

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service -- Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 05 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: GHC BAC 3 Secretariat, APP Procurement Service
 Region: National Capital Region (NCR)
 Address: Camp General Emilio Aguinaldo, Quezon City

Agency Code/UACS: _____
 Organization Type: National Government

Contact Person: MAJ NORWIN G LICOTO PAF
 Position: Head Secretariat, GHC BAC3
 E-mail: ghcbac3sec3@gmail.com
 Telephone/Mobile Nos: 911-5061 Loc 6495

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 3/31/22)	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 PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	101915C9-JN-A01	INSECTICIDE, aerosol type	can	10	16	44	70	9,755.20	12	14	39	65	9,058.40	18	22	48	88	12,261.68	18	24	50	92	12,821.12	315.00	139.36	43896.40
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-PS-S01	LIQUID HAND SANITIZER, 500ml	bottle	40	74	40	154	23,320.22	30	55	84	169	25,591.67	40	45	69	154	23,320.22	30	59	35	124	18,777.32	601.00	151.43	51009.43
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	121916C1-AL-E04	ALCOHOL, Ethyl, 66%-72%, 500 ml	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	66.56	0.00
4	121916C1-AL-E03	ALCOHOL, ethyl, 66%-72%, 1 Gallon	gallon	65	75	60	200	77,584.00	75	75	75	225	87,282.00	85	85	85	255	98,914.60	75	85	95	255	98,914.60	935.00	387.92	362705.20
5	514719C1-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	14	14	14	42	1,830.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42.00	43.58	1830.36
6	514719C1-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	15	1	16	7,280.00	0	15	0	15	6,825.00	0	15	1	16	7,280.00	0	15	1	16	7,280.00	63.00	455.00	18665.00
7	514715C5-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	121717C3-SI-P01	INK, for stamp pad	bottle	7	155	8	170	5,358.40	129	18	8	155	4,885.60	130	13	8	151	4,756.52	129	13	8	150	4,726.00	626.00	31.52	19731.52
FILMS																										
9	131112C3-AC-P01	ACETATE	roll	4	7	0	11	9,326.02	5	0	0	5	4,239.10	5	0	0	5	4,239.10	5	0	0	5	4,239.10	26.00	847.82	22043.32
10	131112C1-CF-P01	CARBON FILM, #4	box	0	2	0	2	442.00	0	2	0	2	442.00	0	2	0	2	442.00	0	2	0	2	442.00	6.00	221.00	1768.00
11	131112C1-CF-P02	CARBON FILM, legal	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																										
12	14111525-CA-A01	CARTONNA, assorted colors	pack	86	55	31	172	14,399.84	81	7	67	155	12,976.60	93	57	32	182	15,237.04	80	56	31	167	13,981.24	676.00	80.72	16594.72

