAMSUNG MLT-0203U, black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6442.80	0.00	
292	44103103-SA-B12 TONER CART, SAMSUNG MLT-0205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	7321.14	0.00	
293	44103103-SA-B05 TONER CART, SAMSUNG MLT-0205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3962.24	0.00	
294	44103103-SA-B10 TONER CART, SAMSUNG SCX-0655SA, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4066.40	0.00	
295	44103103-BR-B15 TONER CART, BROTHER TN-3478 Black	cart	0	0	0	0	0.00	1	0	0	1	6,370.00	0	0	0	0	0	0.00	1.00	6370.00	6370.00	
296	44103103-CA-B00 TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	13395.36	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																						
297	45121517-DO-C02 DOCUMENT CAMERA	unit				0	0.00				0	0.00					0	0.00	0.00	23623.60	0.00	
298	45111609-MH-P01 MULTIMEDIA PROJECTOR, 4000 mls ANSI Lumens	unit				0	0.00				0	0.00					0	0.00	0.00	17472.00	0.00	
FLAG OR ACCESSORIES																						
299	55121905-PH-F01 PHILIPPINE NATIONAL FLAG, 100% polyester	piece	7	0	0	7	1,993.88				0	0.00					0	0.00	7.00	284.84	1993.88	
PRINTED PUBLICATIONS																						
300	55101524-RA-H01 HANDBOOK (RA 9184), 7th Edition	book	16	0	0	16	595.36				0	0.00					0	0.00	16.00	37.21	595.36	
FIRE FIGHTING EQUIPMENT																						
301	46191601-FE-M01 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	7	0	2	9	10,296.00				0	0.00					0	0.00	9.00	1144.00	10296.00	
302	46191601-FE-H01 FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	0	0	1	5,613.25				0	0.00					0	0.00	1.00	5613.25	5613.25	
CONSUMER ELECTRONICS																						
303	52161535-DV-R01 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	4	0	0	4	25,662.56				0	0.00	5	0	0	5	32,078.20		0	9.00	6415.64	57740.76
FURNITURE AND FURNISHINGS																						
304	56101504-CN-B01 CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00				0	0.00					0	0.00	0.00	303.68	0.00	
305	56101504-CN-W01 CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00				0	0.00					0	0.00	0.00	301.60	0.00	
306	56101519-TM-S01 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00				0	0.00					0	0.00	0.00	1336.40	0.00	
307	56101519-TM-S02 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	2	0	0	2	2,631.20				0	0.00					0	0.00	2.00	1315.60	2631.20	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
308	60121413-CB-P01 CLEARBOOK, 20 transparent pockets, for A4 size	piece	16	2	0	18	716.04	2	2	0	4	159.12	5	2	0	7	278.46	0	2	31.00	39.78	1233.18
309	60121413-CB-P02 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	16	2	0	18	762.84	3	2	0	5	211.90	6	2	0	8	339.04	1	2	34.00	42.38	1440.92
310	60121534-ER-P01 ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	33	22	0	55	243.10	17	0	0	17	75.14	35	12	0	47	207.74	17	0	136.00	4.42	601.12
311	60121524-SP-G01 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	204	78	51	333	11,525.13	137	82	55	274	9,483.14	217	67	55	339	11,732.79	122	67	8,444.84	1,190.00	41185.90
312	60121524-SP-G02 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	104	47	35	186	6,437.46	49	47	35	131	4,533.91	114	47	35	196	6,783.56	49	47	4,533.91	644.00	22288.84
313	60121524-SP-G03 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	54	20	15	89	3,080.29	29	20	15	64	2,215.04	49	20	15	84	2,907.24	24	20	2,041.99	296.00	10244.56
314	60121124-WR-P01 WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	154.84	0	0	1.00	154.84	154.84
SOFTWARE																						
1	43231513-SFT-001 Business function specific software	license	0	0	0	0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00
2	43231602-SFT-002 Finance accounting and enterprise resource planning ERP software	license	1	0	0	1	0.00				0	0.00				0	0.00		0	1.00	0.00	0.00
3	43232004-SFT-003 Computer game or entertainment software	license	0	0	0	0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00
4	43232107-SFT-004 Content authoring and editing software	license	1	0	0	1	0.00				0	0.00				0	0.00		0	1.00	0.00	0.00
5	43232202-SFT-005 Content management software	license	0	0	0	0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00
