

**ANNUAL PROCUREMENT PLAN FOR 2019-OFFICE OF THE OMBUDSMAN (VISAYAS)
For Common Supplies and Equipment**

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

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero 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 it include line items or 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 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
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. 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.
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.(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:	OFFICE OF THE OMBUDSMAN (VISAYAS)	Agency Account Code:	Contact Person:	PAUL ELMER M. CLEMENTE
Region:	VII	Organization Type:	Position:	DEPUTY OMBUDSMAN
Address:	M. VELEZ STREET, GUADALUPE, CEBU CITY		E-mail:	ombudsmanvisayas.gov.ph
			Telephone/Mobile Nos:	(032) 412-5440

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	3	3	3	9	1,254.24	3	3	3	9	1,254.24	3	3	3	9	1,254.24	3	3	3	9	1,254.24	36.00	139.36	5,016.96
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	3	3	3	9	395.93	3	3	3	9	395.93	3	3	3	9	395.93	3	3	3	9	395.93	36.00	43.99	1,583.71
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	14	9	8	31	763.44	8	8	7	23	566.43	7	7	7	21	517.17	7	7	7	21	517.17	96.00	24.63	2,364.21
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	737.24	0.00
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	14	0	0	14	1,018.91	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	72.78	1,018.91
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 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	0.00	0.00	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,029.60	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,300.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	765.44	0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	596.80	0.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,034.80	0.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	670.70	0.00	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	32.22	0.00	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	56.06	0.00	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.50	0.00	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	12.04	0.00	
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	132.37	0.00	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	154.75	0.00	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	114.51	0.00	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	129.98	0.00	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17.35	0.00	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	50	0	2	52	5,002.40	0	0	0	0	0.00	2	0	0	2	192.40	0	1	0	1	96.20	55.00	96.20	5,291.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	0	0	2	2	97.55	0	0	0	0	0.00	2	0	0	2	97.55	0	2	0	2	97.55	6.00	48.78	292.66	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	17	6	6	29	2,050.88	17	6	6	29	2,050.88	17	6	6	29	2,050.88	17	6	6	29	2,050.88	116.00	70.72	8,203.52	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	16	7	8	31	3,159.52	16	7	7	30	3,057.60	17	7	7	31	3,159.52	16	8	7	31	3,159.52	123.00	101.92	12,536.16	
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	12	12	12	36	2,354.98	11	10	9	30	1,962.48	10	9	8	27	1,766.23	7	6	12	25	1,635.40	118.00	65.42	7,719.09	
Batteries and Cells and Accessories																											
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	2pcs./pack	4	3	3	10	197.29	3	3	3	9	177.56	3	3	3	9	177.56	3	3	3	9	177.56	37.00	19.73	729.97	
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	2pcs./pack	5	3	3	11	214.50	5	4	4	13	253.50	5	4	4	13	253.50	4	4	4	12	234.00	49.00	19.50	955.50	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	88.40	0.00	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	1	1	1	3	143.46	1	1	1	3	143.46	1	1	1	3	143.46	1	1	1	3	143.46	12.00	47.82	573.83	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.68	0.00	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.05	0.00	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	5	2	2	9	163.80	2	2	1	5	91.00	1	1	1	3	54.60	1	1	1	3	54.60	20.00	18.20	364.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	13	13	13	39	2,149.68	10	10	10	30	1,653.60	12	9	9	30	1,653.60	9	11	9	29	1,598.48	128.00	55.12	7,055.36	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	106.60	0.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	52	32	33	117	2,129.40	29	29	28	86	1,565.20	28	28	27	83	1,510.60	27	28	27	82	1,492.40	368.00	18.20	6,697.60	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	84	34	38	156	1,419.60	32	32	32	96	873.60	36	32	32	100	910.00	32	36	32	100	910.00	452.00	9.10	4,113.20	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	50.96	0.00	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	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	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,192.88	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	2	1	1	4	4,025.55	1	1	1	3	3,019.16	1	1	1	3	3,019.16	1	1	1	3	3,019.16	13.00	1,006.39	13,083.03	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	3	0	0	3	2,008.97	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	669.66	2,008.97	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	40.56	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	72.49	0.00	
Measuring and Observing and Testing Equipment																											
48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	13	1	1	15	232.13	1	1	1	3	46.43	1	1	1	3	46.43	1	1	1	3	46.43	24.00	15.48	371.40	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	4	2	4	10	860.60	1	3	1	5	430.30	3	1	3	7	602.42	1	3	1	5	430.30	27.00	86.06	2,323.62	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	130.00	0.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.58	0.00	
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.60	0.00	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23.92	0.00	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.01	0.00	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.43	0.00	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	122.98	0.00	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24.84	0.00	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	269.36	0.00	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	87.36	0.00	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,911.00	0.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	145.60	0.00	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	110.24	0.00	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	49.69	0.00	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	102.96	0.00	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	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	139.88	0.00	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23.59	0.00	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	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	39,208.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	21.79	0.00	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	10	0	0	10	27,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	2,724.80	27,248.00	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	276.64	0.00	
