

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

1. Download the worksheet file APP-CSE 2020 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2020\_Name of Agency\_Main or Regional Office (e.g. APP2020 \_DBM\_Central Office, APP2020 \_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The **SIGNED COPY** of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	906.36	0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	884	0.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1508	0.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	8	7	7	22	17,489.12	7	7	3	17	13,514.32	4	3	3	10	7,949.60	4	3	4	11	8,744.56	60.00	794.96	47,697.60	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	186	84	106	376	13,934.56	144	106	84	334	12,378.04	171	84	106	361	13,378.66	144	106	84	334	12,378.04	1,405.00	37.06	52,069.30	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	175	90	108	373	22,111.44	132	108	80	320	18,969.60	162	80	108	350	20,748.00	129	108	88	325	19,266.00	1,368.00	59.28	81,095.04	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	154	66	104	324	15,464.52	131	96	76	303	14,462.19	161	76	104	341	16,275.93	128	104	76	308	14,700.84	1,276.00	47.73	60,903.48	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	156	46	75	277	3,335.08	101	74	48	223	2,684.92	145	51	74	270	3,250.80	97	77	54	228	2,745.12	998.00	12.04	12,015.92	
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	211	93	119	423	72,146.88	165	124	103	392	66,859.52	217	94	124	435	74,193.60	196	125	94	415	70,782.40	1,665.00	170.56	283,982.40	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	188	80	98	366	66,399.72	156	98	90	344	62,408.48	195	81	98	374	67,851.08	187	99	81	367	66,581.14	1,451.00	181.42	263,240.42	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	263	207	207	677	86,953.88	243	207	217	667	85,669.48	253	207	197	657	84,385.08	243	207	207	657	84,385.08	2,658.00	128.44	341,393.52	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	166	113	116	395	66,913.00	127	116	123	366	62,000.40	146	113	106	365	61,831.00	127	106	103	336	56,918.40	1,462.00	169.4	247,662.80	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	76	24	33	133	3,872.96	24	23	32	79	2,300.48	38	20	27	85	2,475.20	20	19	20	59	1,718.08	356.00	29.12	10,366.72	
24	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	21	10	11	42	4,271.82	10	11	10	31	3,153.01	21	10	11	42	4,271.82	10	11	10	31	3,153.01	146.00	101.71	14,849.66	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	29	15	15	59	3,282.76	17	15	15	47	2,615.08	37	15	15	67	3,727.88	17	15	15	47	2,615.08	220.00	55.64	12,240.80	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	102	9	17	128	9,052.16	28	14	11	53	3,748.16	46	6	14	66	4,667.52	21	7	11	39	2,758.08	286.00	70.72	20,225.92	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	86	11	14	111	11,313.12	22	14	11	47	4,790.24	39	6	7	52	5,299.84	15	5	11	31	3,159.52	241.00	101.92	24,562.72	
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	414	340	355	1109	96,926.60	403	343	352	1098	95,965.20	426	341	356	1123	98,150.20	415	343	352	1110	97,014.00	4,440.00	87.4	388,056.00	
Batteries and Cells and Accessories																											
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	146	95	152	393	7,753.89	110	97	92	299	5,899.27	123	95	97	315	6,214.95	110	92	100	302	5,958.46	1,309.00	19.73	25,826.57	
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	119	70	68	257	5,070.61	78	58	57	193	3,807.89	88	60	57	205	4,044.65	78	57	58	193	3,807.89	848.00	19.73	16,731.04	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	11	11	5	16	1,539.20	4	6	4	14	1,346.80	5	9	5	19	1,827.80	4	5	5	14	1,346.80	63.00	96.2	6,060.60	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	88	25	26	139	8,631.90	43	29	21	93	5,775.30	57	18	24	99	6,147.90	38	18	18	74	4,595.40	405.00	62.1	25,150.50	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	45	26	26	97	1,916.72	38	27	21	86	1,699.36	48	18	21	87	1,719.12	34	22	19	75	1,482.00	345.00	19.76	6,817.20	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	132	30	36	198	4,464.90	52	34	36	122	2,751.10	121	34	28	183	4,126.65	50	25	132	207	4,667.85	710.00	22.55	16,010.50	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	60	12	8	80	1,493.60	10	8	11	29	541.43	21	5	6	32	597.44	9	5	11	25	466.75	166.00	18.67	3,099.22	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	108	38	63	209	11,411.40	61	38	39	138	7,534.80	86	30	38	154	8,408.40	56	35	37	128	6,988.80	629.00	54.6	34,343.40	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	117	38	42	197	21,000.20	55	38	27	120	12,792.00	77	24	30	131	13,964.60	47	33	27	107	11,406.20	555.00	106.6	59,163.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	139	45	52	236	4,712.92	81	48	44	173	3,454.81	114	38	47	199	3,974.03	76	43	44	163	3,255.11	771.00	19.97	15,396.87	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	157	70	77	304	3,067.36	112	76	70	258	2,603.22	187	67	72	326	3,289.34	121	77	72	270	2,724.30	1,158.00	10.09	11,684.22	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	127	43	57	227	4,533.19	69	62	48	179	3,574.63	99	43	57	199	3,974.03	69	56	48	173	3,454.81	778.00	19.97	15,536.66	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	36	7	9	52	3,028.48	11	10	8	29	1,688.96	12	4	7	23	1,339.52	7	6	6	19	1,106.56	123.00	58.24	7,163.52	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	7		5	12	13,316.16			1	1	1,109.68	2		1	3	3,329.04		1	1		1,109.68	17.00	1109.68	18,864.56	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	3		2	5	6,848.40			2	2	2,739.36			2	2	2,739.36		2	2		2,739.36	11.00	1369.68	15,066.48	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	43		7	50	42,844.00			1	1	856.88	7		1	8	6,855.04		1	1		856.88	60.00	856.88	51,412.80	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	7		1	8	6,160.88			1	1	770.11			1	1	770.11			1	1	770.11	11.00	770.11	8,471.21	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	65	14	15	94	3,702.66	24	15	15	54	2,127.06	33	14	15	62	2,442.18	24	15	16	55	2,166.45	265.00	39.39	10,438.35	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	41	16	17	74	6,079.84	25	17	17	59	4,847.44	26	16	17	59	4,847.44	25	17	18	60	4,929.60	252.00	82.16	20,704.32	
Measuring and Observing and Testing Equipment																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	91	7	14	112	1,980.16	2	2	10	14	247.52	18	3	2	23	406.64	3	2	10	15	265.20	164.00	17.68	2,899.52	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	83	40	48	171	14,716.26	62	45	35	142	12,220.52	65	35	40	140	12,048.40	60	40	43	143	12,306.58	596.00	86.06	51,291.76	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	12			12	1,634.88	1	1	1	3	408.72	7			1	8	1,089.92	1		1	2	272.48	25.00	136.24	3,406.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	9			9	163.80	1			1	2	36.40	8			8	145.60	1		1	2	36.40	21.00	18.2	382.20
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12	1	1	14	582.40	10	1	2	13	540.80	11	1	1	13	540.80	10	1	2	13	540.80	53.00	41.6	2,204.80	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	9	1	2	12	287.04	7	2	2	11	263.12	8	1	2	11	263.12	7	2	2	11	263.12	45.00	23.92	1,076.40	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	16	2	2	20	180.60	8	2	3	13	117.39	15	2	2	19	171.57	8	2	3	13	117.39	65.00	9.03	586.95	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	23	3	4	30	1,122.90	10	4	4	18	673.74	16	3	4	23	860.89	10	4	4	18	673.74	89.00	37.43	3,331.27	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	59	25	24	108	13,927.68	33	32	18	83	10,703.68	35	18		27	80	10,316.80	25	19	16	60	7,737.60	331.00	128.96	42,685.76
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	9			9	223.47	1		1	2	49.66	4	1		5	124.15	2		1	3	74.49	19.00	24.83	471.77	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	1		1	2	619.52			1	1	309.76			1	1	309.76			2	2	619.52	6.00	309.76	1,858.56	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	33	4	6	43	4,967.79	13	5	4	22	2,541.66	24	4	5	33	3,812.49	13	5	4	22	2,541.66	120.00	115.53	13,863.60	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	6			6	13,728.00				0	0.00	5			5	11,440.00				0	0.00	11.00	2288	25,168.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	7			7	1,019.20				0	0.00	7			7	1,019.20				0	0.00	14.00	145.6	2,038.40	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	9			9	1,113.84				0	0.00	9			9	1,113.84				0	0.00	18.00	123.76	2,227.68	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	27	13	13	53	2,852.46	16	13	15	44	2,368.08	22	13	13	48	2,583.36	15	13	15	43	2,314.26	188.00	53.82	10,118.16	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	11	1	6	18	1,928.16	2	6	1	9	964.08	7	1	6	14	1,499.68	2	6	1	9	964.08	50.00	107.12	5,356.00	
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	65	30	32	127	17,104.36	31	37	32	100	13,468.00	41	30	42	113	15,218.84	31	32	32	95	12,794.60	435.00	134.68	58,585.80	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	112	5	6	123	2,901.57	6	9	15	30	707.70	22	8	5	35	825.65	5	6	5	16	377.44	204.00	23.59	4,812.36	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39208	0.00	
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	101	2	16	119	322,966.00	2	2	2	6	16,284.00	15	2		17	46,138.00	2		3	5	13,570.00	147.00	2714	398,958.00	
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	174	30	44	248	41,525.12	42	33	38	113	18,920.72	508	15	15	538	90,082.72	27	15	16	58	9,711.52	957.00	167.44	160,240.08	
70	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	45747.52	0.00	
71	43211708-MO-O01	MOUSE, optical, USB connection type	unit	125	4	12	141	15,693.30	4	6	6	16	1,780.80	27	1	6	34	3,784.20	4	6	3	13	1,446.90	204.00	111.3	22,705.20	
72	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	38100.97	0.00	
73	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9191.52	0.00	
74	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	5		1	6	4,349.28			1	1	724.88			1	1	724.88			1	1	724.88	9.00	724.88	6,523.92	
Office Equipment and Accessories and Supplies																											
75	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	2			2	59.28				0	0.00		1		1	29.64				0	0.00	3.00	29.64	88.92	