6	43232304-SFT-006 Data management and query software	license	0	0	0	0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00
7	43232402-SFT-007 Development software	license	0	0	0	0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year									
Jan	Feb	Mar		Q1 AMOUNT	April	May	June	Q2	Q3 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT					
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
13	43233004-SFT-013	Operating environment software	license	13	0	0	13	0.00					0	0.00				0	0.00				0	0.00	13.00	0.00	
14	43233205-SFT-014	Security and protection software	license	13	0	0	13	0.00					0	0.00				0	0.00				0	0.00	13.00	0.00	
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00					0	0.00				0	0.00				0	0.00	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	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type						0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
2	40101701-AC-S01	Air Conditioning Unit, Split Type						0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
3								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
4								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
5								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
6								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
7								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
8								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
9								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
10								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
11								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
12								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
13								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
14								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
15								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
16								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
Common Office Equipment																											
1	44111905-WB-H01	White Board						0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
2	44111911-WB-D01	White Board, Digital						0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
3		Balloon, retractable, black	piece	30	0	0	30	450.00	30	0	0	30	450.00	30	0	0	30	450.00	20	0	0	20	300.00	110.00	15.00	1650.00	0.00
4		Balloon, retractable, green	piece	6	0	0	6	90.00	6	0	0	6	90.00	6	0	0	6	90.00	5	0	0	5	75.00	23.00	15.00	345.00	0.00
5		LOCKSEALF screws, 3 inches	pack	15	0	0	15	750.00	15	0	0	15	750.00	15	0	0	15	750.00	10	0	0	10	500.00	55.00	50.00	2750.00	0.00
6		Paper, Sticker, Legal (10%)	pack	10	0	0	10	700.00	10	0	0	10	700.00	10	0	0	10	700.00	5	0	0	5	350.00	35.00	70.00	2450.00	0.00
7		Post-it arrow type	pack	5	0	0	5	125.00	5	0	0	5	125.00	5	0	0	5	125.00	5	0	0	5	125.00	20.00	25.00	500.00	0.00
8		PUSH PIN, flat head type, assorted colors, 100s/case	box	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	30.00	4.00	30.00	120.00	0.00
9		Ribbon Ink, for Amano Bundy Clock	piece	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	4.00	300.00	1200.00	0.00
10		STAPLE WIRE (12x10)	box	1	0	0	1	158.00	1	0	0	1	158.00	1	0	0	1	158.00	1	0	0	1	158.00	4.00	158.00	632.00	0.00
11		Tape, double-sided Industrial, multifunctional	roll	2	0	0	2	300.00	2	0	0	2	300.00	2	0	0	2	300.00	2	0	0	2	300.00	8.00	150.00	1200.00	0.00
12		TIME CARD, for Amano Bundy Clock, 100s/brd	piece	1	0	0	1	290.00	1	0	0	1	290.00	1	0	0	1	290.00	1	0	0	1	290.00	4.00	290.00	1160.00	0.00
13								0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00

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	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
8		Trash Sack	piece	10	10	10	30	300.00	10	10	10	30	300.00	10	10	10	30	300.00	10	10	10	30	300.00	120.00	1200.00	
9		Trashbag black, large	roll	10			10	500.00	10			10	500.00	10			10	500.00	5			5	250.00	35.00	1750.00	
10		Trashbag black, medium	roll	3			3	105.00	3			3	105.00	3			3	105.00	3			3	105.00	12.00	420.00	
11		Trashbag black, small	roll	1			1	30.00	1			1	30.00	1			1	30.00	1			1	30.00	4.00	120.00	
12		Trashbag black, xl	roll	10			10	500.00	10			10	500.00	10			10	500.00	5			5	250.00	35.00	1750.00	