71	43211503-LCT-02	Laptop Computer, branded	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	35,916.40	0.00	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	5	3	3	11	1,484.91	3	3	3	9	1,214.93	2	2	2	6	809.95	2	2	2	6	809.95	32.00	134.99	4,319.74	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	33,131.28	0.00	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	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				
76	N/A	PRINTER, LASER, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
78	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
79	N/A	Hub/Switches	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
80	N/A	Network Routers	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
81	N/A	Wireless Access Point	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
Office Equipment and Accessories and Supplies																											
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	25.68	0.00	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7.57	0.00	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	30	10	10	50	669.76	30	10	10	50	669.76	30	10	10	50	669.76	30	10	10	50	669.76	200.00	13.40	2,679.04	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.55	0.00	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	33	13	13	59	2,331.68	32	12	12	56	2,213.12	32	12	12	56	2,213.12	32	12	12	56	2,213.12	227.00	39.52	8,971.04	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	22	22	26	70	1,228.86	22	22	22	66	1,158.64	26	19	19	64	1,123.53	18	20	15	53	930.43	253.00	17.56	4,441.47	
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	69.78	0.00	
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	68.64	0.00	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pcs. per box	box	1	0	0	1	408.14	1	0	0	1	408.14	0	0	0	0	0.00	0	0	0	0	0.00	2.00	408.14	816.28	
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs. per box	box	3	0	1	4	2,072.30	2	0	0	2	1,036.15	2	0	0	2	1,036.15	1	0	0	1	518.08	9.00	518.08	4,662.68	
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs. per box	box	4	1	1	6	4,430.40	2	1	1	4	2,953.60	1	1	1	3	2,215.20	1	1	1	3	2,215.20	16.00	738.40	11,814.40	
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.49	0.00	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	1	1	2	4	1,314.56	1	1	1	3	985.92	2	1	1	4	1,314.56	1	2	1	4	1,314.56	15.00	328.64	4,929.60	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	410.80	0.00	
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	11.11	0.00	
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	0	0	2	2	157.83	0	0	0	0	0.00	2	0	0	2	157.83	0	1	0	1	78.92	5.00	78.92	394.58	
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	70.61	0.00	
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	12.48	0.00	
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	16.64	0.00	
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	253.29	0.00	
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	291.20	0.00	
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	171.08	0.00	
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	213.72	0.00	
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	8	0	0	8	5,973.76	5	0	0	5	3,733.60	5	0	0	5	3,733.60	5	0	0	5	3,733.60	23.00	746.72	17,174.56	
106	44122011-FO-To3	FOLDER, TAGBOARD, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	217.36	0.00	
107	44122011-FO-To4	FOLDER, TAGBOARD, for legal size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	279.64	0.00	
108	44122008-IT-To1	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	51.88	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				
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.60	0.00	
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	28	0	1	29	1,079.73	0	0	0	0	0.00	1	0	0	1	37.23	0	1	0	1	37.23	31.00	37.23	1,154.19	
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	1	3	4	8	82.45	3	3	3	9	92.76	4	3	3	10	103.06	3	4	3	10	103.06	37.00	10.31	381.34	
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	1	3	5	9	92.76	3	3	3	9	92.76	5	3	3	11	113.37	3	5	3	11	113.37	40.00	10.31	412.26	
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	2	3	5	51.53	2	2	2	6	61.84	3	2	2	7	72.14	2	3	2	7	72.14	25.00	10.31	257.66	
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	1	1	8	10	96.51	1	1	1	3	28.95	8	1	1	10	96.51	1	7	1	9	86.86	32.00	9.65	308.84	
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	1	1	8	10	96.51	1	1	1	3	28.95	8	1	1	10	96.51	1	7	1	9	86.86	32.00	9.65	308.84	
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	1	1	8	10	96.51	1	1	1	3	28.95	8	1	1	10	96.51	1	7	1	9	86.86	32.00	9.65	308.84	
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	14	14	14	42	251.16	14	14	14	42	251.16	14	14	14	42	251.16	14	12	12	38	227.24	164.00	5.98	980.72	
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	24	24	26	74	942.76	24	24	24	72	917.28	26	23	22	71	904.54	22	21	17	60	764.40	277.00	12.74	3,528.98	
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	32	20	20	72	1,496.85	32	20	20	72	1,496.85	32	20	20	72	1,496.85	32	20	20	72	1,496.85	288.00	20.79	5,987.40	
120	44122037-RB-P10	RING BINDER, 8o rings, plastic, 32mm x 1.12m	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	201.64	0.00	
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	7	3	3	13	1,257.36	7	3	3	13	1,257.36	7	3	3	13	1,257.36	7	3	3	13	1,257.36	52.00	96.72	5,029.44	
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3	3	3	9	248.98	3	3	3	9	248.98	3	3	3	9	248.98	3	3	3	9	248.98	36.00	27.66	995.90	
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	3	0	0	3	35.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	11.77	35.32	
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	27.40	0.00	
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	478.38	0.00	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	4	4	4	12	2,246.40	3	3	2	8	1,497.60	3	2	3	8	1,497.60	2	3	2	7	1,310.40	35.00	187.20	6,552.00	
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	10	0	0	10	1,319.55	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	131.96	1,319.55	
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	15	5	5	25	390.00	4	4	4	12	187.20	4	4	4	12	187.20	4	4	4	12	187.20	61.00	15.60	951.60	
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	82.16	0.00	
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	0	0	1	878.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	878.80	878.80	
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.18	0.00	
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	0	0	6	334.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	55.83	334.96	
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10,400.00	0.00	
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	12	2	1	15	2,028.00	1	1	1	3	405.60	1	0	0	1	135.20	0	0	1	1	135.20	20.00	135.20	2,704.00	
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,711.20	0.00	
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8,088.08	0.00	
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,699.20	0.00	
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																											
139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,864.00	0.00	
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,001.52	0.00	
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,029.60	0.00	
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00	
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00	