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76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	113	38	44	195	1,764.75	92	42	44	178	1,610.90	100	32	42	174	1,574.70	82	44	36	162	1,466.10	709.00	9.05	6,416.45
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	118	38	44	200	3,054.00	97	42	46	185	2,824.95	105	32	44	181	2,763.87	88	44	38	170	2,595.90	736.00	15.27	11,238.72
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	102	38	47	187	3,889.60	72	42	46	160	3,328.00	90	32	43	165	3,432.00	62	44	37	143	2,974.40	655.00	20.8	13,624.00
79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	105	33	44	182	8,706.88	75	37	44	156	7,463.04	97	28	44	169	8,084.96	65	39	35	139	6,649.76	646.00	47.84	30,904.64
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	152	43	54	249	3,490.98	99	55	44	198	2,775.96	146	43	56	245	3,434.90	99	55	48	202	2,832.04	894.00	14.02	12,533.88
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	301	82	85	468	36,129.60	136	82	120	338	26,093.60	265	91	107	463	35,743.60	145	91	102	338	26,093.60	1,607.00	77.2	124,060.40
82	44122011-DF-F01	DATA FOLDER, made of chipboard, tagila lock	piece	445	201	248	894	61,364.16	285	243	253	781	53,607.84	334	250	288	872	59,854.08	280	198	258	736	50,519.04	3,283.00	68.64	225,345.12
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	50	10	10	70	47,116.30	50	10	10	70	47,116.30	50	20	20	90	60,578.10	50	10	10	70	47,116.30	300.00	673.09	201,927.00
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	50	10	10	70	64,901.20	50	10	10	70	64,901.20	78	20	20	118	109,404.88	20	10	10	40	37,086.40	298.00	927.16	276,293.68
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	25	15	15	55	40,612.00	25	15	15	55	40,612.00	25	15	15	55	40,612.00	25	15	15	55	40,612.00	220.00	738.4	162,448.00
86	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	454	105	119	678	20,674.12	248	131	160	539	16,435.62	267	105	141	513	15,642.81	188	109	110	407	12,410.57	2,137.00	30.4928	65,163.11
87	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	37	6	8	51	18,484.44	8	6	8	22	7,973.68	14	6	5	25	9,061.00	6	4	6	16	5,799.04	114.00	362.44	41,318.16
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	17	4	5	26	10,767.38	6	4	3	13	5,383.69	4	2	2	8	3,313.04	3	1	3	7	2,898.91	54.00	414.13	22,363.02
89	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	57	6	5	68	700.40	9	4	7	20	206.00	23	3	7	33	339.90	10	3	5	18	185.40	139.00	10.3	1,431.70
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	137	22	23	182	15,180.62	67	26	29	122	10,176.02	73	21	19	113	9,425.33	62	20	17	99	8,257.59	516.00	83.41	43,039.56
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	132	45	38	215	18,498.60	42	37	38	117	10,066.68	70	47	32	149	12,819.96	37	32	32	101	8,690.04	582.00	86.04	50,075.28
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	245	53	56	354	3,940.02	115	45	124	284	3,160.92	83	42	45	170	1,892.10	65	40	43	148	1,647.24	956.00	11.13	10,640.28
93	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	255	38	39	332	4,724.36	95	38	117	250	3,557.50	62	88	38	188	2,675.24	45	38	38	121	1,721.83	891.00	14.23	12,678.93
94	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	117	39	52	208	56,243.20	107	42	51	200	54,080.00	76	40	41	157	42,452.80	106	31	34	171	46,238.40	736.00	270.4	199,014.40
95	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	25	10	10	45	14,034.60	25	10	10	45	14,034.60	25	10	10	45	14,034.60	25	10	10	45	14,034.60	180.00	311.88	56,138.40
96	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	94	44	45	183	34,235.64	59	45	45	149	27,874.92	63	42	43	148	27,687.84	56	42	47	145	27,126.60	625.00	187.08	116,925.00
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	25	10	10	45	10,945.80	25	10	10	45	10,945.80	25	10	10	45	10,945.80	25	10	10	45	10,945.80	180.00	243.24	43,783.20
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	35	9	10	54	51,442.56	11	9	10	30	28,579.20	10	8	2	20	19,052.80	10	8	9	27	25,721.28	131.00	952.64	124,795.84
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	125	19	40	184	51,336.00	46	44	24	114	31,806.00	97	17	37	151	42,129.00	66	32	27	125	34,875.00	574.00	279	160,146.00
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	124	19	40	183	58,808.88	46	44	19	109	35,028.24	92	17	37	146	46,918.56	61	37	22	120	38,563.20	558.00	321.36	179,318.88
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	78	23	25	126	6,695.64	34	25	28	87	4,623.18	35	24	24	83	4,410.62	33	24	22	79	4,198.06	375.00	53.14	19,927.50
102	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	126	43	50	219	9,110.40	63	48	45	156	6,489.60	92	38	45	175	7,280.00	63	43	40	146	6,073.60	696.00	41.6	28,953.60
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	109	22	26	157	6,972.37	46	25	38	109	4,840.69	67	21	22	110	4,885.10	41	19	17	77	3,419.57	453.00	44.41	20,117.73
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	133	27	36	196	2,622.48	67	34	41	142	1,899.96	90	32	37	159	2,127.42	68	32	31	131	1,752.78	628.00	13.38	8,402.64
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	112	27	35	174	2,328.12	66	34	40	140	1,873.20	90	32	33	155	2,073.90	68	29	30	127	1,699.26	596.00	13.38	7,974.48
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	107	18	26	151	2,020.38	50	25	29	104	1,391.52	74	21	24	119	1,592.22	52	23	19	94	1,257.72	468.00	13.38	6,261.84
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	179	30	41	250	2,245.00	78	38	43	159	1,427.82	138	30	46	214	1,921.72	71	35	33	139	1,248.22	762.00	8.98	6,842.76
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	159	30	41	230	2,065.40	63	38	36	137	1,230.26	130	30	44	204	1,831.92	63	36	33	132	1,185.36	703.00	8.98	6,312.94
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	147	27	36	210	1,885.80	38	33	40	111	996.78	106	27	41	174	1,562.52	38	33	30	101	906.98	596.00	8.98	5,352.08
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	164	38	64	266	2,064.16	83	59	61	203	1,575.28	105	39	67	211	1,637.36	82	58	47	187	1,451.12	867.00	7.76	6,727.92
111	441221 +PC-X02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	158	41	67	266	3,734.64	90	62	64	216	3,032.64	112	42	74	228	3,201.12	89	61	50	200	2,808.00	910.00	14.04	12,776.40
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	131	31	45	207	4,303.53	73	38	42	153	3,180.87	81	29	47	157	3,264.03	70	33	40	143	2,972.97	660.00	20.79	13,721.40