13		Trashbag black, xl	roll	1			1	50.00	1			1	50.00	1			1	50.00	1			1	50.00	4.00	200.00	
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
15																										
16																										
17																										
18																										
19							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
Office Equipment and Accessories																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
Office Supplies																										
1		Tray, Paper File, 3 layer, Metal Mesh, black	piece	7			7	5,740.00				0	-				0	0.00				0	0.00	7.00	820.00	5740.00
2		SPECIAL PAPER, BOARD, size: A4	pack	30			30	900.00	10			10	300.00	30			30	900.00	10			10	300.00	80.00	30.00	2400.00
3		SPECIAL PAPER, BOARD, size: Long	pack	30			30	1,050.00	5			5	175.00	30			30	1,050.00	5			5	175.00	70.00	35.00	2450.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												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		
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00
Audio and visual presentation and composing equipment																								
1	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00
2	52161520-MC-M01	Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00
3	52161512-SP-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00
4	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00
5	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00
Photographic or filming or video equipment																								
1	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00
2	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00
3	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00
4	45121506-VC-C01	Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00
Cleaning Equipment and Supplies																								
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for this year					
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
4						0	0.00						0	0.00				0	0.00			0.00
5						0	0.00						0	0.00				0	0.00			0.00
6						0	0.00						0	0.00				0	0.00			0.00
7						0	0.00						0	0.00				0	0.00			0.00
8						0	0.00						0	0.00				0	0.00			0.00
9						0	0.00						0	0.00				0	0.00			0.00
10						0	0.00						0	0.00				0	0.00			0.00
11						0	0.00						0	0.00				0	0.00			0.00
12						0	0.00						0	0.00				0	0.00			0.00
13						0	0.00						0	0.00				0	0.00			0.00
14						0	0.00						0	0.00				0	0.00			0.00
15						0	0.00						0	0.00				0	0.00			0.00
Paper Materials and Products																						
1	Certificate Paper, long, 10's	pack	42	42	42	126	8,190.00	42	42	42	126	8,190.00	42	42	42	126	8,190.00	504.00	65.00			32760.00
2	Bond Paper, blue color, legal size, 80 gsm	ream	2	2	2	6	1,140.00	2	2	2	6	1,140.00	3	3	3	9	1,710.00	30.00	190.00			5700.00
3	Bond Paper, pink color, legal size, 80 gsm	ream	1			1	190.00				0	0.00				0	0.00	1.00	190.00			190.00
4	Bond Paper, multi-color, legal size, 80 gsm	ream	3			3	750.00	3			3	750.00	3			3	750.00	12.00	250.00			3000.00
5	Photopaper, glossy, A4 size, 10's	pack				0	0.00				0	0.00	5			5	1,300.00	5.00	260.00			1300.00
6						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
7						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
8						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
9						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
10						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
11						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
12						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
13						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
14						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
Lighting and fixtures and accessories																						
1	39112 102-LP-B01	pc	12	2	6	20	12,000.00	10	2	6	18	10,800.00	10	2	6	18	10,800.00	74.00	600.00			44400.00
2						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
4						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
5						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
6						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
7						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