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	24.00	254.80	6,115.20
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	24.00	254.80	6,115.20
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	24.00	254.80	6,115.20
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	2	2	2	6	1,528.80	24.00	254.80	6,115.20
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
150	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	658.32	0.00
151	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	745.68	0.00
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), 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	1,492.40	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,996.80	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,996.80	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,996.80	0.00
156	44103105-HP-Y48	INK CART, 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	1,996.80	0.00
157	44103105-HP-G48	INK CART, 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	1,996.80	0.00
158	44103105-HP-B48	INK CART, 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	3,016.00	0.00
159	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	650.00	0.00
160	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	766.48	0.00
161	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	339.04	0.00
162	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	339.04	0.00
163	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	629.20	0.00
164	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	629.20	0.00
165	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	629.20	0.00
166	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	1,242.80	0.00
167	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	644.80	0.00
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	826.80	0.00
169	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	1,872.00	0.00
170	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	1,300.00	0.00
171	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	1,300.00	0.00
172	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	1,300.00	0.00
173	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	1,554.80	0.00
174	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	1,175.20	0.00
175	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	1,180.40	0.00
176	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	1,180.40	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	339.04	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			
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	339.04	0.00
179	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	339.04	0.00
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	339.04	0.00
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
182	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
183	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
184	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
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	403.83	0.00
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	403.83	0.00
187	44103105-HP-C50	INK CART, HP LoS51AA (HP955) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP LoS54AA (HP955) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP LoS57AA (HP955) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP LoS60AA (HP955) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,277.76	0.00
192	44103105-HX-M48	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,277.76	0.00
193	44103105-HX-Y48	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,277.76	0.00
194	44103105-HX-B48	INK CART, HP LoS72AA (HP955XL) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,737.02	0.00
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	741.28	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
203	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	3	0	0	3	230.26	3	0	0	3	230.26	3	0	0	3	230.26	3	0	0	3	230.26	12.00	76.75	921.02
204	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	0.00
205	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	75.92	0.00
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,556.32	0.00
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,820.00	0.00
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,615.60	0.00
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,941.95	0.00
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,288.54	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			
211	44103103-HP-B2	TONER CART, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,857.92	0.00
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,312.40	0.00
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,791.20	0.00
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	21	10	10	41	130,350.48	19	10	10	39	123,991.92	19	10	10	39	123,991.92	19	10	10	39	123,991.92	158.00	3,179.28	502,326.24
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	60	15	18	93	274,684.80	60	14	15	89	262,870.40	62	15	14	91	268,777.60	60	17	15	92	271,731.20	365.00	2,953.60	1,078,064.00
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,386.80	0.00
217	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,490.80	0.00
218	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,490.80	0.00
219	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,490.80	0.00
220	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,854.80	0.00
221	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,010.80	0.00
222	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,010.80	0.00
223	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,010.80	0.00
224	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,690.80	0.00
225	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,754.80	0.00
226	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,978.80	0.00
227	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,978.80	0.00
228	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,978.80	0.00
229	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,868.80	0.00
230	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,512.00	0.00
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,512.00	0.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,512.00	0.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,079.92	0.00
234	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,213.44	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,932.80	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,962.80	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8,640.85	0.00
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	5	5	5	15	48,625.51	5	5	5	15	48,625.51	5	5	5	15	48,625.51	5	5	5	15	48,625.51	60.00	3,241.70	194,502.05
242	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blik Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,946.80	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10,051.60	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13,156.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,901.60	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,943.20	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,943.20	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			
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,943.20	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,389.20	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,474.40	0.00
256	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,474.40	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,474.40	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,440.80	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,441.20	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,049.20	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,472.40	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,049.20	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,472.40	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,049.20	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,472.40	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,164.72	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,482.80	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,972.80	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, 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	8,874.32	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,630.40	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,641.60	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,912.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,444.00	0.00
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,787.20	0.00
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,745.60	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,124.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,617.60	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,464.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,204.00	0.00	
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5,064.80	0.00	
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,357.60	0.00	
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,069.44	0.00	
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13,399.36	0.00	
Audio and Visual Equipment and Supplies																											
291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	28,860.00	0.00	
292	4511609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18,616.00	0.00	
Flag or Accessories																											
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6	0	0	6	1,915.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	319.28	1,915.68	
Printed Publications																											
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	46.28	0.00	
Fire Fighting Equipment																											
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,144.00	0.00	
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,992.00	0.00	
Consumer Electronics																											
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,828.14	0.00	
Furniture and Furnishings																											
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	262.60	0.00	
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	262.60	0.00	
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,326.00	0.00	
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,326.00	0.00	
Arts and Crafts Equipment and Accessories and Supplies																											
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	39.78	0.00	
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42.38	0.00	
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	4	4	4	12	53.04	4	4	3	11	48.62	3	3	3	9	39.78	3	3	3	9	39.78	41.00	4.42	181.22	
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	43	3	3	49	1,695.95	3	3	3	9	311.50	3	3	3	9	311.50	3	3	3	9	311.50	76.00	34.61	2,630.45	
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	44	4	4	52	1,799.78	4	4	4	12	415.33	4	4	4	12	415.33	4	4	4	12	415.33	88.00	34.61	3,045.79	
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	43	3	3	49	1,695.95	3	3	3	9	311.50	3	3	3	9	311.50	3	3	3	9	311.50	76.00	34.61	2,630.45	
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1	1	1	3	389.00	1	1	1	3	389.00	1	1	1	3	389.00	1	1	1	3	389.00	12.00	129.67	1,556.01	
SOFTWARE																											
1	43230000-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
3	43230000-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
4	43230000-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	
5	43230000-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00	