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	54	20	22	96	23,019.84	20	22	22	64	15,346.56	44	20	22	86	20,621.94	20	22	21	63	15,106.77	309.00	239.79	74,095.11	
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	60	8	13	81	8,869.50	10	9	10	29	3,175.50	28	5	8	41	4,489.50	7	6	8	21	2,299.50	172.00	109.5	18,834.00	
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	52	2	7	61	2,081.93	2	2	8	12	409.56	11	2	6	19	648.47	1	1	7	9	307.17	101.00	34.13	3,447.13	
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	83	2	11	96	1,422.72	10	4	21	35	518.70	23	2	11	36	533.52	6	3	10	19	281.58	186.00	14.82	2,756.52	
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	93	6	13	112	3,744.16	6	2	15	23	768.89	28	1	9	38	1,270.34	5	2	10	17	568.31	190.00	33.43	6,351.70	
118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	24		2	26	11,802.96	2		1	3	1,361.88	4		1	5	2,269.80			2	2	907.92	36.00	453.96	16,342.56	
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	55		2	57	11,559.60	3		4	7	1,419.60	6		2	8	1,622.40	1		2	3	608.40	75.00	202.8	15,210.00	
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	75	1	8	84	11,084.64	4	1	4	9	1,187.64	13	1	2	16	2,111.36	3	1	2	6	791.76	115.00	131.96	15,175.40	
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	144	24	32	200	8,112.00	29	24	43	96	3,893.76	46	16	17	79	3,204.24	15	15	19	49	1,987.44	424.00	40.56	17,197.44	
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	147	5	13	165	29,172.00	7	8	12	27	4,773.60	36		8	44	7,779.20	7	2	6	15	2,652.00	251.00	176.8	44,376.80	
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	19		2	21	19,197.36	1		1	2	1,828.32	7		1	8	7,313.28			5	5	4,570.80	36.00	914.16	32,909.76	
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	158	16	15	189	4,706.10	9	16	24	49	1,220.10	28	8	14	50	1,245.00	12	13	13	38	946.20	326.00	24.9	8,117.40	
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	90	6	8	104	5,806.32	4	3	7	14	781.62	9	1	1	11	614.13	3		7	10	558.30	139.00	55.83	7,760.37	
126	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	6		1	7	66,743.04				0	0.00				0	0.00			0	0.00	7.00	9534.72		66,743.04	
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	101	10	10	121	41,968.85	3	3	9	15	5,202.75	12	4	4	20	6,937.00	3	3	8	14	4,855.90	170.00	346.85	58,964.50	
128	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	5		3	8	45,136.00		2		2	11,284.00	2		2	4	22,568.00		2		2	11,284.00	16.00	5642	90,272.00	
129	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	5			5	46,488.00				0	0.00				0	0.00			0	0.00	5.00	9297.6		46,488.00	
130	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	5			5	28,496.00				0	0.00	1			1	5,699.20			0	0.00	6.00	5699.2		34,195.20	
131	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00	3			3	0.00			0	0.00	3.00	0		0.00	
Printer or Facsimile or Photocopier Supplies																											
132	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6947.2		0.00
133	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	10	10	10	30	29,671.20	10	10	10	30	29,671.20	10	10	10	30	29,671.20	10	10	10	30	29,671.20	120.00	989.04		118,684.80
134	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	40	40	40	120	123,552.00	40	40	40	120	123,552.00	40	40	40	120	123,552.00	40	40	40	120	123,552.00	480.00	1029.6		494,208.00
135	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	10	10	10	30	22,620.00	10	10	10	30	22,620.00	10	10	10	30	22,620.00	10	10	10	30	22,620.00	120.00	754		90,480.00
136	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	53	53	53	159	124,020.00	53	53	53	159	124,020.00	53	53	53	159	124,020.00	53	53	53	159	124,020.00	636.00	780		496,080.00
137	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	249.6		0.00	
138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	249.6		0.00	
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	249.6		0.00	
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	249.6		0.00	
141	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	773.76		0.00	
142	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	950.56		0.00	
143	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	795.6		0.00	
144	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	920.4		0.00	
145	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1492.4		0.00	
146	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1996.8		0.00	
147	44103105-HP-C4	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1996.8		0.00	
148	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1996.8		0.00	



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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
149	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
150	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
151	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3016	0.00
152	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	769.6	0.00
153	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	915.2	0.00
154	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	20	10	10	40	14,643.20	20	10	10	40	14,643.20	20	10	10	40	14,643.20	20	10	10	40	14,643.20	160.00	366.08	58,572.80
155	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	20	10	10	40	14,643.20	20	10	10	40	14,643.20	20	10	10	40	14,643.20	20	10	10	40	14,643.20	160.00	366.08	58,572.80
156	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
157	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
158	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
159	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1269.84	0.00
160	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	656.24	0.00
161	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	821.6	0.00
162	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1944.8	0.00
163	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
164	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
165	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
166	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	2			2	3,140.80				0	0.00	2			2	3,140.80				0	0.00	4.00	1570.4	6,281.60
167	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	2			2	2,331.68				0	0.00	2			2	2,331.68				0	0.00	4.00	1165.84	4,663.36
168	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	2			2	2,331.68				0	0.00	2			2	2,331.68				0	0.00	4.00	1165.84	4,663.36
169	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	2			2	2,331.68				0	0.00	2			2	2,331.68				0	0.00	4.00	1165.84	4,663.36
170	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
171	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
172	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	16	6	6	28	10,250.24	16	6	6	28	10,250.24	16	6	6	28	10,250.24	16	6	13	35	12,812.80	119.00	366.08	43,563.52
173	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	18	8	8	34	12,446.72	18	8	8	34	12,446.72	18	8	8	34	12,446.72	18	8	15	41	15,009.28	143.00	366.08	52,349.44
174	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
175	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
176	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
177	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
178	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	126	44	44	214	86,798.40	126	44	44	214	86,798.40	146	44	44	234	94,910.40	146	44	51	241	97,749.60	903.00	405.6	366,256.80
179	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	152	70	70	292	118,435.20	152	70	70	292	118,435.20	172	70	70	312	126,547.20	172	70	77	319	129,386.40	1,215.00	405.6	492,804.00
180	44103105-HP-C50	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
181	44103105-HP-M50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
182	44103105-HP-Y50	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
183	44103105-HP-B50	INK CART, HP L0S60AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4956.6	0.00
184	44103105-HX-C48	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
185	44103105-HX-M48	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
186	44103105-HX-Y48	INK CART, HP L0569AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
187	44103105-HX-B48	INK CART, HP L0572AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1644.24	0.00
188	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
189	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
190	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
191	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	741.28	0.00
192	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
193	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
194	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
195	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
196	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.43	0.00
197	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	716.44	0.00
198	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.43	0.00
199	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	12			12	32,223.36	12			12	32,223.36	12			12	32,223.36	12			12	32,223.36	48.00	2685.28	128,893.44
200	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1892.8	0.00
201	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2685.28	0.00
202	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3567.2	0.00
203	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5002.4	0.00
204	44103103-HP-B12	TONER CART, HP CB435A, Black	cart			2	2	6,760.00	2	2	2	6	20,280.00	2	2	2	6	20,280.00	2	2	2	6	20,280.00	20.00	3380	67,600.00
205	44103103-HP-B14	TONER CART, HP CB540A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3337.36	0.00
206	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7332	0.00
207	44103103-HP-B21	TONER CART, HP CE278A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3952	0.00
208	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	31	4	10	45	154,440.00	22	40	6	68	233,376.00	38	4	15	57	195,624.00	32	10	4	46	157,872.00	216.00	3432	741,312.00
209	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2360.8	0.00
210	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2542.8	0.00
211	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2542.8	0.00
212	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2542.8	0.00
213	44103103-HP-B24	TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2916.16	0.00
214	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3072.16	0.00
215	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3072.16	0.00
216	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3072.16	0.00
217	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	2	2	2	6	47,136.96	2	2	2	6	47,136.96	2	2	2	6	47,136.96	2	2	2	6	47,136.96	24.00	7856.16	188,547.84
218	44103103-HP-B26	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6900.4	0.00
219	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10193.04	0.00
220	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10193.04	0.00
221	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10193.04	0.00
222	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4201.6	0.00



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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
223	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6011.2	0.00
224	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6011.2	0.00
225	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6011.2	0.00
226	44103103-HP-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4466.8	0.00
227	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7213.44	0.00
228	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	1		3	4	12,177.12	2	3	2	7	21,309.96	3	2	3	8	24,354.24	2	3	2	7	21,309.96	26.00	3044.28	79,151.28
229	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	5	2	2	9	52,088.40	3	2	2	7	40,513.20	8	2	2	12	69,451.20	3	2	2	7	40,513.20	35.00	5787.6	202,566.00
230	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart	3			3	0.00	3			3	0.00	3			3	0.00	3			3	0.00	12.00	0	0.00
231	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	3			3	15,600.00	3			3	15,600.00	3			3	15,600.00	3			3	15,600.00	12.00	5200	62,400.00
232	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7112.56	0.00
233	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8606	0.00
234	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3241.7	0.00
235	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4056	0.00
236	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10051	0.00
237	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
238	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
239	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
240	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
241	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13156	0.00
242	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2901.6	0.00
243	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2953.6	0.00
244	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2953.6	0.00
245	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2953.6	0.00
246	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7056.4	0.00
247	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
248	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8846.24	0.00
249	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
250	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8846.24	0.00
251	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
252	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8846.24	0.00
253	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
254	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3429.78	0.00
255	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4043.83	0.00
256	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4043.83	0.00
257	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4043.83	0.00
258	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4440.8	0.00
259	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7441.2	0.00



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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
260	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5616	0.00
261	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7472.4	0.00
262	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5616	0.00
263	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7472.4	0.00
264	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5616	0.00
265	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7472.4	0.00
266	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	1	1	1	3	11,700.00	1	1	1	3	11,700.00	1	1	1	3	11,700.00	1	1	1	3	11,700.00	12.00	3900	46,800.00
267	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7482.8	0.00
268	44103103-HP-B46	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3972.8	0.00
269	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8725.6	0.00
270	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9490	0.00
271	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	1	1	1	3	10,218.00	1	1	1	3	10,218.00	1	1	1	3	10,218.00	1	1	1	3	10,218.00	12.00	3406	40,872.00
272	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2350.4	0.00
273	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2454.4	0.00
274	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3380	0.00
275	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2875.58	0.00
276	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7259.2	0.00
277	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3458	0.00
278	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6442.8	0.00
279	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7321.14	0.00
280	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3962.24	0.00
281	44103103-SA-B10	TONER CART, SAMSUNG SOX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4066.4	0.00
282	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6370	0.00
283	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13399.36	0.00
Audio and Visual Equipment and Supplies																										
284	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	28860	0.00
285	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	17472	0.00
Flag or Accessories																										
286	55121905-PH-P01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	11			11	3,133.24				0	0.00	1			1	284.84				0	0.00	12.00	284.84	3,418.08
Printed Publications																										
287	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	58			58	1,688.96	10		5	15	436.80	10			10	291.20	10		5	15	436.80	98.00	29.12	2,853.76
Fire Fighting Equipment																										
288	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	23			23	26,312.00	1		1	2	2,288.00				0	0.00			2	2	2,288.00	27.00	1144	30,888.00
289	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	20		1	21	117,878.25	1		1	2	11,226.50				0	0.00			2	2	11,226.50	25.00	5613.25	140,331.25
Consumer Electronics																										
290	52161535-OV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	20	3	1	24	153,975.36	2	1	1	4	25,662.56	6	1	1	8	51,325.12	1	1	2	4	25,662.56	40.00	6415.64	256,625.60