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (p/20 April 2021)	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	
13	14111SC6-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	2	2	4	3,530.20	1	4	0	5	4,412.75	2	1	0	3	2,647.65	2	2	0	4	3,530.20	16.00	882.55	14120.80	
14	14111SC6-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 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	0.00	0.00	1029.60	0.00	
15	14111SC6-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 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	0.00	0.00	906.36	0.00	
16	14111SC6-CF-L21	COMPUTER CONTINUOUS FORM, 2 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	684.00	0.00	
17	14111SC6-CF-L31	COMPUTER CONTINUOUS FORM, 3 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	1508.00	0.00	
18	14111SC6-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 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	0.00	0.00	794.96	6359.68	
19	141116C9-LL-C01	LOOSELEAF COVER, legal	bundle	1	0	1	2	1,589.92	1	0	1	2	1,589.92	1	0	1	2	1,589.92	0	0	1	2	1,589.92	8.00	794.96	6359.68	
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	172	205	137	514	19,048.89	203	119	123	445	16,491.76	198	110	104	412	15,268.72	268	133	99	448	16,601.88	1,819.00	37.06	67412.14	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	141	185	193	519	30,766.32	104	134	103	343	20,333.04	130	133	108	371	21,992.88	60	117	35	292	17,304.76	1,525.00	54.28	90402.00	
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	42	66	29	137	7,408.96	13	46	21	80	4,326.40	25	46	23	94	5,083.52	19	55	14	88	4,759.04	399.00	54.08	71577.92	
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	174	180	180	534	6,429.36	299	200	249	748	9,005.92	264	145	185	594	7,151.76	269	220	200	689	8,295.56	2,565.00	12.04	30882.60	
24	141115C7-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	2033	2344	424	4801	656,104.66	2317	906	334	3557	486,099.62	2434	902	455	3791	518,078.06	2430	762	235	3427	468,393.82	15,576.00	138.66	2178616.16	
25	141115C7-PP-M02	PAPER, MULTICOPY, Legal 80gsm	reams	1624	1547	396	3567	455,541.57	1649	703	275	2627	335,494.17	427	590	373	1386	177,261.48	532	737	231	1520	194,119.20	9,102.00	127.71	1162416.42	
26	141115C7-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	93	425	126	644	63,279.44	247	377	117	741	72,810.66	234	320	104	658	64,655.08	256	358	103	714	70,157.64	2,257.00	90.26	270902.82	
27	141115C7-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	230	315	45	590	49,891.40	50	320	50	420	49,753.20	45	315	45	405	47,976.30	50	320	50	420	49,753.20	1,835.00	118.46	27374.10	
28	14111531-PP-R01	PAD PAPER, ruled	pad	0	12	0	12	349.44	0	12	0	12	349.44	0	12	0	12	349.44	0	12	0	12	349.44	48.00	29.12	1397.76	
29	141115C3-PA-F01	PAPER, parchment	box	9	48	5	62	6,079.10	41	4	5	50	4,902.90	41	4	1	46	4,510.30	45	8	5	58	5,686.90	216.00	98.05	21178.80	
30	14111818-TH-P02	Thermal Paper, 58GSM (-5%), 1/2 Core, 216mm x 30m	roll	29	59	6	94	5,230.16	5	9	6	20	1,112.80	5	9	6	20	1,112.80	5	9	6	20	1,112.80	13,154.92	1,212.00	70.72	65712.64
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	87	273	34	394	77,863.68	116	158	94	368	26,024.96	87	138	39	264	18,679.08	166	47	23	186	13,154.92	1,212.00	101.92	63154.88	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	45	168	70	283	28,943.36	71	75	25	171	17,428.32	90	100	60	250	25,480.00	100	90	20	210	21,403.20	914.00	101.92	63154.88	
33	141117C4-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	23	24	24	71	6,165.64	20	22	22	64	5,557.76	20	26	26	72	6,252.48	23	25	25	73	6,339.32	280.00	86.84	24315.20	
34	141117C4-IFPT01	TISSUE, interfolded paper towel	pack	10	10	10	30	1,045.20	10	10	10	30	1,045.20	10	10	10	30	1,045.20	10	10	10	30	1,045.20	120.00	34.84	4180.80	
35	141117C4-TT-P04	TOILET TISSUE PAPER, interfolded Paper Towel	pack	13	14	14	41	1,385.80	16	17	17	50	1,690.00	6	7	7	20	676.30	6	7	7	20	676.30	121.00	33.80	4427.80	
BATTERIES AND CELLS AND ACCESSORIES																											
36	261117C2-BT-A02	BATTERY, dry Cell, size AA	pack	63	68	82	213	7,731.90	23	23	43	89	3,230.70	24	26	44	94	3,412.20	21	21	41	83	3,012.90	479.00	36.30	7387.70	
37	261117C2-BT-A01	BATTERY, dry Cell, size AAA	pack	44	44	64	152	2,998.96	28	28	48	104	2,451.92	27	30	44	101	1,992.73	26	24	45	95	1,874.35	452.00	19.73	8917.96	
38	261117C2-BT-A03	BATTERY, dry Cell, size D	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	96.20	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
39	31201610-GL-J01	GLUE, all purpose	jar	208	45	73	326	13,309.00	187	28	56	271	19,376.50	161	11	46	238	17,017.00	170	41	37	248	17,732.00	1,083.00	71.50	77434.50	
40	311518C4-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	9	74	0	83	1,640.08	47	5	0	52	1,027.52	73	25	0	98	1,936.48	38	9	10	57	1,126.32	290.00	19.76	5730.40	
41	311518C4-SW-S01	STAPLE WIRE, standard	box	283	306	51	620	13,894.20	307	29	51	387	8,672.67	306	21	35	382	8,560.62	304	21	51	376	8,426.16	1,765.00	22.41	59553.65	
42	312015C2-TA-E01	TAPE, electrical	roll	1	0	0	1	38.67	1	0	0	1	38.67	0	0	0	0	0.00	0	0	0	0	0.00	2.00	18.67	37.34	
43	312015C3-TA-M01	TAPE, masking, 24mm	roll	108	121	67	296	16,161.60	110	17	17	144	7,862.40	110	17	67	194	10,590.40	109	17	65	191	10,428.60	825.00	54.60	45045.00	
44	312015C3-TA-M02	TAPE, MASKING, 48mm	roll	467	34	16	517	55,112.20	436	16	16	468	49,888.80	435	16	16	467	49,782.20	445	16	16	477	50,840.20	1,929.00	109.60	215631.40	
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	122	132	68	322	7,199.92	132	22	68	222	4,963.92	132	22	68	222	4,963.92	132	21	68	221	4,941.56	987.00	22.36	72069.32	
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	146	72	67	285	2,875.65	67	17	67	151	1,523.59	78	17	67	162	1,634.98	67	17	67	151	1,523.59	749.00	10.09	7587.41	
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	54	52	23	129	2,576.13	22	16	16	54	1,078.38	24	23	23	70	1,397.90	22	16	16	54	1,078.38	307.00	19.97	6130.79	
48	31151SC7-TW-P01	TWINE, plastic	roll	0	5	0	5	291.20	0	5	0	5	291.20	0	5	0	5	291.20	0	5	0	5	291.20	20.00	58.24	1164.80	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31 April 2022)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
HEATING AND VENTILATION AND AIR CIRCULATION																										
49	401016C4-EF-G01	ELECTRIC FAN, industrial, ground type	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	1109.68	0.00
50	401016C4-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	2	2	2	6	9,216.08	0	0	0	0	0.00	6.00	1369.68	8218.08
51	401016C4-EF-S01	ELECTRIC FAN, stand type	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	859.86	0.00
52	401016C4-EF-W01	ELECTRIC FAN, wall mount, 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	0.00	0.00	674.96	0.00
MEDICAL THERMOMETERS AND ACCESSORIES																										
53	41112224-TG-T02	THERMOGUN	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	2531.40	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	15	20	20	55	11,320.10	10	15	15	40	8,232.80	15	20	20	55	11,320.10	10	15	15	40	8,232.80	190.00	265.82	39105.80
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	3	3	3	9	739.44	5	6	6	17	1,396.72	4	5	5	14	1,150.24	4	3	3	10	821.90	50.00	82.16	4108.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	411116C4-RU-F02	RULER, plastic, 450mm	piece	0	14	0	14	247.52	15	1	0	16	282.88	13	1	0	14	247.52	0	0	0	0	0.00	44.00	17.68	777.92
CLEANING EQUIPMENT AND SUPPLIES																										
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	39	39	110	187	16,871.14	44	44	115	203	18,314.66	44	44	114	202	18,224.44	39	39	109	186	16,781.92	778.00	911.22	70191.16
58	471316C4-BR-S01	BROOM, soft, lambo	piece	17	17	17	51	6,948.24	22	22	22	66	8,991.84	22	22	22	66	8,991.84	17	17	17	51	6,948.24	234.00	135.24	71980.16
59	471316C4-BR-T01	BROOM, stick, tingle-ting	piece	10	10	10	30	546.00	10	12	12	34	618.80	10	12	12	34	618.80	10	10	10	30	546.00	128.00	10.20	2329.60
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	6	7	37	50	2,080.00	11	12	42	65	2,704.00	11	12	42	65	2,704.00	6	7	37	50	2,080.00	230.00	41.60	9568.00
61	471318C5-CL-P01	CLEANER, scouring powder	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	23.82	0.00
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	2	2	11	15	124.50	0	0	10	10	83.00	0	0	10	10	83.00	2	2	11	15	124.50	50.00	8.30	415.00
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	23	24	24	71	3,839.68	32	33	33	98	5,299.84	32	33	33	98	5,299.84	23	24	24	71	3,839.68	338.00	54.08	18279.04
64	471318C3-DS-A01	DISINFECTANT SPRAY, aerosol type	can	4	3	3	10	1,289.60	4	4	4	12	1,547.52	4	4	4	12	1,547.52	4	3	3	10	1,289.60	44.00	128.96	5674.24
65	471316C1-DU-P01	DUST PAN, non-rigid plastic	piece	7	8	6	23	571.09	7	7	7	21	521.43	7	7	7	21	521.43	7	8	6	23	571.09	88.00	24.83	2185.04
66	512415E2-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	131.25	0.00
67	73301612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	21	20	20	61	6,280.56	31	30	30	91	9,366.36	31	30	30	91	9,366.36	21	20	20	61	6,280.56	304.00	102.96	31299.84
68	471318C2-FW-P02	FLOOR WAX, paste type, red	can	64	64	63	191	59,164.16	46	46	47	139	43,056.64	46	46	47	139	43,056.64	64	64	63	191	59,164.16	660.00	369.76	204441.60
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	0	0	50	50	6,006.00	0	0	50	50	6,006.00	0	0	50	50	6,006.00	0	0	50	50	6,006.00	200.00	120.12	74024.00
70	471218C4-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	10	10	11	31	70,928.00	6	6	6	18	41,184.00	6	6	6	18	41,184.00	10	10	11	31	70,928.00	98.00	2288.00	214224.00
71	47131613-MP-H02	MOP HANDLE, heavy duty, screw type	piece	5	5	6	16	1,996.80	6	6	7	19	2,371.20	6	6	7	19	2,371.20	5	5	6	16	1,996.80	70.00	124.80	8736.00
72	47131619-MP-R01	MOP HEAD, made of rayon	piece	13	13	13	39	4,826.64	8	9	9	26	3,217.76	8	9	9	26	3,217.76	13	13	13	39	4,826.64	130.00	123.76	16088.80
73	471315C1-RG-C01	RAGS, all cotton	bundle	14	14	14	42	2,260.44	18	18	19	55	2,960.10	18	18	19	55	2,960.10	14	14	14	42	2,260.44	194.00	50.82	10441.08
74	471316C2-SC-H01	SCOURING PAD	pack	12	12	13	37	4,155.84	10	10	10	30	3,369.60	10	10	11	31	3,461.92	12	12	13	37	4,155.84	135.00	112.32	15163.20
75	471217C1-TB-P04	TRASHBAG, GPP specs, black, 900mmx1016mm	pack	5	5	5	15	2,020.20	7	7	7	21	2,828.28	5	5	5	15	2,020.20	5	5	5	15	2,020.20	66.00	134.68	8888.88
76	471217C2-WB-P01	WASTEBASKET, non-rigid plastic	piece	2	2	1	5	139.80	1	1	1	3	83.88	1	1	1	3	83.88	2	2	1	5	139.80	16.00	27.96	447.36
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
77	432115C7-DSK001	DESKTOP FOR BASIC USERS	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	24,793.60	0.00
78	432115C7-DSK002	DESKTOP FOR MID-RANGE USERS	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	42,390.40	0.00
79	432115C3-LAP001	LAPTOP FOR MID-RANGE USERS	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	41,392.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue / as of 30 June 2022	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
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	5	21	0	26	57,569.84	0	1	0	1	2,598.84	0	1	0	1	2,598.84	0	1	0	1	2,598.84	29.00	2598.84	75366.36
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	79	81	3	163	27,292.72	7	54	4	65	10,883.60	20	56	5	81	13,562.64	8	55	5	68	11,385.92	377.00	167.44	63124.86
82	432117C8-MO-C01	MOUSE, OPTICAL, USB connection type	unit	0	5	0	5	556.50	0	5	0	5	556.50	0	5	0	5	556.50	0	5	0	5	556.50	20.00	111.30	2226.00
83	432117C8-MO-C02	MOUSE, WIRELESS, USB	unit	0	5	0	5	770.00	0	5	0	5	770.00	0	5	0	5	770.00	0	5	0	5	770.00	20.00	154.00	3080.00
84	432121C2-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 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	38190.97	0.00
85	432121C2-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	9191.52	0.00
86	432121C5-PR-L01	PRINTER, laser, monochrome	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
87	432121C5-PR-L02	PRINTER, laser, colored	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	7899.00	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
88	44121710-CH-W01	CHALK, white enamel	box	0	2	1	3	88.92	2	3	0	5	148.20	3	0	0	3	88.92	2	2	0	4	118.56	15.00	29.64	444.60
89	441221C5-BF-C01	CLIP, backfold, 9mm	box	516	18	6	540	4,730.40	500	21	8	529	4,634.04	490	20	15	525	4,595.00	488	18	5	511	4,476.36	2,105.00	8.76	18439.80
90	441221C5-BF-C02	CLIP, backfold, 25mm	box	33	88	25	146	2,222.12	63	38	37	138	2,100.36	39	42	26	107	1,626.54	75	34	13	122	1,856.84	513.00	15.22	7807.86
91	441221C5-BF-C03	CLIP, backfold, 32mm	box	72	37	9	118	2,638.48	62	17	9	88	1,967.68	52	17	19	88	1,967.68	102	21	5	128	2,862.08	422.00	20.36	9435.92
92	441221C5-BF-C04	CLIP, backfold, 50mm	box	27	96	17	142	7,753.20	72	35	31	138	7,534.80	66	35	21	122	6,661.20	61	40	13	114	6,224.40	516.00	54.60	28173.60
93	44121841-CY-R02	CORRECTION TAPE, 8m	piece	204	411	32	647	7,556.96	264	94	21	379	4,426.72	128	75	19	223	2,592.96	137	87	15	239	2,791.52	1,487.00	11.68	17368.16
94	44111515-DF-B01	DATA FILE BOX	piece	33	37	6	76	5,867.20	29	13	10	52	4,014.40	29	10	4	43	3,319.60	27	20	1	48	3,705.60	219.00	77.20	16906.80
95	44122011-DF-F01	DATA FOLDER	piece	50	50	56	156	10,707.84	50	50	56	156	10,707.84	50	50	56	156	10,707.84	50	56	50	156	10,707.84	624.00	68.64	42831.36
96	441215C6-EN-D01	ENVELOPE, documentary, A4	box	134	23	11	168	113,079.12	130	21	5	156	105,002.04	129	11	8	148	99,617.32	127	6	5	138	92,886.42	610.00	673.09	410584.90
97	441215C6-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	116	15	3	134	124,239.44	128	29	17	174	161,325.86	111	7	1	119	110,332.04	133	7	1	121	112,166.36	548.00	927.16	568083.68
98	441215C6-EN-X01	ENVELOPE, expanding, kraft, legal	box	2	0	0	2	1,476.80	0	0	0	0	0.00	0	2	0	2	1,476.80	0	0	0	0	0.00	4.00	738.40	2953.60
99	441215C6-EN-X02	ENVELOPE, expanding, plastic	piece	25	50	0	75	2,286.75	50	0	0	50	1,524.50	50	0	0	50	1,524.50	50	0	0	50	1,524.50	225.00	30.49	6860.25
100	441215C6-EN-M02	ENVELOPE, mailing	box	6	19	7	32	12,102.40	8	11	9	28	10,589.60	9	11	6	26	9,833.20	10	10	8	28	10,581.60	114.00	378.20	43114.80
101	441215C4-EN-W02	ENVELOPE, mailing, with window	box	0	6	0	6	2,602.08	5	13	0	18	7,806.24	5	1	0	6	2,602.08	2	1	0	3	1,301.04	33.00	439.68	14311.44
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	6	6	0	12	123.60	7	0	0	7	72.10	7	0	0	7	72.10	6	0	0	6	61.80	32.00	10.30	329.60
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	138	101	16	255	21,269.55	17	45	14	76	6,339.16	31	46	18	95	7,923.95	17	45	14	76	6,339.16	502.00	83.41	41871.82
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	2	6	2	10	860.40	2	3	0	3	258.12	0	2	0	2	172.08	4	4	2	10	860.40	25.00	86.04	2151.00
105	44122018-FY-D01	FILE TAB DIVIDER, bristol board, for A4	set	8	8	4	20	222.60	3	3	1	7	77.91	4	1	1	6	66.78	3	2	1	6	66.78	39.00	11.13	434.07
106	44122018-FY-D02	FILE TAB DIVIDER, 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	14.23	0.00
107	44122011-FO-P01	FOLDER, fancy, with slide, A4	bundle	21	57	22	100	27,040.00	39	36	25	100	27,040.00	24	46	20	90	24,336.00	39	34	25	98	26,499.20	388.00	270.40	104915.20
108	44122011-FO-P02	FOLDER, fancy, with slide, legal	bundle	85	72	21	178	55,514.64	57	91	66	214	66,742.32	68	61	21	150	46,782.00	57	91	66	214	66,742.32	756.00	311.88	255781.28
109	44122011-FO-L01	FOLDER, L-type, A4	pack	5	8	5	18	3,085.74	7	7	5	19	3,257.17	8	5	5	18	3,085.74	6	5	5	16	2,742.88	71.00	171.43	52171.53
110	44122011-FO-L02	FOLDER, L-type, legal	pack	5	8	5	18	4,378.32	7	5	5	17	4,135.08	8	5	5	18	4,378.32	7	5	5	17	4,135.08	70.00	243.24	17026.80
111	44122027-FO-P01	FOLDER, pressboard	box	13	11	6	40	38,105.60	8	11	12	31	29,531.84	9	7	10	26	24,768.64	7	8	10	25	23,816.00	122.00	952.64	116222.08
112	44122011-FO-T03	FOLDER, with tab, A4	pack	6	12	9	27	7,533.00	5	14	9	28	7,812.00	5	12	5	22	6,138.00	7	10	5	22	6,138.00	99.00	279.00	27621.00
113	44122011-FO-T04	FOLDER, with tab, legal	pack	6	18	9	33	10,604.88	6	11	8	25	8,034.00	8	15	6	29	9,319.44	8	11	6	23	7,391.28	110.00	321.36	55349.60
114	441220C9-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	85	6	91	5,157.88	45	40	6	91	5,157.88	45	40	6	91	5,157.88	45	46	0	91	5,157.88	364.00	56.68	10831.52
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	689	0	0	689	28,662.40	689	0	20	709	29,494.40	709	0	0	709	29,494.40	706	20	0	729	30,326.40	2,836.00	41.60	117977.60