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
6	43230000-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
7	43230000-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
8	43230000-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
9	43230000-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
10	43230000-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
11	43230000-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
12	43230000-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
13	43230000-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
14	43230000-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
15	43230000-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
16	43230000-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
OTHER SOFTWARE																										
1				0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
2				0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
3				0	0	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
PASSENGER AIR TRANSPORTATION																										
1	7811501-GFA-001	* Airline Ticket	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
COMMON ELECTRICAL SUPPLIES																										
1		ENERGY SAVINGS LAMP, 65-80watts, for fence post	piece	10	0	0	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	500.00	5,000.00
2		FLASHLIGHT	piece	0	0	1	1	500.00	0	0	0	0	0.00	1	0	0	1	500.00	0	0	0	0	0.00	2.00	500.00	1,000.00
3		FLUORESCENT BALLAST, 36-40 Watts	piece	6	0	0	6	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	250.00	1,500.00
4		FLUORESCENT STARTER, 36-40 Watts	piece	12	12	12	36	720.00	12	12	7	31	620.00	7	7	7	21	420.00	7	7	7	21	420.00	109.00	20.00	2,180.00
5		FLUORESCENT TUBE, 36-40 Watts	piece	26	6	6	38	5,700.00	26	6	5	37	5,550.00	25	5	5	35	5,250.00	25	5	5	35	5,250.00	145.00	150.00	21,750.00
6		FLUORESCENT TUBE, 20 Watts	piece	12	0	0	12	1,440.00	12	0	0	12	1,440.00	12	0	0	12	1,440.00	12	0	0	12	1,440.00	48.00	120.00	5,760.00
7		PL TUBE DAYLIGHT, 2 Pins, 9 Watts	piece	8	0	0	8	2,000.00	8	0	0	8	2,000.00	8	0	0	8	2,000.00	8	0	0	8	2,000.00	32.00	250.00	8,000.00
8		BATTERY, size AA, rechargeable, HD	piece	6	0	0	6	1,500.00	6	0	0	6	1,500.00	6	0	0	6	1,500.00	6	0	0	6	1,500.00	24.00	250.00	6,000.00
9		BATTERY, size AA, rechargeable, HD	piece	2	0	0	2	500.00	2	0	0	2	500.00	2	0	0	2	500.00	2	0	0	2	500.00	8.00	250.00	2,000.00
10		RUBBER CEMENT, rugby, all purpose	bottle	3	0	0	3	240.00	3	0	0	3	240.00	3	0	0	3	240.00	3	0	0	3	240.00	12.00	80.00	960.00
COMMON OFFICE EQUIPMENT																										
		OFFICE FURNITURES																								
		Chairs																								
1		CHAIR, senior executive	piece	21	0	0	21	378,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21.00	18,000.00	378,000.00
2		CHAIR, junior executive	piece	49	0	0	49	735,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	49.00	15,000.00	735,000.00
3		CHAIR, clerical	piece	28	0	0	28	224,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	8,000.00	224,000.00
4		CHAIR, visitors/stacking	piece	67	0	0	67	201,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67.00	3,000.00	201,000.00
5		CHAIR, sofa	piece	2	0	0	2	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	20,000.00	40,000.00
6		CHAIR, for conference room	piece	10	0	0	10	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	5,000.00	50,000.00
7		CHAIR, for waiting clients	piece	4	0	0	4	80,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	20,000.00	80,000.00
		Tables																								
1		GLASS, for executive table	piece	21	0	0	21	210,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21.00	10,000.00	210,000.00
2		TABLE, junior executive	piece	33	0	0	33	495,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33.00	15,000.00	495,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
3		TABLE, senior executive	piece	17	0	0	17	340,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17.00	20,000.00	340,000.00
4		TABLE, clerical	piece	14	0	0	14	168,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	12,000.00	168,000.00
5		TABLE, counter type, for security guard/receiving area	piece	1	0	0	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	30,000.00	30,000.00
6		TABLE, for heavy duty printer	piece	5	0	0	5	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	8,000.00	40,000.00
7		TABLE, for computers, tower type	piece	10	0	0	10	100,000.00	9	0	0	9	90,000.00	9	0	0	9	90,000.00	9	0	0	9	90,000.00	37.00	10,000.00	370,000.00
8		TABLE, for conference room, including chairs	piece	3	0	0	3	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	50,000.00	150,000.00
9		TABLE, podium	piece	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20,000.00	20,000.00
10		TABLE, trolley	piece	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5,000.00	5,000.00
11		TABLE, folding	piece	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5,000.00	5,000.00
		Cabinets/Shelves/Racks																								
1		CABINET, steel filing, metal, 4 drawers, with lock	piece	37	0	0	37	444,000.00	8	0	0	8	96,000.00	8	0	0	8	96,000.00	8	0	0	8	96,000.00	61.00	12,000.00	732,000.00
2		CABINET, wood, with lock	piece	5	0	0	5	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	15,000.00	75,000.00
3		CABINET, fireproof, vault type, for evidence	piece	15	0	0	15	225,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	15,000.00	225,000.00
4		CABINET, steel mobile pedestal	piece	5	0	0	5	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	10,000.00	50,000.00
5		MODULAR PARTITION, With Mobile Pedestal	lot	1	0	0	1	500,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	10,000.00	60,000.00
6		SHELVES, hanging	piece	6	0	0	6	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	58.00	15,000.00	870,000.00
7		SHELVES, steel, open type	piece	58	0	0	58	870,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	5,000.00	25,000.00
8		SHELVES/RACKS, metal/wood, for books	piece	5	0	0	5	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	5,000.00	25,000.00
COMMON OFFICE SUPPLIES																										
1		Ballpen (black, blue and red)	piece	260	60	60	380	3,800.00	59	58	57	174	1,740.00	57	56	55	168	1,680.00	55	54	55	164	1,640.00	886.00	10.00	8,860.00
2		BLANK CASSETTE TAPE, audio, c60/c90	piece	10	0	0	10	850.00	10	0	0	10	850.00	10	0	0	10	850.00	10	0	0	10	850.00	40.00	85.00	3,400.00
3		BUNDY/TIME CARD, for Amano bundy clock	pack	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12.00	150.00	1,800.00
4		BUNDY/TIME RIBBON, for Amano bundy clock	piece	1	0	0	1	1,500.00	1	0	0	1	1,500.00	1	0	0	1	1,500.00	1	0	0	1	1,500.00	4.00	1,500.00	6,000.00
5		COMPUTER PAPER, plain, 11x9 1/2, 3 ply, 70 gsm	box	10	0	0	10	10,000.00	10	0	0	10	10,000.00	10	0	0	10	10,000.00	10	0	0	10	10,000.00	40.00	1,000.00	40,000.00
6		CORRECTION TAPE, refill, 5mmx6mm, 2 pcs./pack	2pcs./pack	15	15	15	45	3,375.00	15	15	15	45	3,375.00	15	15	15	45	3,375.00	15	15	15	45	3,375.00	180.00	75.00	13,500.00
7		DAILY TIME RECORD, CSC Form #48	pack	3	3	3	9	180.00	3	3	3	9	180.00	3	3	3	9	180.00	3	3	3	9	180.00	36.00	20.00	720.00
8		DATER, Self-Inking Stamp, for 2019 and up	piece	8	1	1	10	3,000.00	1	1	1	3	900.00	1	1	1	3	900.00	1	1	1	3	900.00	19.00	300.00	5,700.00
9		ENVELOPE, MAILING, With Letterhead, 500 pieces per box, 80 gsm	box	4	1	1	6	5,400.00	1	1	1	3	2,700.00	1	1	1	3	2,700.00	1	1	1	3	2,700.00	15.00	900.00	13,500.00
10		FOLDER, Plain, White, Long	piece	465	465	765	1695	16,950.00	465	465	365	1295	12,950.00	660	360	360	1380	13,800.00	360	660	360	1380	13,800.00	5,750.00	10.00	57,500.00
11		FOLDER, Plain, Light Blue, Long	piece	300	300	300	900	9,000.00	300	300	300	900	9,000.00	300	300	300	900	9,000.00	300	300	300	900	9,000.00	3,600.00	10.00	36,000.00
12		FOLDER, Plain, Green, Long	piece	200	200	200	600	6,000.00	200	200	200	600	6,000.00	200	200	200	600	6,000.00	200	200	200	600	6,000.00	2,400.00	10.00	24,000.00
13		FOLDER, Plain, Red, Long	piece	300	300	300	900	9,000.00	300	300	300	900	9,000.00	300	300	300	900	9,000.00	300	300	300	900	9,000.00	3,600.00	10.00	36,000.00
14		FOLDER, Plain, Light Violet, Long	piece	50	0	0	50	500.00	50	0	0	50	500.00	50	0	0	50	500.00	50	0	0	50	500.00	200.00	10.00	2,000.00
15		FOLDER, Plain, Yellow, Long	piece	150	150	150	450	4,500.00	150	150	150	450	4,500.00	150	150	150	450	4,500.00	150	150	150	450	4,500.00	1,800.00	10.00	18,000.00
16		FOLDER, Plain, Orange, Long	piece	400	300	300	1000	10,000.00	400	300	300	1000	10,000.00	400	300	300	1000	10,000.00	400	300	300	1000	10,000.00	4,000.00	10.00	40,000.00
17		GLUE, Elmer's/Kippy, 40 grams	piece	11	11	9	31	775.00	9	9	8	26	650.00	8	8	8	24	600.00	8	8	8	24	600.00	105.00	25.00	2,625.00
18		GLUE, Mighty Bond, 3g	piece	1	0	1	2	340.00	0	1	0	1	170.00	1	0	1	2	340.00	0	1	0	1	170.00	6.00	170.00	1,020.00
19		INDEX CARD, 5 x 8	pack	3	3	2	8	560.00	2	2	2	6	420.00	2	2	2	6	420.00	2	2	2	6	420.00	26.00	70.00	1,820.00
20		INK, Marking pen, Blue and Black	bottle	5	2	3	10	3,000.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	28.00	300.00	8,400.00
21		INK, Numbering Machine, Red/Black	piece	7	6	6	19	1,140.00	7	6	6	19	1,140.00	7	6	6	19	1,140.00	7	6	6	19	1,140.00	76.00	60.00	4,560.00
22		MARKER, Permanent, Broad Point	piece	12	12	12	36	1,800.00	12	12	12	36	1,800.00	12	12	12	36	1,800.00	12	12	12	36	1,800.00	144.00	50.00	7,200.00