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
Furniture and Furnishings																											
291	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	34			34	10,325.12			5	5	1,518.40			0	0.00			5	5	1,518.40	44.00	303.68		13,361.92	
292	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece	21	1	1	23	6,936.80	1	1	6	8	2,412.80	1	1	1	3	904.80	1	1	6	8	2,412.80	42.00	301.6		12,667.20
293	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	2		1	3	4,009.20				0	0.00			0	0.00	1			1	1,336.40	4.00	1336.4		5,345.60	
294	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	4			4	5,262.40				0	0.00			0	0.00				0	0.00	4.00	1315.6		5,262.40	
Arts and Crafts Equipment and Accessories and Supplies																											
295	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	95	43	43	181	7,200.18	43	43	59	145	5,768.10	57	43	43	143	5,688.54	43	43	47	133	5,290.74	602.00	39.78		23,947.56
296	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	107	47	47	201	8,518.38	47	47	63	157	6,653.66	66	47	47	160	6,780.80	50	47	51	148	6,272.24	666.00	42.38		28,225.08
297	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	140	20	11	171	755.82	34	10	15	59	260.78	57	11	8	76	335.92	24	10	19	53	234.26	359.00	4.42		1,586.78
298	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	425	111	164	700	24,227.00	239	152	174	565	19,554.65	279	112	154	545	18,862.45	239	137	132	508	17,581.88	2,318.00	34.61		80,225.98
299	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	366	111	146	623	21,562.03	245	137	170	552	19,104.72	254	108	139	501	17,339.61	245	119	128	492	17,028.12	2,168.00	34.61		75,034.48
300	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	216	87	105	408	14,120.88	138	97	99	334	11,559.74	143	89	109	341	11,802.01	136	89	94	319	11,040.59	1,402.00	34.61		48,523.22
301	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	20	2	2	24	3,716.16	2	2	5	9	1,393.56	4	2	2	8	1,238.72	2	2	2	6	929.04	47.00	154.84		7,277.48
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
5	43232202-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
6	43232304-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
7	43232402-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
8	43232505-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
9	43232603-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
10	43232701-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
11	43232802-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
12	43232905-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
13	43233004-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
14	43233205-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
15	43233405-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
16	43233501-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
PASSENGER AIR TRANSPORTATION																											
1	43212111-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00







Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
3		Clip Bulldog	piece	217	94	105	416	4,992.00	95	105	105	305	3,660.00	158	94	104	356	4,272.00	94	104	104	302	3,624.00	1,379.00	12	16,548.00
4		Clip Bulldog/ Binder Clips - small (12 pcs)	box	5	5	5	15	135.75	5	5	5	15	135.75	5	5	5	15	135.75	5	5	5		0.00	45.00	9.05	407.25
5		Clip Bulldog/Binder clips - medium (12 pcs)	box	90	22	82	194	2,962.38	22	72	32	126	1,924.02	72	32	22	126	1,924.02	22	32	22		0.00	446.00	15.27	6,810.42
6		Clip Bulldog/ Binder clips - large (12 pcs)	box	5	5	5	15	312.00	5	5	5	15	312.00	5	5	5	15	312.00	5	5	5		0.00	45.00	20.8	936.00
7		Envelope, Pay 500 pieces	box	19	7	8	34	5,440.00	9	7	8	24	3,840.00	9	7	8	24	3,840.00	9	7	9	25	4,000.00	107.00	160	17,120.00
8		File Folder with Cover, Legal Size (RED)	piece	139	47	48	234	58,500.00	90	48	52	190	47,500.00	99	47	48	194	48,500.00	80	48	52	180	45,000.00	798.00	250	199,500.00
9		In and Out Rack, 2 layer	piece	75	5	1	81	40,500.00	3	2	2	7	3,500.00	15	1	1	17	8,500.00	1	1	3	5	2,500.00	110.00	500	55,000.00
10		Map Pin, round head, 100 pieces	pack	60	9	7	76	1,672.00	11	8	7	26	572.00	15	7	7	29	638.00	11	7	8	26	572.00	157.00	22	3,454.00
11		Post It, Banderitas, Please Sign	pad	206	83	98	387	66,951.00	105	83	75	263	45,499.00	159	73	98	330	57,090.00	95	93	80	268	46,364.00	1,248.00	173	215,904.00
12		Spiral Ring Binder, plastic 25mm	piece	96	13	13	122	3,050.00	13	13	13	39	975.00	45	13	13	71	1,775.00	13	13	14	40	1,000.00	272.00	25	6,800.00
13		Stamp Pad Int (Blue)	bottle	44	7	7	58	1,856.00	9	8	7	24	768.00	23	6	7	36	1,152.00	6	6	7	19	608.00	137.00	32	4,384.00
14		Stamp Pad Int (Red)	bottle	26	5	4	35	1,120.00	4	4	6	14	448.00	15	4	4	23	736.00	4	4	5	13	416.00	85.00	32	2,720.00

Common Janitorial Supplies

1		Alcogel, 100ml	bottle	127	41	66	234	8,424.00	60	63	30	153	5,508.00	102	41	66	209	7,524.00	66	63	49	178	6,408.00	774.00	36.00	27,864.00
2		Dishwashing Liquid, 1 Liter(JOY Brand)	pack	64	21	24	109	16,350.00	26	23	24	73	10,950.00	29	22	23	74	11,100.00	24	25	23	72	10,800.00	328.00	150.00	49,200.00
3		Muriatic Acid, 1000ml	bottle	11		1	12	4,560.00	1	1	2	4	1,520.00	3		1	4	1,520.00	1	1	2	4	1,520.00	24.00	380.00	9,120.00
4		Mouse Trap	piece	55	10	15	80	13,600.00	20	17	16	53	9,010.00	20	15	15	50	8,500.00	22	15	16	53	9,010.00	236.00	170.00	40,120.00
5		Sponge, Dishwasher Cleaner (Scotch Brite)	piece	69	21	25	115	2,386.25	28	21	35	84	1,743.00	24	21	28	73	1,514.75	24	21	29	74	1,535.50	346.00	20.75	7,179.50
6		Tissue Holder (Close/box)	piece	31	1	12	44	6,600.00	4	1	1	6	900.00	13	1	1	15	2,250.00	4	1	1	6	900.00	71.00	150	10,650.00