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31 April 2022)	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
116	44121716-MA-F01	MARKER, fluorescent	set	18	77	40	135	4,949.10	76	34	43	153	5,608.98	76	31	43	150	5,495.00	64	33	13	110	4,032.60	548.00	36.66	20089.68
117	441217C8-MW-B01	MARKER, whiteboard, black	piece	65	323	101	489	6,542.82	174	151	97	422	5,646.36	176	137	62	375	5,017.50	172	164	48	384	5,137.92	1,670.00	13.38	22344.60
118	441217C8-MW-B02	MARKER, whiteboard, blue	piece	65	171	121	357	4,776.66	134	129	89	352	4,709.76	123	121	64	308	4,121.04	118	130	35	286	3,826.68	1,303.00	13.38	17434.14
119	441217C8-MW-B03	MARKER, whiteboard, red	piece	41	130	52	223	2,983.74	98	61	42	201	2,689.38	99	55	41	195	2,605.10	78	62	24	164	2,194.32	783.00	13.38	10476.54
120	441217C8-MP-B01	MARKER, permanent, black, bullet type	piece	107	93	36	236	2,119.28	96	30	29	155	1,391.90	102	25	28	155	1,391.90	95	39	18	152	1,364.96	698.00	8.98	6268.04
121	441217C8-MP-B02	MARKER, permanent, blue, bullet type	piece	81	86	32	199	1,787.02	66	23	27	116	1,041.68	74	22	20	116	1,041.68	76	32	16	124	1,113.52	555.00	8.98	4983.90
122	441217C8-MP-B03	MARKER, permanent, red, bullet type	piece	82	76	49	207	1,858.66	83	51	22	156	1,400.89	87	31	22	120	1,077.60	94	39	14	147	1,320.06	630.00	8.98	5657.40
123	441221C4-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	25	70	6	101	783.76	31	33	5	69	535.44	38	38	5	81	628.56	29	32	1	62	481.12	313.00	7.76	2428.88
124	441221C4-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	33	87	29	149	2,053.22	44	16	19	79	1,088.62	50	24	24	98	1,350.44	48	23	22	93	1,281.54	419.00	13.78	5773.82
125	441217C6-PE-L01	PENCIL, lead, with eraser	box	57	139	56	252	5,239.08	69	55	59	183	3,804.57	62	38	40	140	2,910.60	67	55	16	138	2,866.02	713.00	20.79	14823.27
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	0	6	0	6	1,438.74	6	0	0	6	1,438.74	6	0	0	6	1,438.74	0	0	0	0	0.00	18.00	239.79	4316.22
127	441221C1-RU-B01	RUBBER BAND, No. 18	box	7	22	7	36	3,601.80	9	5	5	19	1,900.95	8	8	8	24	2,401.20	5	5	5	15	1,500.75	94.00	100.05	9404.70
128	441219C5-SP-F01	STAMP PAD, felt	piece	2	8	2	12	419.40	0	5	0	5	174.75	3	8	3	14	489.30	0	5	0	5	174.75	36.00	31.95	1258.20
129	44121612-BL-F01	BLADE, for general purpose cutter / utility knife	piece	0	50	0	50	741.00	27	20	0	47	696.54	27	21	0	48	711.36	27	22	0	49	726.18	194.00	14.82	2875.08
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	1	44	0	45	1,504.35	1	42	0	43	1,437.49	1	49	0	50	1,671.50	1	43	0	44	1,470.92	182.00	33.43	6084.26
131	441032C2-DS-M01	DATING AND STAMPING MACHINE	piece	10	0	0	10	4,539.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	453.96	4539.60
132	44121618-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	5	19	1	25	5,066.75	9	5	0	14	2,637.38	12	3	0	15	3,040.05	9	4	0	13	2,634.71	67.00	262.67	13578.89
133	441016C2-PU-P01	PUNCHER, paper, heavy duty	piece	1	44	8	53	7,992.40	26	7	1	34	5,127.20	25	6	1	32	4,825.60	26	9	0	35	5,278.00	154.00	150.80	23223.20
134	44121618-SS-S01	SCISSORS, symmetrical	pair	3	98	9	110	4,461.60	51	6	1	58	2,352.48	54	9	4	67	2,717.52	51	7	0	58	2,352.48	293.00	40.56	11884.08
135	44121615-ST-S01	STAPLER, standard type	piece	10	61	14	85	11,934.00	3	36	7	46	6,458.40	5	39	9	53	7,441.20	2	41	0	43	6,037.20	227.00	140.40	51870.80
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	1	15	0	16	14,627.52	8	5	0	13	11,884.86	8	5	0	13	11,884.86	7	5	0	12	10,970.64	54.00	914.22	49367.88
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	27	25	6	58	1,444.20	27	0	6	33	821.70	27	0	6	33	821.70	27	6	0	33	821.70	157.00	24.90	3909.30
138	441216C5-TD-T01	TAPE DISPENSER, table top	piece	13	41	5	59	3,787.80	21	7	3	31	1,990.10	22	4	4	30	1,926.00	20	3	4	27	1,733.40	147.00	64.20	9437.40
139	441016C2-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	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	954.72	0.00
140	441018C7-CA-C01	CALCULATOR, compact	unit	5	18	1	24	8,324.40	2	32	2	16	5,549.60	1	10	0	11	3,815.35	0	10	0	10	3,468.50	61.00	346.85	21157.85
141	44101714-FX-M01	FACSIMILE MACHINE	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	5642.00	0.00
142	441016C1-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	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	9297.60	0.00
143	441016C3-PS-M01	PAPER SHREDDER	unit	0	2	0	2	11,398.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5698.20	11398.40
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
144	441031C9-BR-D05	DRUM CART, BROTHER DR-3455, 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	6947.20	0.00
145	441031C5-BR-B04	INK CART, BROTHER LC67B, 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	910.00	0.00
146	441031C5-BR-B05	INK CART, BROTHER LC67HYBK, 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	1601.60	0.00
147	441031C9-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 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	6710.00	0.00
148	441031C3-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00
149	441031C3-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00
150	441031C3-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00
151	441031C3-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2022)	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			
152	441031C3-SA-B03	TONER CART, SAMSUNG ML-D2650B, 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	5116.80	0.00
153	441031C5-CA-C04	INK CART, CANON CL-741, 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	969.04	0.00
154	441031C5-CA-C02	INK CART, CANON CL-811, Colored	cart	0	1	0	1	1,029.60	1	0	0	1	1,029.60	1	0	0	1	1,029.60	1	0	0	1	1,029.60	4.00	1029.60	4118.40
155	441031C5-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
156	441031C5-CA-B02	INK CART, CANON PG-810, Black	cart	0	1	0	1	780.00	1	0	0	1	780.00	1	0	0	1	780.00	1	0	0	1	780.00	4.00	760.00	3120.00
157	441031C5-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	84	100	42	226	36,409.60	67	23	41	131	32,697.60	36	16	30	82	20,467.20	46	32	22	100	24,960.00	539.00	249.60	134534.40
158	441031C5-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	42	44	16	102	25,459.20	22	10	15	47	11,731.20	18	8	8	34	8,486.40	20	10	5	35	8,736.00	218.00	249.60	54412.80
159	441031C5-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	42	44	19	105	26,208.00	21	10	16	47	11,731.20	26	8	14	48	11,980.80	16	5	5	26	6,489.60	226.00	249.60	56409.60
160	441031C5-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	42	59	19	120	29,952.00	26	5	10	41	10,233.60	25	3	8	36	8,985.60	21	5	5	31	7,737.60	228.00	249.60	56908.80
161	441031C5-HP-B40	INK Cartridge, 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	773.76	0.00
162	441031C5-HP-T40	INK Cartridge, 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	950.56	0.00
163	441031C5-HP-B09	INK CART, HP C3351AA, (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
164	441031C5-HP-T10	INK CART, HP C3352AA, (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
165	441031C5-HP-F40	INK Cartridge, 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	1996.80	0.00
166	441031C5-HP-C40	INK Cartridge, 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	1996.80	0.00
167	441031C5-HP-M40	INK Cartridge, 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	1996.80	0.00
168	441031C5-HP-Y40	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
169	441031C5-HP-G40	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
170	441031C5-HP-B40	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
171	441031C5-HP-B17	INK CART, HP C2640WA, (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
172	441031C5-HP-T17	INK CART, HP C2643WA, (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	913.20	0.00
173	441031C5-HP-B35	INK CART, HP CDB87AA, (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
174	441031C5-HP-Y35	INK CART, HP CDB88AA, (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
175	441031C5-HX-C90	INK CART, HP C0972AA, (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
176	441031C5-HX-M40	INK CART, HP C0973AA, (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
177	441031C5-HX-Y40	INK CART, HP C0974AA, (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
178	441031C5-HX-B40	INK CART, HP C0975AA, (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	1346.80	0.00
179	441031C5-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	755.08	0.00
180	441031C5-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	931.84	0.00
181	441031C5-HP-B49	INK Cartridge, HP CH565A (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	1944.80	0.00
182	441031C5-HP-C49	INK Cartridge, HP CH566A (HP62) 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
183	441031C5-HP-M49	INK Cartridge, HP CH567A (HP62) 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
184	441031C5-HP-Y49	INK Cartridge, HP CH568A (HP62) 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
185	441031C5-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	1716.72	0.00
186	441031C5-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	1336.00	0.00
187	441031C5-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	1336.00	0.00
188	441031C5-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	1336.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31-Aug-2023)	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
189	441031C5-HP-B36	INK CART, HP CN692AA, (-1P704), Black	cart	0	2	0	2	732.16	0	40	0	40	14,643.20	0	0	0	0	0.00	0	0	0	0	0.00	42.00	365.08	15375.36
190	441031C5-HP-T36	INK CART, HP CN693AA, (-1P704), 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	365.08	0.00
191	441031C5-HP-B33	INK CART, HP C2107AA, (-1P678), Black	cart	0	4	0	4	1,464.32	4	0	0	4	1,464.32	4	0	0	4	1,464.32	4	0	0	4	1,464.32	16.00	365.08	5857.28
192	441031C5-HP-T33	INK CART, HP C2108AA, (-1P678), Tri-color	cart	0	2	0	2	732.16	2	0	0	2	732.16	2	0	0	2	732.16	2	0	0	2	732.16	8.00	365.08	2928.64
193	441031C5-HP-B42	INK CART, HP C2121A (HF685A), 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	312.00	0.00
194	441031C5-HP-C33	INK CART, HP C2122A (HF685A), 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	256.88	0.00
195	441031C5-HP-M33	INK CART, HP C2123A (HF685A), 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	256.88	0.00
196	441031C5-HP-Y33	INK CART, HP C2124A (HF685A), 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	256.88	0.00
197	441031C5-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	5	5	5	15	6,084.00	5	5	5	15	6,084.00	5	5	5	15	6,084.00	5	5	5	15	6,084.00	60.00	405.60	24336.00
198	441031C5-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	5	5	5	15	6,084.00	5	5	5	15	6,084.00	5	5	5	15	6,084.00	5	5	5	15	6,084.00	60.00	405.60	24336.00
199	441031C5-HP-C50	Ink Cartridge, HP L0S51AA (HP955) 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	995.75	0.00
200	441031C5-HP-M50	Ink Cartridge, HP L0S54AA (HP955) 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	995.75	0.00
201	441031C5-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) 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	995.75	0.00
202	441031C5-HP-B50	Ink Cartridge, HP L0S60AA (HP955) 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	4956.60	0.00