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			
23	NOTE/POST IT, 1" x 3"/25.4mm x 76mm, Strip	pad	5	5	5	15	450.00	5	5	5	15	450.00	5	5	5	15	450.00	5	5	5	15	450.00	60.00	30.00	1,800.00
24	NOTE/POST IT, 3" x 3"/76mm x 76mm	pad	24	7	7	38	1,140.00	8	7	7	22	660.00	8	7	7	22	660.00	8	7	7	22	660.00	104.00	30.00	3,120.00
25	PAPER, Book, Legal, Subs. 20, 70 gsm	ream	875	125	132	1132	181,120.00	875	125	125	1125	180,000.00	882	125	125	1132	181,120.00	875	131	125	1131	180,960.00	4,520.00	160.00	723,200.00
26	PAPER, Book, A4, Subs. 20, 70 gsm	ream	120	40	40	200	30,000.00	120	40	40	200	30,000.00	120	40	40	200	30,000.00	120	40	40	200	30,000.00	800.00	150.00	120,000.00
27	PAPER, Yellowpad	pad	3	2	2	7	140.00	2	2	2	6	120.00	2	2	2	6	120.00	2	2	2	6	120.00	25.00	20.00	500.00
28	PAPER, Colored	ream	0	0	2	2	1,000.00	0	0	0	0	0.00	2	0	0	2	1,000.00	0	1	0	1	500.00	5.00	500.00	2,500.00
29	PAPER, Special, A4	ream	0	0	2	2	7,000.00	0	0	0	0	0.00	1	0	0	1	3,500.00	0	1	0	1	3,500.00	4.00	3,500.00	14,000.00
30	PAPER FASTENER, "2, vinyl coated	box	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	60.00	50.00	3,000.00
31	PAPER FASTENER, "4, vinyl coated	box	2	0	0	2	170.00	2	0	0	2	170.00	2	0	0	2	170.00	2	0	0	2	170.00	8.00	85.00	680.00
32	PAPER FASTENER, "6, vinyl coated	box	2	0	0	2	190.00	2	0	0	2	190.00	2	0	0	2	190.00	2	0	0	2	190.00	8.00	95.00	760.00
33	PASTE, Waterwell, 200ml	bottle	9	14	9	32	1,280.00	9	14	8	31	1,240.00	9	13	7	29	1,160.00	9	12	7	28	1,120.00	120.00	40.00	4,800.00
34	PRESSED FOLDER, without metal tab, green/white	box	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	4.00	1,000.00	4,000.00
35	PUSH PINS, Flathead, Assorted Colors	pack	6	5	5	16	480.00	6	5	2	13	390.00	3	2	2	7	210.00	3	2	2	7	210.00	43.00	30.00	1,290.00
36	RECORD BOOK, 500 pages, Hardbound, Red and Black Cover	piece	19	1	1	21	6,300.00	17	1	1	19	5,700.00	18	1	1	20	6,000.00	18	1	1	20	6,000.00	80.00	300.00	24,000.00
37	RECORD NOTEBOOK	piece	10	8	8	26	910.00	8	8	8	24	840.00	8	8	8	24	840.00	8	8	8	24	840.00	98.00	35.00	3,430.00
38	REGISTRY RETURN CARD, Cartolina, 3 1/2" x 5-1/2", Green and Orange	piece	5000	5000	5000	15000	30,000.00	5000	5000	5000	15000	30,000.00	5000	5000	5000	15000	30,000.00	5000	5000	5000	15000	30,000.00	60,000.00	2.00	120,000.00
39	RIBBON, Fax Machine, Brother 727 PC402	box	9	9	9	27	40,500.00	9	9	9	27	40,500.00	9	9	9	27	40,500.00	9	9	9	27	40,500.00	108.00	1,500.00	162,000.00
40	RUBBER STAMPS, Assorted	piece	25	0	0	25	12,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	500.00	12,500.00
41	SIGN PEN, G-Tech C4 (Blue and Red)	piece	30	0	0	30	2,400.00	30	0	0	30	2,400.00	30	0	0	30	2,400.00	30	0	0	30	2,400.00	120.00	80.00	9,600.00
42	SIGN PEN, 0.5mm, Hi-Techpoint (Red, Blue and Black)	piece	55	10	5	70	4,200.00	49	4	5	58	3,480.00	50	4	4	58	3,480.00	50	5	4	59	3,540.00	245.00	60.00	14,700.00
43	SIGN PEN, 0.7mm, Hi-Techpoint (Red, Blue and Black)	piece	55	0	8	63	4,410.00	53	0	0	53	3,710.00	63	0	0	63	4,410.00	53	8	0	61	4,270.00	240.00	70.00	16,800.00
44	SIGN PEN, V-10, Hi-Techpoint (Blue and Black)	piece	15	15	15	45	3,600.00	15	15	15	45	3,600.00	15	15	15	45	3,600.00	15	15	15	45	3,600.00	180.00	80.00	14,400.00
45	SIGN PEN REFILL, G-Tech-C4 (Blue and Red)	piece	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	120.00	50.00	6,000.00
46	STAPLE WIRE #35	box	24	17	17	58	2,030.00	19	14	14	47	1,645.00	23	13	14	50	1,750.00	19	16	14	49	1,715.00	204.00	35.00	7,140.00
47	SURGICAL GLOVES	box	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	500.00	2,000.00
48	SURGICAL MASK	box	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	4.00	500.00	2,000.00
49	TAPE, Double Sided 1" (Strip)	roll	9	9	10	28	1,120.00	4	5	4	13	520.00	10	6	5	21	840.00	4	9	5	18	720.00	80.00	40.00	3,200.00
50	TAPE, Double Sided 2" (Mounting)	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	60.00	0.00
Office Equipment and Accessories																									
1	AIRCON (CASSETTE TYPE), With Inverter	unit	3	0	0	3	300,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	100,000.00	300,000.00
2	AIRCONDITIONER, Ceiling Mounted	unit	10	0	0	10	600,000.00	1	0	0	1	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	60,000.00	660,000.00
3	AIRCONDITIONER, Floor Mounted	unit	10	0	0	10	1,100,000.00	2	0	0	2	220,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	110,000.00	1,320,000.00
4	AIRCONDITIONER, Window Type	unit	2	0	0	2	60,000.00	1	0	0	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	30,000.00	90,000.00
5	AIR CONDITIONING FAN, Evaporative Air Cooler	unit	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5,000.00	10,000.00
6	LAMINATOR, Heavy Duty	unit	1	0	0	1	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	7,500.00	7,500.00
7	MEASURING WHEEL, 12"	unit	3	0	0	3	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	15,000.00	45,000.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
8	PUSH CART, Heavy Duty	unit	2	0	0	2	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	20,000.00	40,000.00
9	REFRIGERATOR	unit	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20,000.00	20,000.00
10	WALL CLOCK	piece	6	0	0	6	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1,000.00	6,000.00
Office Supplies																									
1	CARTONS/BOXES, 21"x15"x10", new, w/out print, double corrugated, good quality	piece	185	135	135	455	54,600.00	183	133	133	449	53,880.00	183	133	133	449	53,880.00	183	133	133	449	53,880.00	1,802.00	120.00	216,240.00
2	CERTIFICATE FRAME	piece	4	4	4	12	6,000.00	3	3	3	9	4,500.00	3	3	2	8	4,000.00	2	1	1	4	2,000.00	33.00	500.00	16,500.00
3	CERTIFICATE JACKET	piece	4	4	14	22	26,400.00	2	2	2	6	7,200.00	12	2	2	16	19,200.00	2	12	1	15	18,000.00	59.00	1,200.00	70,800.00
4	CUTTER, with Blades	piece	8	5	3	16	1,600.00	2	2	2	6	600.00	2	2	2	6	600.00	2	2	2	6	600.00	34.00	100.00	3,400.00