Office Equipment and Accessories

1		Adding Machine Ribbon	spool	9			9	135.00	2		5	7	105.00	2			2	30.00	2		5	7	105.00	25.00	15.00	375.00
2		Adding Machine Tape	roll	8			8	7,560.00				0	0.00	8			8	7,560.00				0	0.00	16.00	945.00	15,120.00
3		Electric Typewriter Ribbon, OLYMPIA (Olympia Supertype330)	piece	11			11	4,125.00	6		5	11	4,125.00	6			6	2,250.00	11			11	4,125.00	39.00	375.00	14,625.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
4		Eraser, Electric typewriter Ribbon (Olympia Supertype330)	piece	11			11	1,430.00	6		5	11	1,430.00	6			6	780.00	11			11	1,430.00	39.00	130.00	5,070.00
5		Typewriter Riddon	piece	5			5	115.00			5	5	115.00				0	0.00			5	5	115.00	15.00	23	345.00
6		USB Card Reader	piece	51		1	52	31,200.00			4	4	2,400.00	13		1	14	8,400.00			1	1	600.00	71.00	600	42,600.00
7		Memory Card Extreme Pro Class 10 UHS-I, 128GB	unit	20			20	95,980.00				0	0.00				0	0.00				0	0.00	20.00	4,799.00	95,980.00
8		Magnetic Photo Album , 18x12, landscape, black, 30-pages	piece	6			6	18,600.00	6			6	18,600.00	6			6	18,600.00	6			6	18,600.00	24.00	3,100.00	74,400.00
9		Magnetic Photo Album , 18x12, landscape, black, 20-pages	piece	6			6	13,500.00	6			6	13,500.00	6			6	13,500.00	6			6	13,500.00	24.00	2,250.00	54,000.00
10		O.P Metal steal	piece	12			12	2,400.00	12			12	2,400.00	12			12	2,400.00	12			12	2,400.00	48.00	200	9,600.00
Office Supplies																										
1		Balikbayan Box	piece	147	60	50	257	24,415.00	60	49	58	167	15,865.00	109	38	75	222	21,090.00	58	42	46	146	13,870.00	792.00	95.00	75,240.00
2		Ballpen, PANDA (black)	piece	508	216	289	1013	4,558.50	421	283	137	841	3,784.50	492	215	278	985	4,432.50	418	252	226	896	4,032.00	3,735.00	4.50	16,810.38
3		Ballpen, PANDA (blue)	piece	385	181	219	785	3,532.50	334	213	192	739	3,325.50	383	181	214	778	3,501.00	334	208	192	734	3,303.00	3,036.00	4.50	13,662.00
4		Ballpen, PANDA (red)	piece	192	62	73	327	1,471.50	136	79	74	289	1,300.50	168	63	84	315	1,417.50	138	66	68	272	1,224.00	1,203.00	4.50	5,413.50
5		Board Paper,220GSM A4, 10 sheets	set	90	40	44	174	4,872.00	40	44	35	119	3,332.00	63	35	39	137	3,836.00	40	44	40	124	3,472.00	554.00	28.00	15,512.00
6		Copy Paper (Letter size)	ream	146	83	69	298	45,594.00	154	67	86	307	46,971.00	166	83	70	319	48,807.00	154	66	76	296	45,288.00	1,220.00	153.00	186,660.00
7		Columnar Pad 4 Col.	pad	9	1	1	11	275.00	8	1	1	10	250.00	8	1	1	10	250.00	8	1	1	10	250.00	41.00	25.00	1,025.00
8		Columnar Pad 16 Col.	pad	9		1	10	8,150.00	6		1	7	5,705.00	6		1	7	5,705.00	6		1	7	5,705.00	31.00	815.00	25,265.00
9		Copy Paper 120 GSM (Short)	ream	120	31	36	187	64,889.00	102	31	36	169	58,643.00	132	40	40	212	73,564.00	122	41	46	209	72,523.00	777.00	347.00	269,619.00
10		Envelope, Mailing (PCOO Logo)	box	23	3	3	29	18,125.00	2	3	3	8	5,000.00	12	2	4	18	11,250.00	2	2	3	7	4,375.00	62.00	625.00	38,750.00
11		Folder Unibind (1mm)	piece	875	23	23	921	37,392.60	23	23	23	69	2,801.40	33	23	23	79	3,207.40	23	23	23	69	2,801.40	1,138.00	40.60	46,202.80
12		Folder Unibind (3mm)	piece	966	13	13	992	40,672.00	13	13	13	39	1,599.00	23	13	13	49	2,009.00	13	13	13	39	1,599.00	1,119.00	41.00	45,879.00
13		Folder Unibind (5mm)	piece	967	13	13	993	42,401.10	13	13	13	39	1,665.30	23	13	13	49	2,092.30	13	13	13	39	1,665.30	1,120.00	42.70	47,824.00
14		Folder Unibind (12mm)	piece	971	13	13	997	45,064.40	13	13	13	39	1,762.80	23	13	13	49	2,214.80	13	13	13	39	1,762.80	1,124.00	45.20	50,804.80
15		Folder Unibind (15mm)	piece	923	13	13	949	45,077.50	13	13	13	39	1,852.50	23	13	13	49	2,327.50	13	13	13	39	1,852.50	1,076.00	47.50	51,110.00
16		Folder Unibind (21mm)	piece	923	13	13	949	46,501.00	13	13	13	39	1,911.00	23	13	13	49	2,401.00	13	13	13	39	1,911.00	1,076.00	49.00	52,724.00
17		Index Card, PLAIN (5x8), 100 sheets	pack	72	10	9	91	2,275.00	12	12	9	33	825.00	16	12	12	40	1,000.00	12	9	9	30	750.00	194.00	25.00	4,850.00
18		Index Card, RULED (5x8), 100 sheets	pack	39	16	16	71	2,023.50	19	21	16	56	1,596.00	28	16	21	65	1,852.50	19	16	16	51	1,453.50	243.00	28.50	6,925.50
19		Paste 200gsm, kippy	piece	58	11	12	81	2,430.00	19	14	11	44	1,320.00	36	14	13	63	1,890.00	19	11	11	41	1,230.00	229.00	30.00	6,870.00
20		PCOO Letterhead (Long)	ream	62	9	7	78	84,396.00	7	7	7	21	22,722.00	9	7	7	23	24,886.00	7	7	9	23	24,886.00	145.00	1,082.00	156,890.00
21		PCOO Letterhead (Short)	ream	64	8	6	78	84,396.00	6	6	6	18	19,476.00	8	6	6	20	21,640.00	6	6	7	19	20,558.00	135.00	1,082.00	146,070.00
22		Permanent Marker, GOLD	piece	36	8	8	52	3,120.00	13	9	8	30	1,800.00	14	8	10	32	1,920.00	13	8	8	29	1,740.00	143.00	60.00	8,580.00
23		Permanent Marker, SILVER	piece	35	7	7	49	2,940.00	12	8	7	27	1,620.00	13	7	8	28	1,680.00	11	6	7	24	1,440.00	128.00	60.00	7,680.00



Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
24	Photo Paper A4, 20 sheets	set	91	41	50	182	8,190.00	51	49	43	143	6,435.00	61	38	46	145	6,525.00	51	42	45	138	6,210.00	608.00	45.00	27,360.00
25	Post It (2x1) with Sign Here	pad	157	56	91	304	44,080.00	60	93	64	217	31,465.00	113	56	86	255	36,975.00	63	93	61	217	31,465.00	993.00	145.00	143,985.00
26	Post It (2x2)	pad	118	118	118	354	52,746.00	118	118	118	354	52,746.00	118	118	118	354	52,746.00	118	118	118	354	52,746.00	1,416.00	149.00	210,984.00
27	Post It (4x6)	pad	157	82	108	347	44,069.00	107	110	85	302	38,354.00	155	85	120	360	45,720.00	110	115	82	307	38,989.00	1,316.00	127.00	167,132.00
28	Rechargeable Battery AA	pack	20	4	5	29	14,500.00	12	8	4	24	12,000.00	13	4	8	25	12,500.00	12	5	4	21	10,500.00	99.00	500.00	49,500.00
29	Rechargeable Battery AAA	pack	19	5	6	30	20,940.00	9	9	5	23	16,054.00	10	5	9	24	16,752.00	9	6	5	20	13,960.00	97.00	698.00	67,706.00
30	Rubber Band #16, 350 gms (small)	box	42	3	5	50	10,500.00	4	5	5	14	2,940.00	22	3	4	29	6,090.00	4	3	5	12	2,520.00	105.00	210.00	22,050.00
31	Sharpener, 1 hole (small)	piece	120	2	5	127	2,132.33	5	3	55	63	1,057.77	20	2	5	27	453.33	5	2	6	13	218.27	230.00	16.79	3,861.70
32	Sign Pen, GREEN (Dong-A)	piece	111	24	24	159	2,703.00	24	24	24	72	1,224.00	85	24	24	133	2,261.00	24	24	24	72	1,224.00	436.00	17.00	7,412.00
33	Sticker Paper A4, 10 sheets	piece	209	95	101	405	11,745.00	105	95	96	296	8,584.00	173	95	101	369	10,701.00	127	102	101	330	9,570.00	1,400.00	29.00	40,600.00
34	Time Card, 100 sheets	piece	12	7	7	26	2,860.00	9	7	7	23	2,530.00	9	7	7	23	2,530.00	9	7	7	23	2,530.00	95.00	110.00	10,450.00
35	Double sided Tape, White, 18mmx10m	set	3			3	284.25	3			3	284.25	3			3	284.25	3			3	284.25	12.00	94.75	1,137.00
36	Double sided Tape, White, 16mmx10m	bundle	3			3	203.25	3			3	203.25	3			3	203.25	3			3	203.25	12.00	67.75	813.00
37	Double sided Tape, White, 24mmx10m	roll	3			3	386.25	3			3	386.25	3			3	386.25	3			3	386.25	12.00	128.75	1,545.00

Audio and visual presentation and composing equipment

1	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2	52161520-MC-M01	Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3	52161512-SP-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6		Audio Casette Tape	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	85.00	0.00
7		HDMI Cable	unit	29	2		31	4,030.00			1	1	130.00	12			12	1,560.00				0	0.00	44.00	130.00	5,720.00
8		Thunder Port USB for MAC	unit	28	8	4	40	54,000.00	3	3	7	13	17,550.00	10	3	3	16	21,600.00	3	3	4	10	13,500.00	79.00	1,350.00	106,650.00
9		External Hard Drive (1TB 2.5" HDD. USB 3.0)	piece	18			18	49,046.40				0	0.00				0	0.00				0	0.00	18.00	2,724.80	49,046.40
10		Digital Voice Recorder (memory: 4GB; expandable)	unit	2			2	13,656.28				0	0.00				0	0.00				0	0.00	2.00	6,828.14	13,656.28
11		Display Adapter for Mac	unit	6			6	8,100.00				0	0.00				0	0.00				0	0.00	6.00	1,350.00	8,100.00

Photographic or filming or video equipment

1	46171615-HD-C01	HD Camera				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2	45121504-DS-C01	DSLR Camera				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3	45121516-VH-C01	HD Video Camera				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4	45121506-VC-C01	Video Conference Equipment				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00







Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
Lighting and fixtures and accessories																											
1	39112102-LB-B01	LED bulb					0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2		Compact Fluorescent Lamp (9 watts)	piece	7			7	1,050.00				0	0.00	2			2	300.00				0	0.00	9.00	150.00		1,350.00
3		Compact Fluorescent Lamp (16 watts)	piece	1			1	230.00				0	0.00	1			1	230.00				0	0.00	2.00	230.00		460.00
4		Compact Fluorescent Lamp (18 watts)	piece	11	10	10	31	9,300.00	10	10	10	30	9,000.00	11	10	10	31	9,300.00	10	10	10	30	9,000.00	122.00	300.00		36,600.00
5		Compact Fluorescent Lamp (22 watts)	piece	1			1	375.00				0	0.00	1			1	375.00				0	0.00	2.00	375.00		750.00
6		Set of Electronic FL (32 watts)	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	700.00		0.00
7		Fluorescent Lamp #20	piece	5			5	650.00				0	0.00				0	0.00				0	0.00	5.00	130.00		650.00
8		Fluorescent Lamp (36 watts, Linear Tubular)	piece	20		20	40	13,600.00		20		20	6,800.00	20		20	40	13,600.00		20		20	6,800.00	120.00	340.00		40,800.00
9		Table Lamp/Desktop Lamp	piece	6			6	3,000.00				0	0.00				0	0.00				0	0.00	6.00	500.00		3,000.00
Electrical equipment and components and supplies																											
1		Adaptor	piece	200	10	10	220	22,000.00	13	10	17	40	4,000.00	25	10	10	45	4,500.00	13	7	12	32	3,200.00	337.00	100.00		33,700.00
2		Circular Female Socket	piece	16			16	1,432.00	5		2	7	626.50	10			10	895.00	5			5	447.50	38.00	89.50		3,401.00
3		Circular Lamp 32 watts	set	6			6	2,220.00				0	0.00	6			6	2,220.00				0	0.00	12.00	370.00		4,440.00
4		Extension Cord (4-gang, wire, plug), unit per meter, OMNI	unit	78		16	94	20,304.00	4		13	17	3,672.00	3		1	4	864.00	3		6	9	1,944.00	124.00	216.00		26,784.00
5		Electrical Wire #2	roll	5			5	17,500.00	1			1	3,500.00	1			1	3,500.00	1			1	3,500.00	8.00	3500		28,000.00
6		Electrical Outlet	set	115	3	3	121	7,018.00	13	3	3	19	1,102.00	13	3	3	19	1,102.00	13	3	3	19	1,102.00	178.00	58		10,324.00
7		Starter	piece	29	1	1	31	1,162.50	1	1	1	3	112.50	1	1	1	3	112.50	1	1	1	3	112.50	40.00	37.5		1,500.00
8		Universal Power Supply, UPS	unit	16			16	37,200.00				0	0.00				0	0.00				0	0.00	16.00	2325		37,200.00







Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
17		HP Officejet 7612	unit	5		1	6	77,940.00			1	1	12,990.00				0	0.00			2	2	25,980.00	9.00	12990	116,910.00
18		Epson Workforce DS-50000 A3 Flatbed Document Scanner	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	69995	0.00
19		External Hard Disk Drive, 4TB, USB 3.0	unit	10			10	94,900.00				0	0.00				0	0.00				0	0.00	10.00	9490	94,900.00
20		Camera Tripod	unit	2			2	15,000.00				0	0.00				0	0.00				0	0.00	2.00	7500	15,000.00
21		Eneloop Battery AAA/A Fast chargers	unit	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2000	2,000.00
22		Sandisk Extreme 128GB 90MB/S UHS-1 SD or Compact Flash	unit	2			2	9,000.00				0	0.00				0	0.00				0	0.00	2.00	4500	9,000.00
23		Printer Laserjet		10			10	64,900.00				0	0.00				0	0.00				0	0.00	10.00	6490	64,900.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
OTHER SOFTWARE																										
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Consumables																										
1		Canon Ink Pixma 5 PGBK (Black)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
2		Canon Ink Pixma 8 C (Cyan)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	450.00	0.00
3		Canon Ink Pixma 8 M (Magenta)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	450.00	0.00
4		Canon Ink Pixma 8 BK (Black)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	450.00	0.00
5		Canon Ink # 47 (Black)	cart	1	1	1	3	1,425.00	1	1	1	3	1,425.00	1	1	1	3	1,425.00	1	1	1	3	1,425.00	12.00	475.00	5,700.00
6		Canon Ink # 57 (Colored)	cart	1	1	1	3	1,950.00	1	1	1	3	1,950.00	1	1	1	3	1,950.00	1	1	1	3	1,950.00	12.00	650.00	7,800.00
7		Canon Ink 750 Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	718.00	0.00
8		Canon Ink 751 Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	631.00	0.00
9		Canon Ink 751 Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	631.00	0.00
10		Canon Ink 751 Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	631.00	0.00
11		HP Ink # 15 (6615)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,500.00	0.00
12		HP Ink # 17 (6625A)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,550.00	0.00
13		HP Ink # 46 (Black)	cart	2		2	4	2,000.00		2		2	1,000.00	2		2	4	2,000.00		2		2	1,000.00	12.00	500.00	6,000.00
14		HP Ink # 46 (Colored)	cart	2		2	4	2,400.00		2		2	1,200.00	2		2	4	2,400.00		2		2	1,200.00	12.00	600.00	7,200.00
15		HP Ink # 92 (9362)	cart	3			3	2,880.00		3		3	2,880.00			3	3	2,880.00				0	0.00	9.00	960.00	8,640.00
16		HP Ink # 95 (8766)	cart	3			3	3,300.00		3		3	3,300.00			3	3	3,300.00				0	0.00	9.00	1,100.00	9,900.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
17		HP Ink CC660AA # 702 (Black)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,250.00	0.00
18		Brother Printing Cartridge PC-402 RF	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,350.00	0.00
19		Brother Printing Cartridge PC-501	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,180.00	0.00
20		Brother LC39BK (Black)	cart	7	7	7	21	15,750.00	7	7	7	21	15,750.00	7	7	7	21	15,750.00	7	7	7	21	15,750.00	84.00	750.00	63,000.00
21		Brother LC-67 (Black)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	953.00	0.00
22		Brother Ink BT 5000C (Cyan)	cart	19	7	7	33	13,200.00	15	7	7	29	11,600.00	19	7	7	33	13,200.00	15	7	7	29	11,600.00	124.00	400.00	49,600.00
23		Brother Ink BT 5000M (Magenta)	cart	19	7	7	33	13,200.00	15	7	7	29	11,600.00	19	7	7	33	13,200.00	15	7	7	29	11,600.00	124.00	400.00	49,600.00
24		Brother Ink BT 5000Y (Yellow)	cart	19	7	7	33	13,200.00	15	7	7	29	11,600.00	19	7	7	33	13,200.00	15	7	7	29	11,600.00	124.00	400.00	49,600.00
25		Brother Ink BT 6000B (Black)	cart	19	7	7	33	13,200.00	15	7	7	29	11,600.00	19	7	7	33	13,200.00	15	7	7	29	11,600.00	124.00	400.00	49,600.00
26		Brother Toner, 261 (Black)	cart	6	6	6	18	24,300.00	6	6	6	18	24,300.00	6	6	6	18	24,300.00	6	6	6	18	24,300.00	72.00	1,350.00	97,200.00
27		Brother Toner, 261 (Cyan)	cart	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	72.00	1,487.00	107,064.00
28		Brother Toner, 261 (Magenta)	cart	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	72.00	1,487.00	107,064.00
29		Brother Toner, 261 (Yellow)	cart	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	6	6	6	18	26,766.00	72.00	1,487.00	107,064.00
30		Brother TN-2260	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,375.27	0.00
31		Brother Toner DR 2255	cart	6	1	2	9	26,910.00	5	2	1	8	23,920.00	6	1	2	9	26,910.00	5	2	1	8	23,920.00	34.00	2,990.00	101,660.00
32		Brother Toner DR 2355	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,990.00	0.00
33		Brother Toner TN 2360	cart	6	6	6	18	34,020.00	6	6	6	18	34,020.00	6	6	6	18	34,020.00	6	6	6	18	34,020.00	72.00	1,890.00	136,080.00
34		Canon PGI-35 (Black)	cart	42	22	22	86	49,880.00	42	22	22	86	49,880.00	41	22	22	85	49,300.00	42	22	22	86	49,880.00	343.00	580.00	198,940.00
35		Canon PGI-36 (Colored)	cart	47	22	22	91	59,150.00	47	22	22	91	59,150.00	47	22	22	91	59,150.00	47	22	22	91	59,150.00	364.00	650.00	236,600.00
36		Canon Ink # 98 (Colored)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	760.00	0.00
37		Fujifilm Maintenance Cartridge DX	cart	10			10	14,920.00	10			10	14,920.00	10			10	14,920.00	10			10	14,920.00	40.00	1,492.00	59,680.00
38		Fujifilm Ink Cartridge BLACK	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
39		Fujifilm Ink Cartridge CYAN	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
40		Fujifilm Ink Cartridge MAGENTA	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
41		Fujifilm Ink Cartridge YELLOW	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
42		Fujifilm Ink Cartridge SKYBLUE	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
43		Fujifilm Ink Cartridge PINK	cart	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	15			15	31,950.00	60.00	2,130.00	127,800.00
44		HP Ink GT51 (Black)	cart	13			13	4,875.00	3			3	1,125.00	13			13	4,875.00	3			3	1,125.00	32.00	375.00	12,000.00
45		HP Ink GT52 (Cyan)	cart	13			13	4,875.00	3			3	1,125.00	13			13	4,875.00	3			3	1,125.00	32.00	375.00	12,000.00
46		HP Ink GT52 (Magenta)	cart	13			13	4,875.00	3			3	1,125.00	13			13	4,875.00	3			3	1,125.00	32.00	375.00	12,000.00
47		HP Ink GT52 (Yellow)	cart	10			10	3,750.00				0	0.00	10			10	3,750.00				0	0.00	20.00	375.00	7,500.00
48		HP Ink # 932 (Black)	cart	16	7	12	35	34,650.00	11	12	7	30	29,700.00	16	7	12	35	34,650.00	11	12	7	30	29,700.00	130.00	990.00	128,700.00
49		HP Ink # 933C (Cyan)	cart	17	6	13	36	32,400.00	10	13	6	29	26,100.00	17	6	12	35	31,500.00	10	13	6	29	26,100.00	129.00	900.00	116,100.00
50		HP Ink # 933M (Magenta)	cart	22	6	14	42	37,800.00	14	14	6	34	30,600.00	22	6	14	42	37,800.00	14	14	6	34	30,600.00	152.00	900.00	136,800.00
51		HP Ink # 933Y (Yellow)	cart	19	6	15	40	36,000.00	10	15	6	31	27,900.00	19	6	14	39	35,100.00	10	15	6	31	27,900.00	141.00	900.00	126,900.00
52		HP Toner 4092A (92A)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,726.78	0.00
53		HP Officejet 7612 Ink Black 932	unit	3	3	3	9	10,800.00	3	3	3	9	10,800.00	3	3	3	9	10,800.00	3	3	3	9	10,800.00	36.00	1200	43,200.00







Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
22		Water, mineral	bottle	276	230	232	738	29,520.00	242	232	232	706	28,240.00	242	232	232	706	28,240.00	242	232	242	716	28,640.00	2,866.00	40.00	114,640.00
23		Water Dispenser	unit	45	1	3	49	220,500.00				0	0.00	3			3	13,500.00		1		1	4,500.00	53.00	4,500.00	238,500.00
24		Post it (2x3)	pad	1		2	3	96.66		1		1	32.22	1			1	32.22		1		1	32.22	6.00	32.22	193.32
25		Office Tables	unit	2	2		4	56,000.00				0	0.00				0	0.00				0	0.00	4.00	14,000.00	56,000.00
26		Office Chairs	unit	15	3		18	216,000.00				0	0.00				0	0.00				0	0.00	18.00	12,000.00	216,000.00
27		Executive Chair	piece	1			1	7,000.00				0	0.00				0	0.00				0	0.00	1.00	7,000.00	7,000.00
28		Gun Tacker Staple (#T25), 9/16" 14mm	box	1			1	200.00	1			1	200.00	1			1	200.00	1			1	200.00	4.00	200.00	800.00
29		RJ45	box	1			1	5,000.00				0	0.00	1			1	5,000.00				0	0.00	2.00	5,000.00	10,000.00
30		Belden CAT6 UTP Cable 4-pairs 24AWG	box	1			1	10,400.00				0	0.00				0	0.00				0	0.00	1.00	10,400.00	10,400.00
31		Corkboard 45x60cm (1.5x2ft)				1	1	250.00				0	0.00				0	0.00				0	0.00	1.00	250.00	250.00
32		IP Phones	unit	4			4	20,000.00				0	0.00				0	0.00				0	0.00	4.00	5,000.00	20,000.00
33		Lightning Arrester/Protector	unit	4			4	20,000.00				0	0.00				0	0.00				0	0.00	4.00	5,000.00	20,000.00
34		Airpot	unit			1	1	2,500.00				0	0.00				0	0.00				0	0.00	1.00	2,500.00	2,500.00
35		Office Partition Divider (4 panels)	unit		2		2	15,000.00				0	0.00				0	0.00				0	0.00	2.00	7,500.00	15,000.00
36		Postage (Phil. Postal) (Records Section)		1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	12.00	2,000.00	24,000.00
37		Service Courier (Usec. Marvin R. Gatpayat)		1	1	1	3	10,830.00	1	1	1	3	10,830.00	1	1	1	3	10,830.00	1	1	1	3	10,830.00	12.00	3,610.00	43,320.00
38		GI 790 - BLACK		6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	72.00	270.00	19,440.00
39		GI 790 - CYAN		6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	72.00	270.00	19,440.00
40		GI 790 - MAGENTA		6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	72.00	270.00	19,440.00
41		GI 790 - YELLOW		6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	6	6	6	18	4,860.00	72.00	270.00	19,440.00
42		Epson 003 - BLACK		12	12	12	36	10,170.00	12	12	12	36	10,170.00	12	12	12	36	10,170.00	12	12	12	36	10,170.00	144.00	282.50	40,680.00
43		Epson 003 - CYAN		7	7	7	21	5,932.50	7	7	7	21	5,932.50	7	7	7	21	5,932.50	7	7	7	21	5,932.50	84.00	282.50	23,730.00
44		Epson 003 - MAGENTA		7	7	7	21	5,932.50	7	7	7	21	5,932.50	7	7	7	21	5,932.50	7	7	7	21	5,932.50	84.00	282.50	23,730.00
45		Epson 003 - YELLOW		7	7	2	16	4,520.00	7	7	7	21	5,932.50	7	7	7	21	5,932.50	7	7	7	21	5,932.50	79.00	282.50	22,317.50
46		Brother QL-7000 Label Printer (Asset Management and Document Management)	unit	1			1	5,550.00				0	0.00				0	0.00				0	0.00	1.00	5,550.00	5,550.00
47		Two way radio for FOI Caravans/Roadshow	unit	6			6	6,000.00				0	0.00				0	0.00				0	0.00	6.00	1,000.00	6,000.00
48		Projcetor Screen	unit	1			1	10,000.00				0	0.00				0	0.00				0	0.00	1.00	10,000.00	10,000.00
49		Customized signpen for IAC-FOI Exceptions	unit	20			20	1,200.00				0	0.00				0	0.00				0	0.00	20.00	60.00	1,200.00
50		Customized notepad (8.5 in x 11 in, 100 sheers per pad)		20			20	6,000.00				0	0.00				0	0.00				0	0.00	20.00	300.00	6,000.00
51		Conference Microphone	unit	10			10	20,000.00				0	0.00				0	0.00				0	0.00	10.00	2,000.00	20,000.00
52		Licensed Microsoft Office for Windows	unit	5			5	15,000.00				0	0.00				0	0.00				0	0.00	5.00	3,000.00	15,000.00
53		Customized professional padfolio case leather black	unit	20			20	18,000.00				0	0.00				0	0.00				0	0.00	20.00	900.00	18,000.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
54		Brother LC39M (Magenta)	cart	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	36.00	800.00	28,800.00
55		Brother LC39Y (Yellow)	cart	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	36.00	800.00	28,800.00
56		Brother LC39C (Blue)	cart	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	3	3	3	9	7,200.00	36.00	800.00	28,800.00
57		Brother TN-2280		2	2	2	6	17,940.00	2	2	2	6	17,940.00	2	2	2	6	17,940.00	2	2	2	6	17,940.00	24.00	2,990.00	71,760.00
58		Brother DR-2255 (High Yield Approx. 2600 pages)	pc	2	2	2	6	17,940.00	2	2	2	6	17,940.00	2	2	2	6	17,940.00	2	2	2	6	17,940.00	24.00	2,990.00	71,760.00
59		Brother BT 600 BK	pc	2			2	5,980.00				0	0.00	2			2	5,980.00				0	0.00	4.00	2,990.00	11,960.00
60		Brother BT 5000CMY	pc	2			2	5,800.00				0	0.00	2			2	5,800.00				0	0.00	4.00	2,900.00	11,600.00
61		Brother WT 220 CL	pc	1		1	2	19,000.00		1		1	9,500.00	1		1	2	19,000.00		1		1	9,500.00	6.00	9,500.00	57,000.00
62		Brother BU-220 CL	pc	1		1	2	19,000.00		1		1	9,500.00	1		1	2	19,000.00		1		1	9,500.00	6.00	9,500.00	57,000.00
63		Brother DR-261 CL	pc	2			2	19,000.00	2			2	19,000.00	2			2	19,000.00	2			2	19,000.00	8.00	9,500.00	76,000.00
64		Sharp AR-6023N	pc	2		2	4	27,200.00		2		2	13,600.00	2		2	4	27,200.00		2		2	13,600.00	12.00	6,800.00	81,600.00
65		Clerical Chair	pc	20			20	59,980.00				0	0.00				0	0.00				0	0.00	20.00	2,999.00	59,980.00
66		Heavy Duty Stapler	pc	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2,000.00	2,000.00
67		Printing of Simplified FOI Manual	A3 Poster			100	100	10,000.00				0	0.00				0	0.00				0	0.00	100.00	100.00	10,000.00
68		FOI Collaterals					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
69		FOI Certification Holders (A4, Leatherette; Stamp:Gold logo (2.5 x 2.5) Color: Royal blue; Ribbons: 4 side)	unit	3750			3750	450,000.00				0	0.00	750			750	90,000.00				0	0.00	4,500.00	120.00	540,000.00
70		FOI Briefer (English)	page	1000	1000		2000	60,000.00				0	0.00	1000			1000	30,000.00				0	0.00	3,000.00	30.00	90,000.00
71		FOI Briefer (Tagalog)	page	1000	1000		2000	60,000.00				0	0.00	1000			1000	30,000.00				0	0.00	3,000.00	30.00	90,000.00
72		FOI Briefer (Ilonggo)	page		500		500	15,000.00				0	0.00				0	0.00				0	0.00	500.00	30.00	15,000.00
73		FOI Briefer (Bisaya)	page	1000	500		1500	45,000.00				0	0.00	1000			1000	30,000.00				0	0.00	2,500.00	30.00	75,000.00
74		FOI Briefer (3 languages)			1500		1500	45,000.00				0	0.00				0	0.00				0	0.00	1,500.00	30.00	45,000.00
75		FOI Folders	piece	800			800	28,000.00				0	0.00	800			800	28,000.00				0	0.00	1,600.00	35.00	56,000.00
76		FOI Notebooks (8.2 x 7" Print: Full color with lines inside, Double wired (White) and Page cover (matte) color)	piece	600			600	36,000.00				0	0.00	600			600	36,000.00				0	0.00	1,200.00	60.00	72,000.00
77		FOI Manuals (8.5 x 11" bi fold 50 pages)		500			500	25,000.00				0	0.00				0	0.00				0	0.00	500.00	50.00	25,000.00
78		FOI Tote Bag (14"x12", Print: 3 colors, Cotton (White) with velcro)	piece	700			700	52,500.00				0	0.00	500			500	37,500.00				0	0.00	1,200.00	75.00	90,000.00
79		FOI and full name (Printing)	piece	500			500	25,000.00				0	0.00	500			500	25,000.00				0	0.00	1,000.00	50.00	50,000.00
80		FOI USB (32 Gb, Wooden + Crystal glass, Crystal (3D Laser Engraved FOI logo, Color: Transparent, wooden) Jacket (Unisex (S,M,L), Color of Jacket: Navy Blue; color of text: Light Gray)	piece	300			300	150,000.00				0	0.00	200			200	100,000.00				0	0.00	500.00	500.00	250,000.00
81		FOI Photo Shift (Photo shift, 3-XL; Navy Blue; Text: Light Gray (Embroidered) - 3.5")	piece	500			500	445,000.00				0	0.00	500			500	445,000.00				0	0.00	1,000.00	890.00	890,000.00
82		FOI Bookmarks (6x1.5", with ribbon, full color, front and back)	piece	400			400	140,000.00				0	0.00	300			300	105,000.00				0	0.00	700.00	350.00	245,000.00
83		FOI Sticker (Vinyl finish, full color)	piece	1000			1000	15,000.00				0	0.00				0	0.00				0	0.00	1,000.00	15.00	15,000.00
84		FOI Sticker (Vinyl finish, full color)	piece	1000			1000	30,000.00				0	0.00				0	0.00				0	0.00	1,000.00	30.00	30,000.00
85		FOI Compliant Sticker (vinyl Finish, full color)	piece	1500			1500	127,500.00				0	0.00				0	0.00				0	0.00	1,500.00	85.00	127,500.00