203	441031C5-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) 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	1212.64	0.00
204	441031C5-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) 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	1212.64	0.00
205	441031C5-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) 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	1212.64	0.00
206	441031C5-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) 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	1644.24	0.00
207	441031C5-HP-C51	Ink Cartridge, HP T6L89AA (HP905) 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	453.62	0.00
208	441031C5-HP-M51	Ink Cartridge, HP T6L93AA (HP905) 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	453.62	0.00
209	441031C5-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) 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	453.62	0.00
210	441031C5-HP-B51	Ink Cartridge, HP T6M01AA (HP905) 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	741.28	0.00
211	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	77.43	0.00
212	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	736.32	0.00
213	44103112-EP-R13	RIBBON CART, EPSON C13S015632, 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	77.94	0.00
214	441031C3-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	2685.28	0.00
215	441031C3-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	1892.80	0.00
216	441031C3-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	2685.28	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31.12.2022)	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			
217	441031C3-BR-809	TONER CART, BROTHER TN-3320, 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	3567.20	0.00
218	441031C3-BR-811	TONER CART, BROTHER TN-3350, 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	5002.40	0.00
219	441031C3-HP-B12	TONER CART, HP CB435A, 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	3360.00	0.00
220	441031C3-HP-B14	TONER CART, HP CB540A, 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	3377.36	0.00
221	441031C3-HP-B18	TONER CART, HP CE255A, 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	7332.00	0.00
222	441031C3-HP-B21	TONER CART, HP CE278A, 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	3952.00	0.00
223	441031C3-HP-B22	TONER CART, HP CE285A (HP85A), Black	0	4	0	4	13,728.00	0	4	0	4	13,728.00	4	0	0	4	13,728.00	4	0	0	4	13,728.00	16.00	3412.00	54912.00
224	441031C3-HP-B23	TONER CART, HP CE310A, 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	2614.56	0.00
225	441031C3-HP-C23	TONER CART, HP CE311A, 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	2542.80	0.00
226	441031C3-HP-Y23	TONER CART, HP CE312A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	0.00
227	441031C3-HP-M23	TONER CART, HP CE313A, 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	2542.80	0.00
228	441031C3-HP-B24	TONER CART, HP CE320A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
229	441031C3-HP-C24	TONER CART, HP CE321A, 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	3072.16	0.00
230	441031C3-HP-Y24	TONER CART, HP CE322A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
231	441031C3-HP-M24	TONER CART, HP CE323A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
232	441031C3-HP-B25	TONER CART, HP CE390A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6476.00	0.00
233	441031C3-HP-B26	TONER CART, HP CE400A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
234	441031C3-HP-C26	TONER CART, HP CE401A, 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	10193.04	0.00
235	441031C3-HP-Y26	TONER CART, HP CE402A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
236	441031C3-HP-M26	TONER CART, HP CE403A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
237	441031C3-HP-B27	TONER CART, HP CE410A, (HP305), 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	4201.60	0.00
238	441031C3-HP-C27	TONER CART, HP CE411A, (HP305), 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	6011.20	0.00
239	441031C3-HP-Y27	TONER CART, HP CE412A, (HP305), 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	6011.20	0.00
240	441031C3-HP-M27	TONER CART, HP CE413A, (HP305), 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	6011.20	0.00
241	441031C3-HP-B28	TONER CART, HP CE505A, 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	4466.80	0.00
242	441031C3-HP-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	7332.00	0.00
243	441031C3-HP-B52	Toner Cartridge, HP CF217A (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	3044.08	0.00
244	441031C3-HP-B53	Toner Cartridge, HP CF226A (HP26A), Black LaserJet	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5787.60	0.00
245	441031C3-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00	0.00
246	441031C3-HP-B51	TONER CART, HP CF280XC, 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	9004.32	0.00
247	441031C3-HP-B56	Toner Cartridge, HP CF281A (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	8606.00	0.00
248	441031C3-HP-B57	Toner Cartridge, HP CF283A (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	3241.70	0.00
249	441031C3-HP-B51	Toner Cartridge, HP CF283XC (HP83XC) 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	4056.00	0.00
250	441031C3-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00	0.00
251	441031C3-HP-B52	Toner Cartridge, HP CF325XC (HP25XC) 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	13156.00	0.00
252	441031C3-HP-B60	Toner Cartridge, HP CF350A 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	2901.60	0.00
253	441031C3-HP-C60	Toner Cartridge, HP CF351A 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	2903.60	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue for 2021	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			
254	441031C3-HP-Y60	Toner Cartridge, 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	2943.60	0.00
255	441031C3-HP-M60	Toner Cartridge, 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	2943.60	0.00
256	441031C3-HP-B61	Toner Cartridge, 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	7056.40	0.00
257	441031C3-HP-C61	Toner Cartridge, 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	8846.24	0.00
258	441031C3-HP-Y61	Toner Cartridge, HP CF362A (HP508A) 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	8846.24	0.00
259	441031C3-HP-M61	Toner Cartridge, HP CF363A (HP508A) 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	3419.78	0.00
260	441031C3-HP-B62	Toner Cartridge, HP CF400A (HP201A) 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	4043.83	0.00
261	441031C3-HP-C62	Toner Cartridge, HP CF401A (HP201A) 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	4043.83	0.00
262	441031C3-HP-Y62	Toner Cartridge, HP CF402A (HP201A) 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	4043.83	0.00
263	441031C3-HP-M62	Toner Cartridge, HP CF403A (HP201A) 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	4440.80	0.00
264	441031C3-HP-B63	Toner Cartridge, 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	7441.20	0.00
265	441031C3-HX-B54	Toner Cartridge, 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	5616.00	0.00
266	441031C3-HP-C63	Toner Cartridge, 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	7442.40	0.00
267	441031C3-HX-C54	Toner Cartridge, 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	5616.00	0.00
268	441031C3-HP-Y63	Toner Cartridge, 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	7442.40	0.00
269	441031C3-HX-Y54	Toner Cartridge, 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	5616.00	0.00
270	441031C3-HP-M63	Toner Cartridge, 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	7442.40	0.00
271	441031C3-HX-M54	Toner Cartridge, 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	3906.00	0.00
272	441031C3-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	4369.20	0.00
273	441031C3-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	3406.00	0.00
274	441031C3-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	2350.40	0.00
275	441031C3-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	2454.40	0.00
276	441031C3-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	3340.00	0.00
277	441031C3-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	2875.58	0.00
278	441031C3-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	7259.20	0.00
279	441031C3-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	3458.00	0.00
280	441031C3-SA-B16	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	3458.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2017)	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
281	441031C3-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	6442.80	0.00
282	441031C3-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	7321.14	0.00
283	441031C3-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	3962.24	0.00
284	441031C3-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	4066.40	0.00
285	441031C3-BR-B15	TONER CART, BROTHER TN-3478, 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	6370.00	0.00
286	441031C3-CA-B00	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13399.36	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	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	23623.60	0.00
288	451116C9-MM-P01	MULTI-MEDIA PROJECTOR	unit	0	0	0	0	0.00	2	0	0	2	34,944.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	17472.00	34944.00
FLAG OR ACCESSORIES																										
289	551219C5-PH-P01	PHILIPPINE NATIONAL FLAG	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	281.84	0.00
PRINTED PUBLICATIONS																										
290	55101524-RA-H01	HANDBOOK (RA 91.84), 8th 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	37.21	0.00
FIRE FIGHTING EQUIPMENT																										
291	461916C1-FE-M01	FIRE EXTINGUISHER, dry chemical	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	1144.00	0.00
292	461916C1-FE-M01	FIRE EXTINGUISHER, pure HCFC	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	5613.25	0.00
CONSUMER ELECTRONICS																										
293	52161535-PV-R01	DIGITAL VOICE RECORDER	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	6415.64	0.00
FURNITURE AND FURNISHINGS																										
294	561015C4-CM-B01	MONOBLOC CHAIR, beige	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	303.68	0.00
295	561015C4-CM-W01	MONOBLOC CHAIR, white	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	301.60	0.00
296	56101519-TM-S01	MONOBLOC TABLE, white	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	1235.52	0.00
297	56101519-TM-S02	MONOBLOC TABLE, beige	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	1016.68	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
298	60121413-CB-P01	CLEAR BOOK, 20 Transparent pockets, A4	piece	66	13	18	97	3,592.88	15	20	22	57	2,111.28	8	10	12	30	1,111.20	15	27	25	67	2,481.68	251.00	37.04	9297.04
299	60121413-CB-P02	CLEAR BOOK, 20 Transparent pockets, Legal	piece	125	83	100	308	11,830.28	94	92	102	288	11,062.08	93	79	105	277	10,639.57	78	64	80	222	8,527.02	1,095.00	38.41	42058.95