5	Data Filer Box, 15 1/2"x8 1/2"x10 5/8, w/logo red & blue	piece	105	35	35	175	61,250.00	105	35	34	174	60,900.00	104	34	34	172	60,200.00	104	34	34	172	60,200.00	693.00	350.00	242,550.00
6	DATA FOLDER, 3"x9"x15", top oblong, with logo, balck	piece	72	2	2	76	26,600.00	72	2	2	76	26,600.00	72	2	2	76	26,600.00	72	2	2	76	26,600.00	304.00	350.00	106,400.00
7	DESK TRAY, 2 layers, black	piece	4	0	2	6	2,100.00	0	4	0	4	1,400.00	2	0	2	4	1,400.00	0	2	0	2	700.00	16.00	350.00	5,600.00
8	DOCKET BOOKS, 300 pages, for Admin and Crim. Cases	book	10	0	0	10	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	1,000.00	10,000.00
9	FIRST AID KIT	box	3	0	0	3	9,000.00	2	0	0	2	6,000.00	2	0	0	2	6,000.00	2	0	0	2	6,000.00	9.00	3,000.00	27,000.00
10	GIFT RIBBONS	roll	10	0	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	200.00	2,000.00
11	GIFT WRAPPERS	pack	10	0	0	10	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	100.00	1,000.00
12	FILM, for Lamination, A4	pack	1	1	1	3	3,000.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	1	1	2	2,000.00	6.00	1,000.00	6,000.00
13	ID JACKET	piece	0	2	2	4	200.00	2	2	2	6	300.00	2	2	2	6	300.00	2	2	2	6	300.00	22.00	50.00	1,100.00
14	LAW BOOKS	copy	4	0	0	4	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	3,000.00	12,000.00
15	NUMBERING MACHINE, Automatic, 5 Digits	piece	5	1	1	7	22,400.00	1	1	1	3	9,600.00	1	0	0	1	3,200.00	0	1	1	2	6,400.00	13.00	3,200.00	41,600.00
16	NUMBERING MACHINE, Automatic, 8 Digits	piece	3	0	0	3	15,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	5,200.00	15,600.00
17	PENCIL SHARPENER, Table Top	piece	3	0	0	3	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	200.00	600.00
18	PHOTO FRAME	piece	10	10	10	30	15,000.00	10	10	5	25	12,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	85.00	500.00	4,250.00
19	PLAQUES, Acrylic	piece	20	0	0	20	30,000.00	5	0	0	5	7,500.00	20	0	0	20	30,000.00	5	0	0	5	7,500.00	50.00	1,500.00	75,000.00
20	PUNCHER, #70/75 HD	piece	12	2	2	16	4,800.00	1	1	2	4	1,200.00	1	2	2	5	1,500.00	1	1	1	3	900.00	28.00	300.00	8,400.00
21	RING BINDER, Long	piece	1	0	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10,000.00	10,000.00
22	STAPLER #35, with Staple Remover	piece	23	3	3	29	9,280.00	7	2	2	11	3,520.00	7	2	2	11	3,520.00	7	2	2	11	3,520.00	62.00	320.00	19,840.00
23	STAPLER, Heavy Duty	piece	2	0	0	2	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	3,000.00	6,000.00
24	STICKER PAPER	pack	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	12.00	500.00	6,000.00
25	TAPE DISPENSER, for Packaging Tape 2"	piece	4	0	0	4	640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	160.00	640.00
26	TARPAULINS, for All Activities	lot	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20,000.00	20,000.00
27	WHITEBOARD, 3 x 5 ft."	piece	3	2	2	7	14,000.00	2	2	1	5	10,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	18.00	2,000.00	36,000.00
28	WHITEBOARD, with Stand	piece	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5,000.00	10,000.00
Audio and visual presentation and composing equipment																									
1	FAX MACHINE	piece	3	0	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10,000.00	30,000.00
2	DIGITAL VOICE RECORDER, heavy duty	piece	2	0	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	10,000.00	20,000.00
3	RADIO TRANSCEIVER	piece	2	0	0	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	500.00	5,000.00
4	TELEPHONE SET APPARATUS	piece	10	0	0	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	30,000.00	60,000.00
5	DUAL WIRELESS MICROPHONE, HD	piece	2	0	0	2	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	15,000.00	15,000.00
6	BOUNDARY MICROPHONE	piece	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5,000.00	5,000.00
7	DISCREET RECORDING PEN	piece	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	60,000.00	60,000.00
8	POWERED MIXER	set	1	0	0	1	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	500,000.00	500,000.00
9	PUBLIC SPEAKING EQUIPMENT (OUTDOOR SPEAKERS)	lot	1	0	0	1	500,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,300,000.00	1,300,000.00
10	SOUND SYSTEM EQUIPMENT	lot	1	0	0	1	1,300,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,300,000.00	1,300,000.00
Photographic or filming or video equipment																									
1	CAMERA, DSLR, heavy duty	piece	2	0	0	2	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	50,000.00	100,000.00
2	MULTIMEDIA PROJECTOR, LED, HD	piece	1	0	0	1	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	100,000.00	100,000.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
			2	0	0	2	600,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	300,000.00	600,000.00
3	DOCUMENT SCANNER, heavy duty	piece	8	0	0	8	640,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	80,000.00	640,000.00
4	DOCUMENT SCANNER, regular	piece	4	0	0	4	200,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	50,000.00	200,000.00
5	PAPER SHREDDER, heavy duty	piece	0	0	1	1	2,500.00	0	0	0	0	0.00	1	0	0	1	2,500.00	0	0	0	0	0.00	2.00	2,500.00	5,000.00
6	POWERPOINT PRESENTER	piece	2	0	0	2	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	50,000.00	100,000.00
7	DRONE	piece	2	0	0	2	80,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	40,000.00	80,000.00
8	TELESCOPE, long range surveillance	piece	11	0	0	11	660,000.00	0	0	0	0	0.00	1	0	0	1	60,000.00	1	0	0	1	60,000.00	13.00	60,000.00	780,000.00
9	TELEVISION, flat screen	piece																							
Paper Materials and Products																									
1	SPECIAL PAPER, A4	ream	3	0	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	12.00	800.00	9,600.00
2	SPECIAL PAPER, Long	ream	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	4.00	1,000.00	4,000.00
3	COLORED BOND PAPER, Subs.20, A4	ream	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	4.00	200.00	800.00
4	COLORED BOND PAPER, Subs.20, Legal	ream	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	12.00	250.00	3,000.00