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
86	FOI Laptop bag (13" laptop bag; type: Letter and logo (Embroidered); Material: Nylon, Color: Navy Blue, Style: Shoulder	piece	150			150	90,000.00				0	0.00				0	0.00				0	0.00	150.00	600.00	90,000.00
87	FOI Pull Up Standee (6x2.5 ft. Pull up banner with stand, full color)	unit	10			10	15,000.00				0	0.00				0	0.00				0	0.00	10.00	1,500.00	15,000.00
88	FOI Lanyard (36"x1.5", Lobster clip, Full color)	piece	1000			1000	55,000.00				0	0.00				0	0.00				0	0.00	1,000.00	55.00	55,000.00
89	FOI compliant certificate (A4; Full color)	piece	2000			2000	40,000.00				0	0.00				0	0.00				0	0.00	2,000.00	20.00	40,000.00
90	FOI Annual Report (A4 magazine, full colors, 50 pages)	piece	1000			1000	150,000.00				0	0.00				0	0.00				0	0.00	1,000.00	150.00	150,000.00
91	FOI Tumbler (Double Wall Stainless Tumbler with Vacuum Press cover)	piece	200			200	43,000.00				0	0.00				0	0.00				0	0.00	200.00	215.00	43,000.00
92	FOI Sweater (Unisex (S,M,L) color of thread: Navy Blue, Emroidered)	piece	100			100	59,000.00				0	0.00				0	0.00				0	0.00	100.00	590.00	59,000.00
93	FOI Workshop Materials					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
94	Double sided tissue tape 18mmx9m B-roll (Scotch)	roll	5			5	245.00				0	0.00	5			5	245.00				0	0.00	10.00	49.00	490.00
95	Double-sided foam tape 24mm x9 m (Polar Bear)	roll	5			5	1,245.00				0	0.00	5			5	1,245.00				0	0.00	10.00	249.00	2,490.00
96	6 gram all-purpose glue stick (Elmer's)	piece	5			5	130.00				0	0.00	5			5	130.00				0	0.00	10.00	26.00	260.00
97	High-impact storage box 50L (Megabox MG-697)	piece	4			4	1,400.00				0	0.00				0	0.00				0	0.00	4.00	350.00	1,400.00
98	Fine permanent markers 24+1 (Sharpie)	set	3			3	2,400.00				0	0.00				0	0.00				0	0.00	3.00	800.00	2,400.00
99	Permanent markers Jumbo (Pilot Reg Sc6600 Jumbo Bkblrd)	piece	3			3	480.00				0	0.00				0	0.00				0	0.00	3.00	160.00	480.00
100	Assorted colors, permanent markers (pilot reg Scb Broad)	piece	30			30	1,290.00				0	0.00	30			30	1,290.00				0	0.00	60.00	43.00	2,580.00
101	Other equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
102	Printer, Canon Pixma IP110 Portable Wireless Printer	unit	1			1	12,695.00				0	0.00				0	0.00				0	0.00	1.00	12,695.00	12,695.00
103	Apple magic mouse	piece	1			1	3,000.00				0	0.00				0	0.00				0	0.00	1.00	3,000.00	3,000.00
104	Sandisk Extreme 128GB 90MB/UHS-1sd or Compact Flash	piece	1			1	4,500.00				0	0.00				0	0.00				0	0.00	1.00	4,500.00	4,500.00
105	Bose sound Mini edition bluetooth speaker	piece	1			1	12,000.00				0	0.00				0	0.00				0	0.00	1.00	12,000.00	12,000.00
106	PCOO Roadshow Materials					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
107	PCOO Roadshow Banner Tarpaulin 8x12ft (8x12ft, full color)	piece	2			2	3,000.00				0	0.00				0	0.00				0	0.00	2.00	1,500.00	3,000.00
108	PCOO Roadshow Banner Tarpaulin 8x5 ft (8x5 ft, full color)	piece	2			2	1,400.00				0	0.00				0	0.00				0	0.00	2.00	700.00	1,400.00
109	PCOO Roadshow Standee (6x2.5 ft, Pull up banner with stand)	unit	2			2	3,600.00				0	0.00				0	0.00				0	0.00	2.00	1,800.00	3,600.00
110	FOI Biefers (english) (Bi-fold, 8.5 x13", full color)	piece	1000			1000	30,000.00				0	0.00				0	0.00				0	0.00	1,000.00	30.00	30,000.00
111	FOI Biefers (tagalog) (Bi-fold, 8.5x13", Full color)	piece	600			600	18,000.00				0	0.00				0	0.00				0	0.00	600.00	30.00	18,000.00
112	FOI Biefers (bisaya) (Bi-fold, 8.5x13", Full color)	piece	600			600	18,000.00				0	0.00				0	0.00				0	0.00	600.00	30.00	18,000.00
113	FOI Biefers (ilonggo) (Bi-fold, 8.5x13", Full color)	piece	600			600	18,000.00				0	0.00				0	0.00				0	0.00	600.00	30.00	18,000.00
114	FOI Biefers (ilokano) (Bi-fold, 8.5x13", Full color)	piece	600			600	18,000.00				0	0.00				0	0.00				0	0.00	600.00	30.00	18,000.00
115	FOI Notepad (6x5" 50 sheets)	unit	500			500	15,000.00				0	0.00				0	0.00				0	0.00	500.00	30.00	15,000.00
116	Press Freedom Caravan Materials					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
117	Press Freedom Caravan Banner Tarpaulin 8x12 ft, full color	piece	2			2	3,000.00				0	0.00				0	0.00				0	0.00	2.00	1,500.00	3,000.00







Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
A. TOTAL																								
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		26,360,000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																						P		2,636,000.00
D. GRAND TOTAL (A + B+ C)																								
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P		28,996,000.00
F. MONTHLY CASH REQUIREMENTS																						P		
G.1 Available at Procurement Service Stores				3,550,302.14			2,340,340.10			2,635,262.41			2,197,926.65	P		10,723,831.29								
G.2 Other Items not available at PS but regularly purchased from other sources				7,632,465.33			2,280,280.98			3,478,621.31			2,244,798.21	P		15,636,165.83								
TOTAL MONTHLY CASH REQUIREMENTS				11,182,767.47			4,620,621.08			6,113,883.72			4,442,724.86	P		26,359,997.12								

*\*Agency must put the monthly requirement for air tickets both local and international.*

*\*Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

MARY ANN R. VALMORIA  
Property Officer

Certified Funds Available / Certified Appropriate Funds Available:

MA. TERESA L. UBAS / MA. ALMA F. FRANCISCO  
Chief Accountant / Budget Officer

Approved by:

UNDERSECRETARY GEORGE A. APACIBLE  
Authorized Representative of the HOPE

Date Prepared: 10/29/2019