300	60121524-ER-P01	ERASER, plastic/rubber	piece	0	200	0	200	874.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	4.37	874.00
301	60121524-SP-G01	SIGN PEN, black	piece	85	149	80	314	6,361.64	75	55	70	200	4,052.00	64	81	70	215	4,355.90	59	126	25	201	4,072.26	930.00	20.26	18841.80
302	60121524-SP-G02	SIGN PEN, blue	piece	116	461	164	738	14,951.88	238	99	153	490	9,927.40	145	49	129	323	6,543.98	277	85	68	380	7,698.80	1,931.00	20.26	39122.06
303	60121524-SP-G03	SIGN PEN, red	piece	1	1	1	3	60.78	1	1	1	3	60.78	1	1	1	3	60.78	1	1	1	3	60.78	12.00	20.26	243.12
304	60121124-WR-P01	WRAPPING PAPER, kraft	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	151.84	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 27/06/2022)	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
FACE MASK																										
305	461820C8-KN-M01	KN95 FACE MASK	piece	2	2	2	6	624.00	3	3	3	9	936.00	3	3	3	9	936.00	2	2	2	6	624.00	30.00	104.00	3120.00
306	42131713-SM-M06	SURGICAL MASK, 3 ply	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	1.55	0.00
SOFTWARE																										
1	43231513-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	0.00
2	432316C2-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	0.00
3	432320C4-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	0.00
4	432321C7-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	0.00
5	432322C2-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	0.00
6	432323C4-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	0.00
7	432324C2-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	0.00
8	432325C5-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	0.00
9	432326C3-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	0.00
10	432327C1-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	0.00
11	432328C2-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	0.00
12	432329C5-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	0.00
13	432330C4-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	0.00
14	432332C5-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	0.00
15	432334C5-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	0.00
16	432335C1-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	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	401017C1-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	401017C1-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	441119C5-WB-N01	White Board			3	3	9.00					0	0.00				0	0.00				0	0.00	0.00	0.00	9.00
4	44111911-WB-D01	White Board, Digital					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
5	521615C5-TV-S01	SMART Television					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
6	52161520-MC-M01	Microphone		2			2	3,400.00	1			1	1,700.00	1			1	1,700.00	1			1	1,700.00	5.00	1700.00	8500.00
7	52161512-SP-K01	Speakers					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
8	32101514-AM-P01	Amplifier					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
9	52161517-EQ-E01	Equalizer					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
10	46371615-HD-C01	HD Camera					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
11	453215C4-DS-C01	DSLR Camera					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
12	45321516-VH-C01	HD Video Camera					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
13	453215C6-VC-C01	Video Conference Equipment					0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00
14	391121C2-LB-B01	LED bulb		15	15	15	45	6,300.00	20	20	20	60	8,400.00	25	30	25	60	11,200.00	20	20	20	60	8,400.00	245.00	140.00	34300.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue as of 30 Apr 2021	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
15	432121C4-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
16	432121C4-PI-CD1	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
17	432121C5-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
18	432115C9-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
19	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
20	432226C9-NR-001	Network Router					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
21	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
22	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
23	451116C1-WP-P01	Wireless Pointing Device / Laser Pointer		2			2	0.00				0	0.00				0	0.00				0	0.00	2.00	0.00	0.00
24	811123C6-MF-P01	Multi Function PRINTER		2	2	1	5	57,500.00	2	2	1	5	57,500.00	2	2	1	5	57,500.00	2	2	1	5	57,500.00	20.00	11500.00	230000.00
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)		5	4	4	13	104,000.00				0	0.00				0	0.00	2	2	1	5	40,000.00	18.00	8000.00	144000.00
26	431915C1-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
27	43211711-SC-001	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
28	531216C1-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
29	601047C1-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
30	461616C4-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	0.00	0.00	0.00
31	261116C7-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
32	461815C2-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
33	251725C2-WV-001	Wheels, (type of vehicle)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
34	40161513-FF-001	Fuel Filters					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
35	48101710-DW-P01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
36	26111729-AB-001	Auto Battery					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
		Paper, Sticker A4, matte	pad	54			54	2,443.50	38			38	1,719.50	38			38	1,719.50	38			38	1,719.50	168.00	45.25	7602.00
		Wireless Pointing Device / Laser Pointer	ea		2		2	1,274.50				0	0.00				0	0.00				0	0.00	2.00	0.00	0.00
		Blue Ballpen	box	1	153	1	155	8,577.70	142	1	1	144	7,968.96	1	13	13	27	1,494.18	13	13	14	40	2,213.60	366.00	55.34	20254.44
		Folder, Expanding Long	pc	1	11	1	13	325.00	1	1	1	3	75.00	1	1	1	3	75.00	1	1	1	3	75.00	22.00	25.00	580.00
		Specialty Paper	pack		10	5	170	250.00	5			160	8,000.00	5			160	8,000.00	5	5		165	8,250.00	655.00	50.00	32750.00
		Voucher, petty cash	pack		13		13	130.00				0	0.00				0	0.00				0	0.00	13.00	10.00	130.00
		Clear Folder, short	pc	4	134	5	143	1,430.00	129	4	4	137	1,370.00	4	4	5	13	130.00	4	4	4	12	120.00	305.00	10.00	3050.00
		Clear Folder, long	pc	4	98	5	107	1,605.00	4	4	5	13	195.00	4	4	5	13	195.00	4	4	4	12	180.00	145.00	15.00	2175.00
		Paper Clip, 33mm	box				0	0.00				0	0.00			2	2	15.12				0	0.00	2.00	0.00	0.00
		Paper Clip, 50mm	box				0	0.00	10			10	137.80				0	0.00				0	0.00	10.00	0.00	0.00
		Envelope, mailing (500/box)	box		15		15	2,100.00				0	0.00				0	0.00				0	0.00	15.00	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2017)	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
		DVD-R	ea	1	37	2	40	792.00	2	1	1	4	148.00		2	1	3	111.00		3		3	111.00	50.00	37.00	1850.00
		Ink L310	ea				0	0.00	12			12	15,360.00				0	0.00				0	0.00	12.00	0.00	0.00
		Post a sign here	pack		11		11	1,351.35				0	0.00				0	0.00				0	0.00	11.00	0.00	0.00
		Speciality Paper (board)	pack		2		2	283.42																		
		Folder Morocco, Long	ea		60		60	900.00																		
		Toner, brother L2540	ea	5			5	16,099.20	5			5	16,099.20													
		Ink, 003 Black 65ml	lkl	13	5	10	28	8,400.00	7	3	6	16	4,800.00	10	5	8	23	6,900.00	6	8	5	19	5,700.00	86.00	300.00	2,580.00
		Ink Black L3110 (003) 65ml	lkl								1	1	400.00								1	400.00	2.00	400.00	800.00	
		Ink, 003 Cyan 65ml	lkl	11	5	5	21	6,300.00	7	1	3	11	3,300.00	9	3	4	16	4,800.00	5	6	1	12	3,600.00	60.00	360.00	1800.00
		Ink Cyan L3110 (003) 65ml	lkl								1	1	350.00								1	350.00	2.00	350.00	700.00	
		Ink, 003 Magenta 65ml	lkl	10	2	4	16	4,800.00	4		2	6	1,800.00	5	2	3	10	3,000.00	2	5		7	2,100.00	39.00	300.00	11700.00
		Ink Magenta L3110 (003) 65ml	lkl								1	1	350.00								1	350.00	2.00	350.00	700.00	
		Ink, 003 Yellow 5ml	lkl	10	2	4	16	4,800.00	4		2	6	1,800.00	5	2	3	10	3,000.00	2	5		7	2,100.00	39.00	300.00	11700.00
		Ink Yellow L3110 (003) 65ml	lkl								1	1	350.00								1	350.00	2.00	350.00	700.00	
		Pen, Ball Point Blue 0.5	ea		45	30	75	2,250.00	45		10	55	1,650.00	45		20	65	1,950.00	45	20		65	1,950.00	260.00	30.00	7800.00
		Clip, backfold, 9mm	ea			4	4	60.00			4	4	60.00			4	4	60.00		4		4	60.00	16.00	15.00	240.00
		White Board 2ft x 4ft	ea			3	3	3,900.00			3	3	3,900.00			3	3	3,900.00		3		3	3,900.00	12.00	1300.00	15600.00
		Mattress Foam with Cover 4x36x75	ea	40			40	87,900.00						40			40	87,900.00						80.00	2197.50	175800.00
		Copy Paper A4 (80GSM)	ream				482	86,750.00				481	86,580.00				481	86,580.00				481	86,580.00	1,925.00	180.00	346500.00
		Copy Paper Legal (80GSM)	ream				336	70,560.00				336	70,560.00				336	70,560.00				337	70,770.00	1,345.00	210.00	282450.00
		Printer Ink Continuous (Black)	lkl				101	30,300.00				101	30,300.00				101	30,300.00				100	30,000.00	403.00	300.00	120900.00
		Printer Ink Continuous (Cyan)	lkl				92	27,600.00				92	27,600.00				92	27,600.00				93	27,900.00	369.00	300.00	110700.00
		Printer Ink Continuous (Magenta)	lkl				92	27,600.00				92	27,600.00				92	27,600.00				93	27,900.00	369.00	300.00	110700.00
		Printer Ink Continuous (Yellow)	lkl				91	27,300.00				91	27,300.00				91	27,300.00				91	27,300.00	364.00	309.00	109200.00
		Sign Pen Blue	ea				700	28,000.00				700	28,000.00				700	28,000.00				701	28,040.00	2,801.00	40.00	112040.00
		Speciality Paper short	pack				2	500.00				2	500.00				2	500.00				1	250.00	7.00	250.00	1750.00
		White Board Eraser	ea				22	1,100.00				22	1,100.00				22	1,100.00				21	1,050.00	87.00	50.00	4350.00
		White Board Marker	ea				202	10,100.00				202	10,100.00				202	10,100.00				201	10,050.00	807.00	50.00	40350.00
		White Board Marker (blue)	ea				123	1,230.00				123	1,230.00				123	1,230.00				122	1,220.00	491.00	10.00	4910.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31 Aug 2021)	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
		White Board Marker (black)	ea				19	950.00				19	950.00				19	950.00				20	1,000.00	77.00	50.00	3850.00
		Ballpen Blue	ea	27			2243	22,420.00	25			2240	22,400.00	25			2240	22,400.00	25			2250	22,500.00	8,972.00	20.00	89720.00
		Ballpen Black	ea	44	16		553	5,530.00	10			517	5,170.00	30			547	5,470.00				506	5,060.00	2,123.00	20.00	21230.00
		Ballpen Assorted	ea				27	270.00				27	270.00				27	270.00				26	260.00	107.00	10.00	1070.00
		Brown Envelope Long	ea				583	6,996.00				583	6,996.00				583	6,996.00				583	6,996.00	2,332.00	12.00	27984.00
		Brown Envelop Short	ea				210	2,100.00				210	2,100.00				210	2,100.00				209	2,090.00	839.00	10.00	8390.00
		Canon Ink #810 black	ea				45	40,500.00				45	40,500.00				45	40,500.00				44	39,600.00	179.00	900.00	161100.00
		Canon Ink #811 colored	ea				22	22,000.00				22	22,000.00				22	22,000.00				20	20,000.00	86.00	1000.00	86000.00
		Clear Folder Long	ea				291	5,820.00				291	5,820.00				291	5,820.00				291	5,820.00	1,164.00	20.00	13280.00
		Clear Folder Short	ea				212	3,180.00				212	3,180.00				212	3,180.00				212	3,180.00	848.00	15.00	12720.00
		Pencil #2	box				321	3,210.00				321	3,210.00				321	3,210.00				321	3,210.00	1,284.00	10.00	12840.00