5	DOCKET BOOKS, 300 pages, for Admin and Crim. cases	book	0	0	0	0	0.00	0	0	0	0	0.00	30	0	0	30	30,000.00	0	0	0	0	0.00	30.00	1,000.00	30,000.00
6	INDEX CARD, 5 x 8	pack	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	4.00	150.00	600.00
7	INDEX CARD, 3 x 5	pack	2	0	0	2	200.00	2	0	0	2	200.00	2	0	0	2	200.00	2	0	0	2	200.00	8.00	100.00	800.00
8	MANILA PAPER	piece	20	0	0	20	200.00	20	0	0	20	200.00	20	0	0	20	200.00	20	0	0	20	200.00	80.00	10.00	800.00
9	STICKER PAPER	piece	5	0	0	5	3,750.00	0	0	0	0	0.00	0	0	0	0	0.00	50	0	0	50	4,000.00	100.00	80.00	8,000.00
10	CARBONIZED PAPER, for check	pad	50	0	0	50	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	700.00	100.00	7.00	700.00
11	EMPLOYEES LEAVE CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	700.00	100.00	7.00	700.00
12	GENERAL LEDGER CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	700.00	100.00	7.00	700.00
13	OFFICIAL RECEIPT (ACCOUNTABLE FORMS)	pad	50	0	0	50	3,000.00	50	0	0	50	3,000.00	50	0	0	50	3,000.00	50	0	0	50	3,000.00	200.00	60.00	12,000.00
14	PROPERTY CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	1,000.00	100.00	10.00	1,000.00
15	PROPERTY, PLANT & EQUIPMENT LEDGER CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	0	0	500	5,000.00	500.00	10.00	5,000.00
16	PROPERTY TAG STICKER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	20.00	200.00
17	REIMBURSEMENT EXPENSE RECEIPT	pad	10	0	0	10	200.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	1,000.00	100.00	10.00	1,000.00
18	STOCK CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	1,000.00	100.00	10.00	1,000.00
19	SUPPLIES LEDGER CARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	1,000.00	100.00	10.00	1,000.00
Electrical equipment and components and supplies																									
1	EXTENSION WIRE, with outlet and gang, 5 meters	piece	2	1	1	4	1,600.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	13.00	400.00	5,200.00
2	EXTENSION WIRE, with outlet and gang, 10 meters	piece	6	1	1	8	4,800.00	1	1	1	3	1,800.00	1	1	1	3	1,800.00	1	1	1	3	1,800.00	17.00	600.00	10,200.00
3	UTP Cable CAT 5/6	roll	1	0	0	1	5,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	2.00	5,000.00	10,000.00
4	SURGE PROTECTOR	piece	10	0	0	10	8,000.00	10	0	0	10	8,000.00	10	0	0	10	8,000.00	10	0	0	10	8,000.00	40.00	800.00	32,000.00
Computer Supplies and Consumables																									
1	ANTIVIRUS PROTECTION, 2-3 users/box	box	10	0	0	10	20,000.00	10	0	0	10	20,000.00	10	0	0	10	20,000.00	10	0	0	10	20,000.00	40.00	2,000.00	80,000.00
2	CABLE TONE TRACER	piece	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2,000.00	2,000.00
3	COMPUTER KEYBOARD, USB Type	piece	4	1	1	6	3,600.00	2	1	1	4	2,400.00	2	1	1	4	2,400.00	2	1	1	4	2,400.00	18.00	600.00	10,800.00
4	COMPACT DISC, Recordable, with Individual Casing	piece	1	1	1	3	90.00	1	1	1	3	90.00	1	1	1	3	90.00	1	1	1	3	90.00	12.00	30.00	360.00
5	COMPACT DISC, Rewritable, with Individual Cases	piece	1	1	1	3	120.00	1	1	0	2	80.00	1	1	1	3	120.00	1	1	1	3	120.00	11.00	40.00	440.00
6	CRIMPING TOOL WITH CRIMPER CUTTING STRIPPER NETWORK TOOL, for RJ45 and RJ11	set	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	500.00	1,000.00
7	DVD, Recordable (4-7), With Individual Casing	piece	23	23	23	69	4,140.00	23	23	23	69	4,140.00	23	23	23	69	4,140.00	23	23	23	69	4,140.00	276.00	60.00	16,560.00
8	ETHERNET SWITCH 24-PORT GIGABIT	piece	4	0	0	4	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	5,000.00	20,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
9		FLASH DRIVE, 32GB, USB 2.0, plug and play	piece	25	3	4	32	25,600.00	3	3	2	8	6,400.00	3	2	2	7	5,600.00	3	4	3	10	8,000.00	57.00	800.00	45,600.00
10		FLASH DRIVE, 64GB, USB 2.0, plug and play	piece	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	12.00	1,200.00	14,400.00
11		INK CARTRIDGE, for Canon Pixma iP110, PGI-35 Black	piece	5	0	0	5	12,500.00	5	0	0	5	12,500.00	5	0	0	5	12,500.00	5	0	0	5	12,500.00	20.00	2,500.00	50,000.00
12		INK CARTRIDGE, for Canon Pixma iP110, CLI-36, Tri-Color	piece	5	0	0	5	15,000.00	5	0	0	5	15,000.00	5	0	0	5	15,000.00	5	0	0	5	15,000.00	20.00	3,000.00	60,000.00
13		PUNCH DOWN TOOL	piece	2	0	0	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1,000.00	2,000.00
14		RIBBON CARTRIDGE, Epson LQ2180/2190 SO1514	piece	2	2	2	6	7,200.00	2	2	2	6	7,200.00	2	2	2	6	7,200.00	2	2	2	6	7,200.00	24.00	1,200.00	28,800.00
15		ROLLER, for Document Scanner, Panasonic KV-S7075C	piece	2	0	0	2	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1,200.00	2,400.00
16		TONER CARTRIDGE, Canon LBP 6680, #319	piece	2	2	2	6	24,000.00	2	2	2	6	24,000.00	2	2	2	6	24,000.00	2	2	2	6	24,000.00	24.00	4,000.00	96,000.00
17		TONER CARTRIDGE, HP Laserjet 1020, 2612AC, Black	piece	0	0	2	2	7,000.00	0	0	0	0	0.00	2	0	0	2	7,000.00	0	2	0	2	7,000.00	6.00	3,500.00	21,000.00
18		TONER CARTRIDGE, HP Laserjet 4014, 64A, Black	piece	2	0	0	2	16,000.00	2	0	0	2	16,000.00	2	0	0	2	16,000.00	2	0	0	2	16,000.00	8.00	8,000.00	64,000.00
19		TONER CARTRIDGE, HP Laserjet 1600, Q600A, Black	piece	1	0	0	1	4,500.00	1	0	0	1	4,500.00	1	0	0	1	4,500.00	1	0	0	1	4,500.00	4.00	4,500.00	18,000.00
20		TONER CARTRIDGE, HP Laserjet 1600, Q600A, Cyan	piece	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	4.00	5,000.00	20,000.00
21		TONER CARTRIDGE, HP Laserjet 1600, Q600A, Yellow	piece	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	4.00	5,000.00	20,000.00
22		TONER CARTRIDGE, HP Laserjet 1600, Q600A, Magenta	piece	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	4.00	5,000.00	20,000.00
23		TONER CARTRIDGE, HP Laserjet M176N, 130A, Black	piece	6	0	0	6	24,000.00	6	0	0	6	24,000.00	6	0	0	6	24,000.00	6	0	0	6	24,000.00	24.00	4,000.00	96,000.00
24		TONER CARTRIDGE, HP Laserjet M176N, 130A, Cyan	piece	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	12.00	4,500.00	54,000.00
25		TONER CARTRIDGE, HP Laserjet M176N, 130A, Yellow	piece	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	12.00	4,500.00	54,000.00