8						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
9						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
10						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00
11						0	0.00				0	0.00				0	0.00	0.00	0.00			0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Price Catalogue	Total Quantity for the year	Total Amount for the year
				Q1 AMOUNT												Q2 AMOUNT						
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
12							0	0.00				0	0.00				0	0.00	0.00	0.00		
13							0	0.00				0	0.00				0	0.00	0.00	0.00		
Electrical equipment and components and supplies																						
1							0	0.00				0	0.00				0	0.00	0.00	0.00		
2							0	0.00				0	0.00				0	0.00	0.00	0.00		
3							0	0.00				0	0.00				0	0.00	0.00	0.00		
4							0	0.00				0	0.00				0	0.00	0.00	0.00		
5							0	0.00				0	0.00				0	0.00	0.00	0.00		
6							0	0.00				0	0.00				0	0.00	0.00	0.00		
7							0	0.00				0	0.00				0	0.00	0.00	0.00		
8							0	0.00				0	0.00				0	0.00	0.00	0.00		
9							0	0.00				0	0.00				0	0.00	0.00	0.00		
10							0	0.00				0	0.00				0	0.00	0.00	0.00		
11							0	0.00				0	0.00				0	0.00	0.00	0.00		
12							0	0.00				0	0.00				0	0.00	0.00	0.00		
13							0	0.00				0	0.00				0	0.00	0.00	0.00		
14							0	0.00				0	0.00				0	0.00	0.00	0.00		
15							0	0.00				0	0.00				0	0.00	0.00	0.00		
Computer Supplies																						
1							0	0.00				0	0.00				0	0.00	0.00	0.00		
2							0	0.00				0	0.00				0	0.00	0.00	0.00		
3							0	0.00				0	0.00				0	0.00	0.00	0.00		
4							0	0.00				0	0.00				0	0.00	0.00	0.00		
5							0	0.00				0	0.00				0	0.00	0.00	0.00		
6							0	0.00				0	0.00				0	0.00	0.00	0.00		
7							0	0.00				0	0.00				0	0.00	0.00	0.00		
8							0	0.00				0	0.00				0	0.00	0.00	0.00		
9							0	0.00				0	0.00				0	0.00	0.00	0.00		
10							0	0.00				0	0.00				0	0.00	0.00	0.00		
11							0	0.00				0	0.00				0	0.00	0.00	0.00		
12							0	0.00				0	0.00				0	0.00	0.00	0.00		
13							0	0.00				0	0.00				0	0.00	0.00	0.00		
14							0	0.00				0	0.00				0	0.00	0.00	0.00		
15							0	0.00				0	0.00				0	0.00	0.00	0.00		
Common ICT Equipment																						
1	43212104-P1-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00	0.00	0.00		
2	43212104-P1-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00	0.00	0.00		
3	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00	0.00	0.00		
4	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00	0.00	0.00		
5	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00	0.00	0.00		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov
6	43222605-NR-001	Network Routers				0	0.00				0	0.00				0	0.00				0	0.00	0.00
7	43222640-WA-P01	Wireless Access Point				0	0.00				0	0.00				0	0.00				0	0.00	0.00
8	43211711-SF-001	Scanner, Flatbed				0	0.00				0	0.00				0	0.00				0	0.00	0.00
9	45111661-WP-P01	Wireless Pointing Device / Laser Pointer				0	0.00				0	0.00				0	0.00				0	0.00	0.00
10	81112386-MF-P01	Multi Function PRINTER				0	0.00				0	0.00				0	0.00				0	0.00	0.00
11	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)				0	0.00				0	0.00				0	0.00				0	0.00	0.00
12	43191501-MP-001	Mobile Phone				0	0.00				0	0.00				0	0.00				0	0.00	0.00
13	43211711-SC-D01	Scanner, Colored, Double sided, feeder type				0	0.00				0	0.00				0	0.00				0	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00
16						0	0.00				0	0.00				0	0.00				0	0.00	0.00
17						0	0.00				0	0.00				0	0.00				0	0.00	0.00
18						0	0.00				0	0.00				0	0.00				0	0.00	0.00
19						0	0.00				0	0.00				0	0.00				0	0.00	0.00
20						0	0.00				0	0.00				0	0.00				0	0.00	0.00
21						0	0.00				0	0.00				0	0.00				0	0.00	0.00
22						0	0.00				0	0.00				0	0.00				0	0.00	0.00
23						0	0.00				0	0.00				0	0.00				0	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 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount				
24						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
25						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
26						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
27						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