		Photo Paper Glossy	pack	1	18	15	34	7,650.00	2	10	3	33	5,940.00	7		9	55	6,510.00	6	4		44	6,120.00	157.00	275.00	26220.00
		File Organizer Box	ea				11	2,750.00				11	2,750.00				11	2,750.00				10	2,500.00	43.00	250.00	10750.00
		Printer Ink (Epson 003-Black)	ltd				3	1,200.00				3	1,200.00				3	1,200.00				4	1,600.00	13.00	400.00	5200.00
		Printer Ink (Epson 003-Cyan)	ltd				2	800.00				2	800.00				2	800.00				2	800.00	8.00	400.00	3200.00
		Printer Ink (Epson 003-Magenta)	ltd				2	800.00				2	800.00				2	800.00				2	800.00	8.00	400.00	3200.00
		Printer Ink (Epson 003-Yellow)	ltd				2	800.00				2	800.00				2	800.00				2	800.00	8.00	400.00	3200.00
		Expanding Plastic Envelope w/ handle	ea				10	830.00				10	830.00				10	830.00				10	830.00	40.00	80.00	3320.00
		Notebook, stenographer, spiral 40 leaves	ea				24	480.00				24	480.00				24	480.00				23	460.00	95.00	20.00	1900.00
		Ink Epson L120	set				1	1,500.00				1	1,500.00				1	1,500.00				1	1,500.00	4.00	1500.00	6000.00
		Ink Tank HP 310	set				1	1,600.00				1	1,600.00				1	1,600.00				1	1,600.00	4.00	1600.00	6400.00
		PVC Plastic Ring Binder 2"	ea				2	260.00				2	260.00				2	260.00				1	130.00	7.00	130.00	910.00
		Sliding Folder A4 Transparent	ea				88	1,320.00				88	1,320.00				88	1,320.00				89	1,335.00	353.00	15.00	5295.00
		Sliding Folder Long Transparent	ea				75	1,125.00				75	1,125.00				75	1,125.00				76	1,140.00	301.00	15.00	4515.00
		Pentel Pen Assorted	box				1	120.00																1.00	120.00	120.00
		Record Book 200 pages	ea				1	75.00																1.00	75.00	75.00
		Scissor big	ea				7	1,400.00				7	1,400.00				7	1,400.00				6	1,200.00	27.00	200.00	5400.00
		Staple Wire #35	box				15	750.00				15	750.00				15	750.00				14	700.00	59.00	50.00	2950.00
		Stapler Heavy Duty	ea				5	1,750.00				5	1,750.00				5	1,750.00				6	2,100.00	21.00	350.00	7350.00
		Tape Dispenser big HD	ea				2	500.00				2	500.00				2	500.00				3	750.00	9.00	250.00	2250.00
		Double sided tape 1"	ea				7	490.00				7	490.00				7	490.00				6	420.00	27.00	70.00	1890.00
		Permanent Marker Black	box				1	370.00				1	370.00											2.00	370.00	740.00
		Permanent Marker Blue	box				1	370.00																1.00	370.00	370.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
	Plastic Fastener	box				8	800.00				8	800.00				8	800.00				7	700.00	31.00	100.00	3100.00
	Correction Tape	ea				3	120.00				3	120.00				2	80.00				2	80.00	10.00	40.00	400.00
	Multi-purpose glue 130g	ea				4	600.00				4	600.00				3	450.00				3	450.00	14.00	150.00	2100.00
	Tape Dispenser	ea				1	250.00																1.00	250.00	250.00
	Book Record	ea				2	200.00				2	200.00				1	100.00				1	100.00	6.00	100.00	600.00
	Folder Legal	ea				9	180.00				9	180.00				9	180.00				10	200.00	37.00	20.00	740.00
	Highlighter	ea				2	80.00				2	80.00				2	80.00				1	40.00	7.00	40.00	280.00
	Laminating Card	box				7	1,750.00				7	1,750.00				6	1,500.00				6	1,500.00	26.00	250.00	6500.00
	Paper Clip	box				2	60.00				2	60.00				2	60.00				2	60.00	8.00	30.00	240.00
	Pencil Sharpener desk type	ea				1	344.50				1	344.50				1	344.50				1	344.50	4.00	344.50	1378.00
	Tape Transparent	ea				2	80.00				1	40.00				1	40.00				1	40.00	5.00	40.00	200.00
	Acetate A4	roll				11	19,500.00				12	20,250.00				11	19,500.00				11	18,250.00	35.00	2000.00	77500.00
	File Organizer thick	ea				50	8,750.00				50	8,750.00				50	8,750.00				50	8,750.00	200.00	175.00	35000.00
	File Organizer thin	ea				50	7,250.00				50	7,250.00				50	7,250.00				49	7,105.00	199.00	145.00	28885.00
	Book Binder, plastic (big)	box	4	8		12	1,440.00																12.00	120.00	1440.00
	Book Binder, plastic (small)	box	8	4		12	1,000.00																12.00	85.00	1020.00
	CD, rewritable	ea	15	30	45	90	1,920.00	30	15	45	90	1,920.00	23	35	45	103	2,334.00	20	45	45	110	1,690.00	368.00	100.00	8760.00
	Blinder Clip, 2"	box	22	9	33	64	2,550.00	8	1		10	875.00	15	1		16	1,175.00	9	1		10	875.00	36.00	50.00	5700.00
	Cloth tape	roll	5	2		7	693.00																7.00	99.00	693.00
	Cork board 36x48	ea	5			5	4,250.00																5.00	850.00	4250.00
	Cork board 24x36	ea	4			4	1,980.00																4.00	495.00	1980.00
	Cutter, Heavy duty	ea		3		3	90.00							7		7	210.00						10.00	30.00	300.00
	Data file box	ea		8		8	594.00							40		40	2,920.00						48.00	73.00	3504.00
	Dater stamp	ea		2		2	800.00							1		1	400.00						3.00	400.00	1200.00
	Duct tape	roll		4		4	600.00							4		4	600.00						8.00	150.00	1200.00
	Epson, ink L-805 (C, M, Y, LC, BK, V)	bd		1		1	2,100.00						1			1	2,100.00						2.00	2100.00	4200.00
	Epson, ink 003 - black	bd		10		10	4,000.00	10	20		30	12,000.00	7			7	2,800.00						47.00	400.00	18800.00
	Epson, ink 003 - cyan	bd		10		10	4,000.00	10	8		18	7,200.00	5			5	2,000.00						33.00	400.00	13200.00
	Epson, ink 003 - magenta	bd		10		10	4,000.00	10	8		18	7,200.00	5			5	2,000.00						33.00	400.00	13200.00
	Epson, ink 003 - yellow	bd		10		10	4,000.00	10	8		18	7,200.00	5			5	2,000.00						33.00	400.00	13200.00
	Epson, ink 664	bd		1		1	1,200.00	1	12		13	15,600.00	1			1	1,200.00				1	1,200.00	16.00	1200.00	19200.00
	Expandable, folder long - white	pack		10		10	3,280.00	10	10		20	6,560.00	10			10	3,280.00	10			10	3,280.00	50.00	328.00	16400.00
	File, folder long - white (100pcs/pack)	pack		1		1	364.00	1	4		5	1,820.00	1			1	364.00						7.00	364.00	2548.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31/12/2022)	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
		File, folder short - white	ea									10			10	80.00						10.00	8.00	80.00	
		Flash Drive, 32 GB	ea		10		10	3,000.00														10.00	300.00	3000.00	
		Folder, clear - A4 (blue)	ea		50		50	850.00	50		50	850.00	50		50	850.00	50		50	850.00	200.00	17.00	3400.00		
		Folder, clear - long (25pcs/pack)	pack		10		10	4,400.00	10		10	4,400.00	10		10	4,400.00	10		10	4,400.00	40.00	440.00	17600.00		
		Inventory tag	ea						40		40	17,600.00										40.00	440.00	17600.00	
		Laminating film	ea						20		20	600.00										20.00	30.00	600.00	
		Mailing envelope, long	ea		40		40	80.00																	
		Packing tape, clear	roll	23			23	1,150.00														23.00	50.00	1150.00	
		Paper pad ruled, 216mmx503mm	pad		10		10	200.00														10.00	20.00	200.00	
		Pen, highlighting - assorted color	set	6	2		8	672.00														8.00	84.00	672.00	
		Pencil No. 2	box	8	2		10	990.00	2		2	198.00	2		2	198.00						14.00	90.00	1386.00	
		Push pin	ea		6	12	18	810.00					6		6	270.00						24.00	45.00	1080.00	
		Ruler, metal 12"	ea		4		4	104.00														4.00	26.00	104.00	
		Sign here, sticker - 3mm	ea		25		25	4,375.00	25		25	4,375.00	25		25	4,375.00	25		25	4,375.00	100.00	175.00	17500.00		
		Sign pen, blue - 0.5mm needle tip	ea		30	50	80	2,880.00	20		20	720.00	20		20	720.00	10		10	360.00	130.00	36.00	4680.00		
		Special paper	pack		4	12	16	592.00														16.00	37.00	592.00	
		Stamp pad	ea		7		7	210.00						5	5	150.00						12.00	30.00	360.00	
		Tape, masking 28mm	roll		10		10	1,500.00														10.00	150.00	1500.00	
		Kyocera Toner M1635	ea				5	35,000.00			5	35,000.00			5	35,000.00			5	35,000.00	20.00	7000.00	140000.00		
		Mimeo Paper WxV Long	ream				25	6,250.00			25	6,250.00			25	6,250.00			25	6,250.00	100.00	250.00	15000.00		
		Mimeo Paper WxV Short	ream				25	5,750.00			25	5,750.00			25	5,750.00			25	5,750.00	100.00	230.00	13000.00		
		Expanding Envelope	ea				75	1,875.00			75	1,875.00			75	1,875.00			75	1,875.00	300.00	25.00	7500.00		
		Adhesive Tape	roll		7		7	623.00	4		4	356.00	4		4	356.00	4		4	356.00	19.00	89.00	1691.00		
		Red Stone Paste	ea				50	4,000.00			50	4,000.00			50	4,000.00			50	4,000.00	200.00	80.00	16000.00		
		Adhesive Tape notepad (3x6)	pad	1	1		2		1		1	2			1	1		1	1	1	3		120.00	960.00	
		Adhesive Notepad 2x2 1/2	pad	10	10		20		2	2	2	6		7	2	1	10		7	2	3	12		60.00	2880.00
		Adhesive Notepad 3x3 1/2	pad	10	10		20													20			80.00	1600.00	
		Ballpen, fine point (.5) black	ea	15		4	19		2	101	1	101		21	2	4	27		28	5		33		12.00	2196.00
		Ballpen, fine point (.5) blue	ea	18	33	11	62		12	111	16	139		36	9	22	67		39	18	5	62		12.00	3960.00
		Ballpen, fine point 0.4 blue	ea	5		3	8		4	3	3	10		3	1	6	10		2	4	1	7		20.00	700.00
		Bond Paper, multi-purpose A4, 80gsm, subs 24, 5m/box	ream	24	30	10	64		50	45	25	120		28	29	28	85		35	30	23	88		225.00	80325.00
		Bond Paper, multi-purpose Long, 80gsm, subs 24, 5m/box	ream	28	29	16	83		26	41	23	90		34	24	25	83		33	25	22	80		232.00	77952.00
		Bond Paper, multi-purpose Short, 80gsm, subs 24, 5m/box	ream	4	3	1	8		1	1	1	3		5	1	2	8		4					215.00	5160.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31 April 2021)	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			
		Compact Disk Rewritable	ea		1	8	9							2	6	2	10		4			4			28.00	575.00
		Correction Fluid	ea	11	11	20	42		13	2	13	27		13	12	11	36		10	10	10	30			30.00	4050.00
		Correction Pen	ea	1	12	1	14			14		2			12					14		2			30.00	1248.00
		Correction Tape 6mm	ea		3		3		6		2	8		5			5								40.00	640.00
		DVD Video Tape	ea	8		8	16		8		8	16			9		9		8	8	8	24			45.00	2925.00
		Envelope Brown Long	ea			25	25		26			26			24		24		25			25			6.00	600.00
		Envelope Brown Short	ea			8			12	16	9	37		14	11	52	77		11	10	10	31			5.00	765.00
		Envelope Documentary Short	pack													3	3								450.00	1350.00
		Envelope Documentary, Thick Long, 500pc/bx	box							1		1		1											600.00	1600.00
		Envelope Mailing White #10 Thick Long	pack	5	5	3	13		3	3	5	11		5	2	4	11		2	3	1	6			50.00	2050.00
		Extended Folder, Long (100pc/pack)	pack	1		1	2		1	2	1	4			3	3	6		5	4		9			500.00	1500.00
		Folder Brown, A4	ea							62		62													5.00	310.00
		Folder Clear, A4 asstd colors	ea	5	7	8	20		4	4	4	12		4	4	3	11		4	6	4	14			25.00	1425.00
		Folder Clear, Long	ea											10			10		10			10			22.00	440.00
		Folder Clear, Long asstd colors	ea	30	23	15	68		12	20	30	62		25	13	10	48		17	16	8	41			25.00	5475.00
		Folder Clear, Short	ea			18	18				16	16		16			16								15.00	750.00
		Folder Expandable, Long	ea											8			8		8			8			20.00	320.00
		Folder Expandable, Long (Thick)	ea	7	7	7	21		5	16	8	29		17	20	11	48		7	15	4	26			25.00	3100.00
		Folder Sling, Long	ea	39			39			18	16	34		16		22	38								15.00	1665.00
		Folder White Long (100pc/pack)	pack	1			1		1	1		3		1	6	2	9		3	5		8			350.00	7350.00
		Folder White Short (100pc/pack)	pack		1	1	2			2	1	3		1	6	3	10		3	3		6			300.00	6300.00
		Glue (30ml)	ea	1		1	2		2	2	4	8		2	2	2	6								20.00	340.00
		Glue (50ml)	ea	10	10	10	30		10	10	10	30		10	10	4	24		15	11	10	36			26.00	3120.00
		Glue, 200gm min	ea	1		1	2		1			1				1	1								45.00	180.00
		ID Card	ea	42	20	14	76		40		4	44								3		3			25.00	3075.00
		ID Clip	ea	42	42	42	126		40	42	42	124		40	44	42	126		42	30	52	124			6.00	3000.00
		Ink, 604 Black	ea	1		1	2		1	1	1	3		1	1	1	3		1	1	2	4			315.00	3780.00
		Ink, 604 Cyan	ea	1		1	2		1	1	1	3		1	1	1	3		1	1	2	4			315.00	3780.00
		Ink, 604 Magenta	ea	1		1	2		1	1	1	3		1	1	1	3		1	1	2	4			315.00	3780.00
		Ink, 604 Yellow	ea	1			1		2	1	1	4		1	2	1	4		1	1	2	4			315.00	4095.00
		Ink, 680 Black/Colored	ea	1		2	3		1		1	2		1	1	1	3		1	1	2	4			350.00	4200.00
		Ink, Cart Brother LC535XL Black	ea	1		2	3		1		1	2		1	1	1	3		1	1	2	4			350.00	4200.00
		Ink, Cart Brother LC535XL Cyan	ea	1		2	3		1		1	2		1	1	1	3		1	1	2	4			350.00	4200.00