26		TONER CARTRIDGE, HP Laserjet M176N, 130A, Magenta	piece	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	12.00	4,500.00	54,000.00
27		TONER CARTRIDGE, HP Laserjet Pro 400, 305A, Black	piece	8	8	9	25	87,500.00	8	8	8	24	84,000.00	9	8	8	25	87,500.00	8	9	8	25	87,500.00	99.00	3,500.00	346,500.00
28		TONER CARTRIDGE, HP Laserjet Pro 400, 305A, Cyan	piece	8	8	9	25	100,000.00	8	8	8	24	96,000.00	9	8	8	25	100,000.00	8	9	8	25	100,000.00	99.00	4,000.00	396,000.00
29		TONER CARTRIDGE, HP Laserjet Pro 400, 305A, Yellow	piece	8	8	9	25	100,000.00	8	8	8	24	96,000.00	9	8	8	25	100,000.00	8	9	8	25	100,000.00	99.00	4,000.00	396,000.00
30		TONER CARTRIDGE, HP Laserjet Pro 400, 305A, Magenta	piece	8	8	9	25	100,000.00	8	8	8	24	96,000.00	9	8	8	25	100,000.00	8	9	8	25	100,000.00	99.00	4,000.00	396,000.00
31		TONER CARTRIDGE, HP Laserjet M252N, 201A, Black	piece	10	2	1	13	58,500.00	10	2	1	13	58,500.00	10	1	1	12	54,000.00	10	1	1	12	54,000.00	50.00	4,500.00	225,000.00
32		TONER CARTRIDGE, HP Laserjet M252N, 201A, Cyan	piece	5	2	1	8	40,000.00	5	2	1	8	40,000.00	5	1	1	7	35,000.00	5	1	1	7	35,000.00	30.00	5,000.00	150,000.00
33		TONER CARTRIDGE, HP Laserjet M252N, 201A, Yellow	piece	5	2	1	8	40,000.00	5	2	1	8	40,000.00	5	1	1	7	35,000.00	5	1	1	7	35,000.00	30.00	5,000.00	150,000.00
34		TONER CARTRIDGE, HP Laserjet M252N, 201A, Magenta	piece	5	2	1	8	40,000.00	5	2	1	8	40,000.00	5	1	1	7	35,000.00	5	1	1	7	35,000.00	30.00	5,000.00	150,000.00
35		TONER CARTRIDGE, HP Laserjet M477N, 410A, Black	piece	10	2	1	13	78,000.00	10	2	1	13	78,000.00	10	1	1	12	72,000.00	10	1	1	12	72,000.00	50.00	6,000.00	300,000.00
36		TONER CARTRIDGE, HP Laserjet M477N, 410A, Cyan	piece	5	2	1	8	52,000.00	5	2	1	8	52,000.00	5	1	1	7	45,500.00	5	1	1	7	45,500.00	30.00	6,500.00	195,000.00
37		TONER CARTRIDGE, HP Laserjet M477N, 410A, Yellow	piece	5	2	1	8	52,000.00	5	2	1	8	52,000.00	5	1	1	7	45,500.00	5	1	1	7	45,500.00	30.00	6,500.00	195,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
38		TONER CARTRIDGE, HP Laserjet M477N, 410A, Magenta	piece	5	2	1	8	52,000.00	5	2	1	8	52,000.00	5	1	1	7	45,500.00	5	1	1	7	45,500.00	30.00	6,500.00	195,000.00
39		TONER CARTRIDGE, for New Monochrome Printer	piece	4	4	4	12	48,000.00	4	4	4	12	48,000.00	4	4	4	12	48,000.00	4	4	4	12	48,000.00	48.00	4,000.00	192,000.00
40		TONER CARTRIDGE, for New Colored Printer, Black	piece	5	5	5	15	82,500.00	5	5	5	15	82,500.00	5	5	5	15	82,500.00	5	5	5	15	82,500.00	60.00	5,500.00	330,000.00
41		TONER CARTRIDGE, for New Colored Printer, Cyan	piece	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	60.00	6,000.00	360,000.00
42		TONER CARTRIDGE, for New Colored Printer, Yellow	piece	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	60.00	6,000.00	360,000.00
43		TONER CARTRIDGE, for New Colored Printer, Magenta	piece	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	5	5	5	15	90,000.00	60.00	6,000.00	360,000.00
44		UNINTERRUPTIBLE POWER SUPPLY (UPS), with AVR Function	piece	31	1	1	33	264,000.00	1	1	1	3	24,000.00	1	1	1	3	24,000.00	1	1	1	3	24,000.00	42.00	8,000.00	336,000.00
45		WIRELESS USB ADAPTER /CONNECTOR	piece	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,000.00	1,000.00
Common ICT Equipment																										
1		DESKTOP COMPUTER, with OS/MSO	piece	53	5	1	59	4,720,000.00	1	1	0	2	160,000.00	0	0	0	0	0.00	0	0	0	0	0.00	61.00	80,000.00	4,880,000.00
2		LAPTOP COMPUTER, with OS/MSO	piece	24	1	1	26	2,080,000.00	43	1	0	44	3,520,000.00	4	0	0	4	320,000.00	4	0	0	4	320,000.00	78.00	80,000.00	6,240,000.00
3		PRINTER, laserjet, monochrome	piece	25	0	0	25	300,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	12,000.00	300,000.00
4		PRINTER, laserjet, color	piece	5	0	1	6	180,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	30,000.00	180,000.00
5		PRINTER, laserjet, color, 3-in-1	piece	9	0	0	9	495,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	55,000.00	495,000.00
6		PRINTER, portable	piece	2	0	0	2	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	25,000.00	50,000.00
7		PRINTER, photo	piece	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	15,000.00	15,000.00
8		PRINTER, 3D	piece	1	0	0	1	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	100,000.00	100,000.00
9		PRINTER, for PVC ID	piece	1	0	0	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	30,000.00	30,000.00
10		PVC ID MAKER	piece	2	0	0	2	120,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	60,000.00	120,000.00
11		INTERNAL HARD DISK	piece	6	0	0	6	90,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	15,000.00	90,000.00
12		WEB CAMERA, with built-in mic, 10x digital zoom, rotatable	piece	3	0	0	3	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	5,000.00	15,000.00
A. TOTAL																								P		36,413,073.43
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		3,641,307.34
C. GRAND TOTAL (A + B)																								P		40,054,380.78
D. APPROVED BUDGET BY THE AGENCY HEAD																								P		-
In Figures and Words:																								P		-
G. MONTHLY CASH REQUIREMENTS																								P		-
G.1 Available at Procurement Service Stores								557,544.82					481,820.71					486,880.79					488,172.11	P		2,014,418.43
G.2 Other items not available at PS but regularly purchased from other sources								22,959,480.00					6,208,350.00					2,637,485.00					2,593,340.00	P		34,398,655.00
TOTAL MONTHLY CASH REQUIREMENTS								23,517,024.82					6,690,170.71					3,124,365.79					3,081,512.11	P		36,413,073.43

*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:

NOEL D. BELCIÑA

Administrative Aide VI
Supply Section

Certified Funds Available / Certified Appropriate Funds Available:

CAROLYN S. AMBRAD

Budget Officer III
Budget Section

Approved by:

PAUL ELMER M. CLEMENTE

Deputy Ombudsman for the Visayas

Date Prepared: August 28, 2018