28						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
29						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
OTHER SOFTWARE																									
1						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
2						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
3						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
4						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
5						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
6						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
7						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
8						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
9						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
10						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
11						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
12						0	0.00						0	0.00				0	0.00			0	0.00	0.00	
Consumables																									
1	Brother Ink Refill, Black (BT5000)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
2	Brother Ink Refill, Black (BT5060)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
3	Brother Ink Refill, Cyan (BT5000)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
4	Brother Ink Refill, Magenta (BT5000)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
5	Brother Ink Refill, Yellow (BT5000)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
6	Compact Disk (CD) 750 MB	piece		10		10	100.00		10		10	100.00		10		10	100.00		10		10	100.00	40.00	10.00	400.00
7	Contact Cleaner Spray	can		1		1	750.00				0			1		1	750.00				0	0.00	2.00	750.00	1500.00
8	Drum Cartridge DocuCentre S2011/ S1320 / S2521	piece	1			1	8,000.00	1			1	8,000.00	1			1	8,000.00	1			1	8,000.00	4.00	8,000.00	32000.00
9	Epson Ink Refill, Black (O03)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
10	Epson Ink Refill, Cyan (O03)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
11	Epson Ink Refill, Magenta (O03)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
12	Epson Ink Refill, Yellow (O03)	piece	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	5	5	5	15	3,750.00	60.00	250.00	15000.00
13	File Screw, 2.5", 100/pack	pack	1			1	824.00	1			1	824.00	1			1	824.00	1			1	824.00	4.00	824.00	3296.00
14	INK CART Brother BT D60 Black	piece	20	4	20	44	17,600.00		4	20	24	9,600.00		4	20	24	9,600.00		4		4	1,600.00	96.00	400.00	38400.00
15	INK CART Brother BT5000 Black	piece		4		4	1,600.00		4		4	1,600.00		4		4	1,600.00		4		4	1,600.00	16.00	400.00	6400.00
16	INK CART Brother BT5000 Cyan	piece	20	2		22	8,800.00	20	2		22	8,800.00	20	2		22	8,800.00	20	2		22	8,800.00	88.00	400.00	35200.00
17	INK CART Brother BT5000 Magenta	piece	20			20	8,000.00	20			20	8,000.00	20			20	8,000.00	20			20	8,000.00	100.00	400.00	40000.00
18	INK CART Brother BT5000 Yellow	piece	20	4		24	9,600.00		4		4	1,600.00		4		4	1,600.00		4		4	1,600.00	36.00	400.00	14400.00
19	INK CART Brother BT6000 Black	piece		2		2	800.00		2		2	800.00		2		2	800.00		2		2	800.00	8.00	400.00	3200.00
20	INK CART, CANON PG-40, Black	cart		1		1	800.00		1		1	800.00		1		1	800.00		1		1	800.00	4.00	800.00	3200.00

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	Q2 amount	July	Aug	Sept				Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
21	INK CART, CANON PG-41, Colored	cart		1		1	1,100.00		1		1	1,100.00		1	1,100.00		1		1	1,100.00	4.00	1,100.00	4400.00		
22	Ink Refill, EPSON, B-003, 100 ml	bot	1			1	350.00				0	-	1		1	350.00			0	0.00	2.00	350.00	700.00		
23	Ink Refill, EPSON, Bk-003, 100 ml	bot	1			1	350.00				0	-	1		1	350.00			0	0.00	2.00	350.00	700.00		
24	Ink Refill, EPSON, R-003, 100 ml	bot	1			1	350.00				0	-	1			1	350.00			0	0.00	2.00	350.00	700.00	
25	Ink Refill, EPSON, Y-003, 100 ml	bot	1			1	350.00				0	-	1		1	350.00			0	0.00	2.00	350.00	700.00		
26	INK, BOTTLE, BROTHER DCP-T710W, Black	bottle	5			5	2,050.00	5					3		3	1,230.00				3	1,230.00	16.00	410.00	6560.00	
27	INK, BOTTLE, BROTHER DCP-T710W, Cyan	bottle	2			2	820.00	2					1		1	410.00				1	410.00	6.00	410.00	2460.00	
28	INK, BOTTLE, BROTHER DCP-T710W, Magenta	bottle	2			2	820.00	2					1		1	410.00				1	410.00	6.00	410.00	2460.00	