Item #: Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 12/31/2022)	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				
		Ink, Cart Brother LC535XL Magenta	ea	1		1	2		1		1	2		1	1	1	3		1	1	3	5			350.00	4200.00	
		Ink, Cart Brother LC535XL Yellow	ea	1		1	2		1		1	2		1	1	1	3		1	1	3	5			350.00	4200.00	
		Mini Video Tape	ea		2		2							1	2		3			1		1			350.00	2100.00	
		Paper Conquest, A4, 500pc/bx	box		1		1			1		1		1		1	2			1		1			1500.00	7500.00	
		Paper Fastener (plastic)	box	2	1	4	7		3	6	2	11		3	5	4	12		3	5	8				30.00	1140.00	
		Paper Yellow Rule, 80 leaves	pad	3		4	7		5	6	17	28		13	8	8	29		8	8		16			30.00	2400.00	
		Paper Clips 50mm	box		1	1	2				1	1		1	1	1	3		2			2			25.00	200.00	
		Pen Highlighter asstd clr (3pc/pck)	ea			4	4		4	3	4	11		4	4	5	13		6	4	2	12			30.00	1200.00	
		Pen Highlighter Fine (light green)	ea		20		20			20		20			20		20			20		20			45.00	3600.00	
		Pen, Permanent Marker Asstd colors	ea	3	2	4	9		3	2	3	8		3	2	4	9		3	3	1	7			50.00	1650.00	
		Pen, Whiteboard Marker asstd	ea	3	4	4	11		2	3	4	9		4	5	6	15		4	7	3	14			30.00	1470.00	
		PVC ID	ream			1	1		1	2		3		1	1	1	3		1			1			1000.00	8000.00	
		PVC ID Ring Binder 1"	ea	20			20				22	22				15	15								50.00	2850.00	
		PVC ID Ring Binder 1/2"	ea	12	9		21			12	10	22		5			5								45.00	2160.00	
		Record Book 300 pages	ea	1		2	3		1	3	1	5		2	2	2	6		2			2			65.00	1040.00	
		Signspan Blue, liquid gel ink, 0.5mm	ea	30	2	7	39		4	32	1	39		30	7	14	51		30	6	4	40			75.00	12675.00	
		Signspan VS, Blue	ea	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6			85.00	2040.00	
		Sticky Note (Signhere)	ea						6		10	16		8			8								30.00	720.00	
		Tape Adhesive, transparen: 1"	roll							10		10				1	1		3		2				25.00	200.00	
		Tape Adhesive, transparen: 2"	roll			1	1			8		8		1	1	1	3		1	2	3	6			30.00	300.00	
		Tape, Masking width: 24mm	roll			2	2		1		1	2			1		1		1	3	1	5			50.00	500.00	
		Tape, Masking width: 34mm	roll			2	2			8		8		2			2		1	2	2	5			60.00	1020.00	
		Arch Binder	pcs	45			45	8,325.00	28			28	8,800.00	40			40	7,400.00	44			44	8,140.00	177.00	185.00	32745.00	
		Arch File Binder	pcs		275		275	35,750.00																275.00	130.00	35750.00	
		Arrow Rubber band	box	2			2	366.00		1		1	198.00	1			1	198.00		1		1	198.00	5.00	198.00	990.00	
		Asia Photo Paper, A4	pack	2			2	369.00		2		2	369.00				2	369.00							6.00	184.50	1107.00
		Asia Sticker Paper, A4 size	pack	2			2	254.00						2				254.00							4.00	127.00	508.00
		Ballpen (black)	pc	155	117	95	367	560.00	154	57	123	334	560.00	193	77	95	365	1,846.00	152	142	10	304	6.03	56.00	20.00	10486.00	
		Ballpen (blue)	pc	57	66	40	163	660.00	47	20	40	107	660.00	56	10	40	106	660.00	56	10	40	106	660.00	120.00	21.00	7848.00	
		Ballpen (black)	box		6		6	1,800.00		6		6	1,800.00		5		5	1,500.00		2		2	600.00	19.00	300.00	5700.00	
		Ballpen	pc	15			15	375.00	15		20	35	375.00	10			10	250.00	10			10	250.00	50.00	25.00	1650.00	
		Ballpen (red)	pc	11	10	10	31	465.00	11	10	10	31	465.00	10	10	10	30	450.00	10	10	10	30	450.00	122.00	15.00	1830.00	
		Bond Paper (Onion Skin) long	ream	1			1	250.00	1			1	250.00	1			1	250.00				1	250.00	4.00	250.00	1000.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue as of 31 Apr 2022	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	
		Best Buy Double-Sided Tape Foam 48MMx5M	pc						2		2	396.00							2		2	396.00	4.00	198.00	792.00		
		BinderClip, 2"																									
		Brite Rubber Band 50g	box	2			2	52.00					2			2	52.00						4.00	26.00	104.00		
		Brown Envelope	pc		25		25	150.00		25		25	150.00		25		25	150.00		25		25	150.00	100.00	6.00	600.00	
		Calculator	pc	1	1		2	865.00		2		2	330.00		2		2	330.00		2		2	330.00	7.00	865.00	855.00	
		Carbon Paper	ream	1			1	500.00	1			1	500.00	1			1	500.00	1			1	500.00	4.00	900.00	2000.00	
		CD, rewritable																									
		CD-R	pc	36		20	56	840.00	36		20	56	840.00	36		20	56	840.00	36	20		56	840.00	224.00	15.00	3360.00	
		Clear Book	pcs		2		2	113.00				0	0.00				0	0.00				0	0.00	2.00	56.50	113.00	
		Clear Folder (Long)	pcs		47		47	1,069.25				0	0.00				0	0.00				0	0.00	47.00	22.75	1069.25	
		Collection Tape	ea		5		5	250.00		6		6	300.00			2		2	100.00		2		2	100.00	15.00	50.00	750.00
		Continuous Ink Black 1000ml	btl	13	15	29	57	57,000.00	14	3	11	28	28,000.00	20	4	8	32	32,000.00	14	11	7	32	32,000.00	149.00	1,000.00	149000.00	
		Continuous Ink black 250 ml	btl			10	10	2,500.00			14	14	3,500.00			2	2	4	1,000.00			2	2	500.00	30.00	250.00	7500.00
		Continuous Ink black 500 ml	btl	6		3	11	5,500.00	4	4	3	11	5,500.00	8		3	11	5,500.00	8		3	11	5,500.00	44.00	500.00	22000.00	
		Continuous Ink Cyan 1000ml	btl	13	17	7	37	37,000.00	12	2	9	23	23,000.00	17	2	6	25	25,000.00	12	8		20	20,000.00	105.00	1,000.00	105000.00	
		Continuous Ink Magenta 1000ml	btl	12	17	7	36	36,000.00	11	2	9	22	22,000.00	16	2	6	24	24,000.00	11	8		19	19,000.00	101.00	1,000.00	101000.00	
		Continuous Ink Magenta 500 ml	btl	3		1	4	2,000.00	1	2	1	4	2,000.00	3		1	4	2,000.00	3		1	4	2,000.00	16.00	500.00	8000.00	
		Continuous Ink Magenta 250 ml	btl			5	5	1,250.00			5	5	1,250.00		1	1	2	500.00			1	1	250.00	13.00	250.00	3250.00	
		Continuous Ink Yellow 1000ml	btl	12	17	7	36	36,000.00	11	2	8	21	21,000.00	16	2	6	24	24,000.00	11	8		19	19,000.00	100.00	1,000.00	100000.00	
		Continuous Ink Yellow 250 ml	btl			5	5	1,250.00			5	5	1,250.00		1	1	2	500.00			1	1	250.00	13.00	250.00	3250.00	
		Continuous Ink Yellow 500 ml	btl	2		1	3	1,500.00	1	1	1	3	1,500.00	2		1	3	1,500.00	2		1	3	1,500.00	12.00	500.00	6000.00	
		Continuous form 11 x 9 1/2	box	2	2	2	6	4,200.00	2	2	2	6	4,200.00	2		2	2	6	4,200.00	2	2	2	6	4,200.00	24.00	700.00	16800.00
		Continuous Form 5.5x3.5	box	15			15	10,050.00	15			15	10,050.00	15			15	10,050.00	15			15	10,050.00	60.00	670.00	40200.00	
		Continuous Ink 500ml (cyan)	bottle	2		1	3	1,500.00	2		1	3	1,500.00	2		1	3	1,500.00	2		1	3	1,500.00	12.00	500.00	6000.00	
		Continuous Ink (Magenta)	btl	1		1	2	1,000.00	1		1	2	1,000.00	1		1	2	1,000.00	1		1	2	1,000.00	8.00	500.00	4000.00	
		Continuous Ink (Yellow)	btl	1		1	2	1,000.00	1		1	2	1,000.00	1		1	2	1,000.00	1		1	2	1,000.00	8.00	500.00	4000.00	
		Correction Tape	pc	46	12	1	59	2,124.00	46	16	1	63	2,268.00	56	12	1	69	2,484.00	52	12	1	65	2,340.00	256.00	36.00	9216.00	
		Correction Tape, 1 piece in individual plastic	pc	39			39	684.84	39			39	684.84	39			39	684.84	39			39	684.34	156.00	17.56	2739.36	
		Cutter Blade Heavy duty	tube		4		4	240.00		4		4	240.00		4		4	240.00		4		4	240.00	16.00	60.00	960.00	
		Data Filer	pcs	10			10	2,000.00				0	0.00				0	0.00				0	0.00	10.00	200.00	2000.00	
		Date:	pc	7			7	1,750.00				0	0.00				0	0.00				0	0.00	7.00	250.00	1750.00	
		Document Tray	pcs	3			3	600.00				0	0.00	2			2	400.00				0	0.00	5.00	200.00	1000.00	
		Elmers Glue-All Multipurpose Glue 240ml	bot	2			2	179.00		2		2	179.00	2			2	179.00				0	0.00	6.00	89.50	537.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31 April 2021)	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			
		Envelope Brown, short	pc	11			11	66.00	11			11	66.00	11			11	66.00	11			11	66.00	44.00	6.00	264.00
		Envelope Long	pc			15	15	150.00			15	15	150.00			15	15	150.00			15	15	150.00	60.00	10.00	600.00
		Envelope Long Brown	ea		30		30	150.00		22		22	110.00		22		22	110.00		22		22	110.00	96.00	5.00	480.00
		Envelope, Document Brown (Long)	pc		40		40	350.00		40		40	350.00		40		40	350.00		40		40	350.00	160.00	8.75	1400.00
		Envelope, Document Brown (Small)	pc		25		25	156.25		24		24	150.00		24		24	150.00		25		25	156.25	98.00	6.25	612.50
		Envelope, Expanded (Long)	pc		10		10	215.00		10		10	215.00		10		10	215.00		10		10	215.00	40.00	21.50	860.00
		Envelope, Expanded (Small)	pc		5		5	98.75		5		5	98.75		5		5	98.75		5		5	98.75	20.00	19.75	395.00
		Envelope, Mailing White (Long)	pc		40		40	100.00		40		40	100.00		40		40	100.00		40		40	100.00	160.00	2.50	400.00
		Envelope, Mailing White (Small)	pc		10		10	20.00		10		10	20.00		10		10	20.00		10		10	20.00	40.00	2.00	80.00
		Epson 003 Black	btli	5			5	1,375.00		6		6	1,650.00	6			6	1,650.00		3		3	825.00	20.00	275.00	5500.00
		Epson 003 Cyan	btli	5			5	1,440.00		3		3	864.00	2			2	576.00		2		2	576.00	12.00	288.00	3456.00
		Epson 003 Magenta	btli	5			5	1,440.00		3		3	864.00	2			2	576.00		2		2	576.00	12.00	288.00	3456.00
		Epson Ink Black 664	ea		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00	12.00	350.00	4200.00
		Epson Ink Cyan 664	ea		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00	12.00	350.00	4200.00
		Epson Ink Magenta 664	ea		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00	12.00	350.00	4200.00
		Epson Ink Yellow 664	ea		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00		3		3	1,050.00	12.00	350.00	4200.00
		Epson ribbon FX 2175	box		1		1	300.00		1		1	300.00		2		2	600.00				1	300.00	5.00	300.00	1500.00
		Expanded Folder	pc	43	15		58	971.50	43	10		53	887.75	43	15		58	971.50	43	10		53	887.75	222.00	16.75	3718.50
		Fastener	box	6		3	9	720.00	3		3	6	480.00	5		3	8	640.00	6		3	7	560.00	30.00	80.00	2400.00
		Fastener (long)	box	162			162	16,200.00	162			162	16,200.00	162			162	16,200.00	162			162	16,200.00	648.00	100.00	64800.00
		Fastener Metal	box	25	1		26	682.50	25			25	656.25	25	1		26	682.50	25			25	656.25	102.00	26.25	2677.50
		File Holder	pcs		6		6	1,110.00				0	0.00				0	0.00				0	0.00	6.00	185.00	1110.00
		Flash Drive 16GB	ea	2			2	1,000.00	2			2	1,000.00	2			2	1,000.00	3			3	1,500.00	9.00	500.00	4500.00
		Flashdrive 8 Gb	ea		1		1	360.00		1		1	360.00		1		1	360.00		1		1	360.00	4.00	360.00	1440.00
		Foldback Clips (Small)	boxes		12		12	624.00				0	0.00				0	0.00				0	0.00	12.00	52.00	624.00
		Folder Clear A4	en		20		20	200.00		10		10	100.00		10		10	100.00		4		4	40.00	44.00	10.00	440.00
		Folder Clear Green(Long)	pc	23			23	805.00	20			20	700.00	23			23	805.00	23			23	805.00	89.00	35.00	3115.00
		Folder Long	pc		25	40	65	520.00		25	40	65	520.00		40	15	55	440.00		25	40	65	520.00	250.00	8.00	2000.00
		Folder Long w/ Jacket	ea		20		20	300.00		17		17	255.00		17		17	255.00		17		17	255.00	71.00	15.00	1065.00
		Folder Long White 14 pt. 100's	pc	150			150	1,125.00				0	0.00	150			150	1,125.00				0	0.00	300.00	7.50	2250.00
		Folder Morocco (Long)	pc	54		40	94	2,350.00	42		40	82	2,050.00	54			54	1,350.00	54			54	1,350.00	284.00	25.00	7100.00
		Folder Short white 14pt. 100's	pc	200			200	1,100.00		200		200	1,100.00	100			100	550.00				0	0.00	500.00	5.50	2750.00
		Folder, Brown (Long)	pc		100		100	1,000.00		100		100	1,000.00		100		100	1,000.00		100		100	1,000.00	400.00	10.00	4000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
		Folder, Brown (Small)	pc		25		25	175.00		25		25	175.00		25	175.00		25		25	175.00	100.00	7.00	700.00		
		Folder, Expanded (Long)	pc		10		10	187.50		10		10	187.50		10	187.50		10		10	187.50	40.00	18.75	750.00		
		Folder, Expanded (Small)	pc		5		5	78.75		5		5	78.75		5	78.75		5		5	78.75	20.00	15.75	315.00		
		Glue	pcs	4	1	1	5	360.00	1	1	1	3	180.00	4	1	1	6	360.00	1	1	1	3	180.00	18.00	60.00	1080.00
		Glue All Purpose 200 gm	jar		3		3	180.00		3		3	180.00		3	180.00		3		3	180.00	12.00	60.00	720.00		
		GLUE, all purpose, gross weight: 200 grams min	jars	14			14	618.52	14			14	618.52	14			14	618.52	14			14	618.52	56.00	44.18	2474.08
		Heavy Duty Cutter	pcs	1			1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350.00	700.00
		Highlighter	pcs	3	6		9	540.00				0	0.00	3			3	180.00				0	0.00	12.00	60.00	720.00
		HP 680 Black	btl	5			5	2,375.00		5		5	2,375.00	6			6	2,850.00		4		4	1,900.00	20.00	475.00	9500.00
		HP 680 Tri-Color	btl	4			4	1,900.00		3		3	1,425.00	3			3	1,425.00		2		2	950.00	12.00	475.00	5700.00
		Illustration Board 30x40	ea		4		4	168.00		4		4	168.00		4	168.00		4		4	168.00	16.00	42.00	672.00		
		Ink Canon PG 810	bx			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00	8.00	1,000.00	8000.00
		Ink Canon PG 811	box			1	1	1,000.00			1	1	1,000.00			1	1	1,000.00			1	1	1,000.00	4.00	1,000.00	4000.00
		Jacket Envelope (Retirees)	pc	625			625	15,000.00	625			625	15,000.00	625			625	15,000.00	625			625	15,000.00	2,500.00	24.00	60000.00
		Lever Arch Binder	pc			40	40	4,200.00			40	40	4,200.00			40	40	4,200.00		40		40	4,200.00	160.00	105.00	16800.00
		Lever Arch Binder	pc	333	10		343	51,450.00	333			333	49,950.00	343			343	51,450.00	333			333	49,950.00	1,352.00	150.00	202800.00
		Log Book	pcs	3	1		4	400.00	3	4		7	700.00	3	1		4	400.00	3	2		5	500.00	20.00	100.00	2000.00
		Logbook, 500 pages	pc		1		1	150.00		1		1	150.00		1	150.00		1		1	150.00	4.00	150.00	600.00		
		Loose Leaf Binder	pc	80	10	10	80	2,000.00	80	10	10	80	2,000.00	80	10	10	80	2,000.00	80	40	10	110	2,750.00	350.00	25.00	8750.00
		Mailing Envelop (LONG)	pcs	50			50	100.00				0	0.00	50			50	100.00				0	0.00	100.00	2.00	200.00
		Marker, Highlighter Pen	pc		2		2	75.50		2		2	75.50		2	75.50		1		1	37.75	7.00	37.75	264.25		
		Marker, Permanent, bullet type Black	pc	4			4	72.00	4			4	72.00	4			4	72.00	4			4	72.00	16.00	18.00	288.00
		Marker, Permanent, bullet type Blue	pc	4			4	72.00	4			4	72.00	4			4	72.00	4			4	72.00	16.00	18.00	288.00
		Marker, Whiteboard Blue	pc	2			2	46.80	2			2	46.80	2			2	46.80	2			2	46.80	8.00	23.40	187.20
		Masking Tape	roll	5			5	225.00	2			2	90.00	5			5	225.00	3			3	135.00	15.00	45.00	675.00
		Note Pad Adhesive 1/2	pc	9			9	383.58	9			9	383.58	9			9	383.58	9			9	383.58	36.00	42.62	1534.32
		Note Pad Adhesive 2x3	pc	9			9	280.80	9			9	280.80	9			9	280.80	9			9	280.80	36.00	31.20	1123.20
		Pad, Yellow 100 sheets	pc		1		1	26.25		1		1	26.25		1	26.25		1		1	26.25	4.00	26.25	105.00		
		Paper Clamp	pcs	15			15	375.00				0	0.00	15			15	375.00				0	0.00	30.00	25.00	750.00
		Paper Clip	box	3			3	120.00	2			2	80.00	3			3	120.00	2			2	80.00	10.00	40.00	400.00
		Paper Clip #50	box	3			3	60.00				0	0.00	2			2	40.00				0	0.00	5.00	20.00	100.00
		Paper Clip (BIG)	bx		9		9	164.25		9		9	164.25		9	164.25		9		9	164.25	36.00	18.25	657.00		
		Paper Clip (SMALL)	bx	7	9		16	248.00	7	9		16	248.00	7	9		16	248.00	7	9		16	248.00	64.00	15.50	992.00

Item #, Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31/12/2021)	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
		Paper Cutter	pcs				0	0.00				0	0.00	1			1	4,000.00				0	0.00	1.00	4,000.00	4000.00
		Paper Fastener	box		4		4	240.00		4		4	240.00		4		4	240.00		3		3	180.00	15.00	60.00	900.00
		Paper Shredder	pcs	1			1	14,000.00				0	0.00				0	0.00				0	0.00	1.00	14,000.00	14000.00
		Paper Tray (3layers)	pcs	4			4	1,600.00				0	0.00				0	0.00				0	0.00	4.00	400.00	1600.00
		Papercutter Board	pc		1		1	1,678.75				0	0.00				0	0.00				0	0.00	1.00	1,678.75	1678.75
		Pastener Metal	box	23			23	874.00	23			23	874.00	23			23	874.00	23			23	874.00	92.00	36.00	3496.00
		Pen, sign pen	pc			6	6	270.00			6	6	270.00			6	6	270.00			6	6	270.00	24.00	45.00	1080.00
		Pencil	pcs	3	4		7	70.00	3	4		7	70.00	2	3		5	50.00	2	3		5	50.00	24.00	10.00	240.00
		Pencil (Monggol #2)	pc	12			12	120.00	12			12	120.00	12			12	120.00	13			13	130.00	49.00	10.00	490.00
		Pental Pen (Blk/Blue)	pcs	4			4	136.00				0	0.00	2			2	68.00				0	0.00	6.00	34.00	204.00
		Permanent Marker (black)	pc	2			2	89.00	1			1	44.50	2			2	89.00	1			1	44.50	6.00	44.50	267.00
		Permanent Marker	ea	6	6	6	18	270.00	6	6	6	18	270.00	6	6	6	18	270.00	6	6	6	18	270.00	72.00	15.00	1080.00
		Photopaper	pcs	25			25	750.00				0	0.00	25			25	750.00				0	0.00	50.00	30.00	1500.00
		Pilot Sign Pen Hi-Tecpoint V5	pc	10			10	500.00		10		10	500.00	10			10	500.00		10		10	500.00	40.00	50.00	2000.00
		Plastic Envelop (LONG)	pcs	25			25	500.00	25			25	500.00	25			25	500.00	25			25	500.00	100.00	20.00	2000.00
		Plastic Paper Fastener	box	2			2	80.00		2		2	80.00	2			2	80.00				0	0.00	6.00	40.00	240.00
		Post-it	sets	3			3	180.00				0	0.00	2			2	120.00				0	0.00	5.00	80.00	300.00
		Post-It note	ea	10	10	11	31	930.00	10	10	10	30	900.00	11	10	10	31	930.00	10	10	10	30	900.00	122.00	30.00	3660.00
		Printer ink (Black refill)	bottle	9			9	4,050.00	9			9	4,050.00	9			9	4,050.00	9			9	4,050.00	36.00	450.00	16200.00
		Printer ink (Colored refill)	bottle	9			9	4,050.00	9			9	4,050.00	9			9	4,050.00	9			9	4,050.00	36.00	450.00	16200.00
		Printer ink (EPSON S015516/#3750) Black	pc	12			12	2,040.00	12			12	2,040.00	12			12	2,040.00	12			12	2,040.00	48.00	170.00	8160.00
		Printronix Ribbon (P7000 8pcs per box)	box	1			1	12,100.00	1			1	12,100.00	1			1	12,100.00				1	12,100.00	4.00	12,100.00	48400.00
		Printronix Ribbon (P8000 4pcs per box)	box	1			1	16,500.00	1			1	16,500.00	1			1	16,500.00				1	16,500.00	4.00	16,500.00	66000.00
		Puncher	pc	11	2		13	4,877.08	4			4	1,500.64	4			4	1,500.64	4			4	1,500.64	25.00	375.16	9379.00
		Puncher Heavy duty	ea		2		2	270.00		2		2	270.00		2		2	270.00		2		2	270.00	8.00	135.00	1080.00
		Puncher, Paper	pc		1		1	129.25				0	0.00				0	0.00				0	0.00	1.00	129.25	129.25
		Push Pins	boxes	3	6		9	360.00		5		5	200.00	3	5		8	320.00		5		5	200.00	27.00	40.00	1080.00
		Record Book (300 Pages)	ea	3	3	3	9	540.00	3	3	3	9	540.00	3	3	3	9	540.00	3	3	2	8	480.00	35.00	60.00	2100.00
		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	51			51	5,261.67	51			51	5,261.67	51			51	5,261.67	50			50	5,156.50	203.00	103.17	20943.51
		Ribbon LX300	pc	2		4	6	900.00	2		4	6	900.00	2		4	6	900.00	2	4		6	900.00	24.00	150.00	3600.00
		Ribbon LX310	pc		3		3	450.00		3		3	450.00		3		3	450.00		3		3	450.00	12.00	150.00	1800.00
		Ribbon, Manual Typewriter	pc		1		1	22.00		1		1	22.00		1		1	22.00		1		1	22.00	4.00	22.00	88.00
		Rubber Band	box	1	6		7	840.00	1	6		7	840.00	1	6		7	840.00		6		7	840.00	28.00	120.00	3360.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30/06/2021)	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
		Rubber Eraser	pc	3			3	75.00		3		3	75.00	3			3	75.00		3		3	75.00	12.00	25.00	300.00
		Scissors	ea		4		4	280.00		3		3	210.00		3		3	210.00		3		3	210.00	13.00	70.00	910.00
		Scotch Dispencer	box		2		2	439.50				0	0.00				0	0.00				0	0.00	2.00	219.75	439.50
		Scotch Tape	pcs	2		3	5	200.00	1		3	4	160.00	1		3	4	160.00	2		3	5	200.00	18.00	40.00	720.00
		Scotch Tape 1"	Roll	48			48	576.00	48	4		52	624.00	49			49	588.00	46	2		48	576.00	197.00	12.00	2364.00
		Scotch Tape	roll	3			3	105.00				0	0.00	2			2	70.00				0	0.00	5.00	35.00	175.00
		Sign Pen	pcs	5			5	400.00	5			5	400.00	5			5	400.00	5			5	400.00	20.00	80.00	1600.00
		Sign Pen (7) Blue	pc	67			67	1,340.00	74			74	1,480.00	78			78	1,560.00	78			78	1,560.00	297.00	20.00	5940.00
		Signpen (Black) liquid/gel ink 0.5 needle tip	pc	19			19	907.50	15			15	637.50	5			5	212.50	15			15	637.50	54.00	42.50	2295.00
		Special Paper	packs				0	0.00			908	908	45,400.00				0	0.00				0	0.00	908.00	50.00	45400.00
		Special paper, A4, 10 pcs per pack	pack	4			4	200.00	4			4	200.00	4			4	200.00	4			4	200.00	16.00	50.00	800.00
		Stab-fo	pc	2			2	70.00	2			2	70.00	2			2	70.00	2			2	70.00	8.00	35.00	280.00
		Stabfo (Yellow/Orange)	pc	22			22	770.00	15			15	525.00	22			22	770.00	19			19	665.00	78.00	35.00	2730.00
		Stabfo Boss Highlighter Yellow	pc	4			4	128.00		4		4	128.00	4			4	128.00				0	0.00	12.00	32.00	384.00
		Stamp Pad Felt bed dimension 80mm x 100mm	pc	5	1		6	183.00	5			5	152.50	5			5	152.50	5			5	152.50	21.00	30.50	640.50
		Stamp Pad Ink Refill (Blue)	bottle	3			3	120.00	3			3	120.00	3			3	120.00	3			3	120.00	12.00	40.00	480.00
		Stamp Pad Ink, Purple 50ml	blf	5	1		6	165.00	5	1		6	165.00	5	1		6	165.00	5	1		6	165.00	24.00	27.50	660.00
		Staple Remover	pc		1		1	15.75		1		1	15.75		1		1	15.75		1		1	15.75	4.00	15.75	63.00
		Staple Wire	box	30	18	20	69	4,830.00	23	18	22	63	4,410.00	29	20	20	69	4,830.00	26	20	21	67	4,690.00	268.00	70.00	18760.00
		Staple Wire Standard 35mm	box	6	4	4	14	700.00	4	6	4	14	700.00	6	4	4	14	700.00	4	6	4	14	700.00	56.00	50.00	2800.00
		Staple Wire, Standard	pc	58	9	30	97	1,836.21	58	9	30	97	1,836.21	58	9	30	97	1,836.21	58	39		97	1,836.21	388.00	18.93	7344.84
		Stapler	pc	7		1	8	640.00			3	3	240.00	3		1	4	320.00	3		1	4	320.00	19.00	80.00	1520.00
		Stapler Standard #35 Max	pc	1			1	270.00	1			1	270.00	1			1	270.00	1	2		3	810.00	6.00	270.00	1620.00
		Stapler, Standard Type, load cap 200 staples 1 piece in individual box	pc	4	1	10	15	1,811.25	4		10	14	1,690.50	4	1	10	15	1,811.25	4	11		15	1,811.25	59.00	120.75	7124.25
		TSF 11x14 7/8 1 Ply Plain	box	2	2	5	9	10,890.00	2	2	5	9	10,890.00	2	2	5	9	10,890.00	2	5	2	9	10,890.00	36.00	1,210.00	43560.00
		TSF 11x14 7/8 2 Ply Plain	box	10	10	10	30	59,400.00	10	10	10	30	59,400.00	10	10	10	30	59,400.00	10	10	10	30	59,400.00	120.00	1,980.00	227600.00
		TSF 11x14 - 7/8 4 Ply Plain	box	43	43	47	133	321,860.00	43	43	47	133	321,860.00	43	43	47	133	321,860.00	43	48	43	134	324,280.00	533.00	2,420.00	1289860.00
		TSF 5 1/2 x 8 1/2 1Ply with cut	bx			3	3	3,359.97			3	3	3,359.97			3	3	3,359.97		3		3	3,359.97	12.00	1,119.99	13439.88
		TSF 5 1/2 x 8 1/2 1Ply Payslip	box	4	4	4	12	35,640.00	4	4	4	12	35,640.00	4	4	4	12	35,640.00	4	4	4	12	35,640.00	48.00	2,070.00	121560.00
		TSF Continuous Form 280mx241mm 3 ply	bx		4		4	6,000.00				0	0.00		4		4	6,000.00				0	0.00	8.00	1,500.00	12000.00
		USB	pcs	6			6	2,400.00				0	0.00				0	0.00				0	0.00	6.00	480.00	2400.00
		USB 16GB	pc		1		1	678.00		1		1	678.00		1		1	678.00				0	0.00	3.00	678.00	2034.00
		Wall Clock	pcs	1			1	600.00				0	0.00				0	0.00				0	0.00	1.00	600.00	600.00

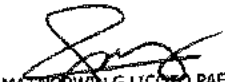
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4
		Whitboard Eraser	pc		1	1	21.00				0	0.00				0	0.00				0	0.00	1.00	21.00	21.00
		Whitboard Marker (blue)	pc	6		6	140.40	6			6	140.40	7			7	163.90	7			7	163.90	26.00	23.40	608.40
		Whitboard with stand and roller	pc		1	1	3,367.00				0	0.00				0	0.00				0	0.00	1.00	3,367.00	3367.00
		Time Card	pack			0		2			2	1,197.64				0	0.00				0	0.00	2.00	0.00	1197.64

A. TOTAL		P	13,462,187.71
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	1,346,218.77
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	17,283,413.48
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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

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



MAT NORWIN G. LICOTO PAF
Head Secretariat

27

2021

Date Prepared: _____



NILO B. ABATGAS MBA, CPA
Accountant / Budget Officer



LTGEN ERICKSON R. GLORIA PAF
Head of Office/Agency