29	INK, BOTTLE, BROTHER DCP-T710W, Yellow	bottle	2			2	820.00	2					1		1	410.00				1	410.00	6.00	410.00	2460.00	
30	INK CART, BROTHER BT6000 BLACK	Cart	1		1	2	500.00		1		1	250.00	1		1	2	500.00		1		1	250.00	6.00	250.00	1500.00
31	INK CART, BROTHER BT5000C CYAN	Cart	1		1	2	500.00		1		1	250.00	1		1	2	500.00		1		1	250.00	6.00	250.00	1500.00
32	INK CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	1		1	2	500.00		1		1	250.00	1		1	2	500.00		1		1	250.00	6.00	250.00	1500.00
33	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	1		1	2	500.00		1		1	250.00	1		1	2	500.00		1		1	250.00	6.00	250.00	1500.00
34	Lubricant/Degreaser/Rust Remover Spray	can		1		1	350.00				0	-		1		1	350.00			0	0.00	2.00	350.00	700.00	
35	Ricograph Ink	piece	1	1	1	3	2,160.00	1	1	1	3	2,160.00	1	1	1	3	2,160.00	1	1	3	2,160.00	12.00	720.00	8640.00	
36	Thermal Paste for CPU	piece		5		5	500.00				0	-		5		5	500.00			0	0.00	10.00	100.00	1000.00	
37	Toner Cartridge DocuCentre S2011/ S2320 / S2519	piece	2	2	2	6	20,400.00	2	2	2	6	20,400.00	2	2	2	6	20,400.00		2	2	6	20,400.00	24.00	3,400.00	81600.00
38	Toner Cartridge, Brother, TN-2280	cart				0	-	1		1	2	6,720.00		1		1	3,360.00			1	3,360.00	4.00	3,360.00	13440.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	

Other Categories																					
1	53121601-G8-001	GO BAG, for disaster relief, rescue operations				0	0.00				0	0.00				0	0.00			0	0.00
2	60104701-SP-001	Solar Panel				0	0.00				0	0.00				0	0.00			0	0.00
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00				0	0.00				0	0.00			0	0.00
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel				0	0.00				0	0.00				0	0.00			0	0.00
5	46181502-BF-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00			0	0.00
6	25172502-WWV-001	Wheels, _____ (type of vehicle)				0	0.00		8	8	48,000.00					0	0.00	4		8	72,000.00
7	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00			0	0.00
8	48101710-DW-F01	Drinking Water/ Fountain	150	150	150	450	11,250.00	150	150	150	450	11,250.00	150	150	150	450	11,250.00	150	150	450	11,250.00
9	26111729-AB-001	Auto Battery				0	0.00			4	26,000.00				0	0.00				4	26,000.00
10						0	0.00			0	0.00				0	0.00				0	0.00
11						0	0.00			0	0.00				0	0.00				0	0.00
12						0	0.00			0	0.00				0	0.00				0	0.00
13						0	0.00			0	0.00				0	0.00				0	0.00
14						0	0.00			0	0.00				0	0.00				0	0.00
15						0	0.00			0	0.00				0	0.00				0	0.00
16						0	0.00			0	0.00				0	0.00				0	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	Q3 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
17					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
18					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
19					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
20					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
21					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
22					0	0.00				0	0.00				0	0.00				0	0.00	0.00			
23					0	0.00				0	0.00				0	0.00				0	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 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT			
A. TOTAL																		P	6,535,455.04	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	653,545.50	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																		P	-	
D. GRAND TOTAL (A + B+ C)																		P	7,189,000.54	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
F. MONTHLY CASH REQUIREMENTS																		P	-	
G.1 Available at Procurement Service Stores					1,675,088.20				1,216,119.08				1,639,820.38				1,118,690.38	P	5,649,718.04	
G.2 Other Items not available at PS but regularly purchased from other sources					205,190.00				240,946.00				181,760.00				257,841.00	P	885,737.00	
TOTAL MONTHLY CASH REQUIREMENTS					1,880,278.20				1,457,065.08				1,821,580.38				1,376,531.38	P	6,535,455.04	

**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. DUMALTI
Property/Supplier Officer

Date Prepared: November 06, 2020

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

ROSE ANNE V. CANERO
Accountant / Local Budget Officer

MYRNA P. PABLO
Head of Office/ Agency