

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

Introduction:

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

Instructions:

1. Download the worksheet file APP-CSE 2021 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 2021 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 2021 form should be:
  - a. Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. 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.

Department/Bureau/Office:	ADVANCE SCIENCE AND TECHNOLOGY INSTITUTE (ASTI)	Agency Account Code: Q003	Contact Person: KATHERINE B. RAMOS
Region:	NATIONAL CAPITAL REGION	Organization Type: NATIONAL GOVERNMENT AGENCY	Position: ADMINISTRATIVE OFFICER V
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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						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	11		3	14	1,951.04	1				1	139.36	1			1	139.36	1			1	139.36	17.00	139.36	2,369.12
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	69	2	197	268	11,679.44	15	2	102	119	5,186.02	15	2	2	19	828.02	15	2	2	19	828.02	425.00	43.58	18,521.50	
3	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	140	26	26	192	17,664.00	40	26	26	92	8,464.00	40	26	26	92	8,464.00	40	26	26	92	8,464.00	468.00	92.00	43,056.00	
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	46			46	21,049.60	36		-	36	16,473.60	36			36	16,473.60	36			36	16,473.60	154.00	457.60	70,470.40	
5	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	16	2	2	20	3,028.60	10	2	2	14	2,120.02	10	2	2	14	2,120.02	10	2	2	14	2,120.02	62.00	151.43	9,388.66	
<b>Color Compounds and Dispersions</b>																											
6	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	6	0	0	6	209.70				0	0.00	3	0	0	3	104.85				0	0.00	9.00	34.95	314.55	
<b>Films</b>																											
7	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00	
8	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	221.00	0.00	
9	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52				0	0.00				0	0.00				0	0.00	1.00	208.52	208.52	

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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
<b>Paper Materials and Products</b>																										
10	14111525-CA-A01	CARTOLINA, assorted colors	pack			2	2	167.44				0	0.00				0	0.00				0	0.00	2.00	83.72	167.44
11	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
12	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.6	0.00
13	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1528.8	0.00
14	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
15	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
16	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
17	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.96	0.00
18	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	77	0	13	90	3,335.40	17	0	20	37	1,371.22	16	0	3	19	704.14	17	0	3	20	741.20	166.00	37.06	6,151.96
19	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	69	2	12	83	4,920.24	10	2	14	26	1,541.28	9	2	2	13	770.64	10	2	2	14	829.92	136.00	59.28	8,062.08
20	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	57	1	11	69	3,293.37	17	1	18	36	1,718.28	16	1	1	18	859.14	17	1	1	19	906.87	142.00	47.73	6,777.66
21	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	73	6	16	95	1,143.80	18	6	56	80	963.20	21	6	6	33	397.32	18	6	6	30	361.20	238.00	12.04	2,865.52
22	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	268	20	76	364	62,083.84	65	20	41	126	21,490.56	65	20	21	106	18,079.36	65	20	21	106	18,079.36	702.00	170.56	119,733.12
23	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	135	27	57	219	39,730.98	53	27	32	112	20,319.04	53	27	27	107	19,411.94	53	27	27	107	19,411.94	545.00	181.42	98,873.90
24	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	133.12	0.00
25	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	138.97	0.00
26	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.68	0.00
27	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	98.05	0.00
28	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55.64	0.00
29	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	3			3	212.16				0	0.00				0	0.00				0	0.00	3.00	70.72	212.16
30	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	2	2	9	917.28	1	1	1	3	305.76	1	1	1	3	305.76				0	0.00	15.00	101.92	1,528.80
31	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	317	20	300	637	55,317.08	119	20	255	394	34,214.96	120	20	20	160	13,894.40	119	20	20	159	13,807.56	1,350.00	86.84	117,234.00
<b>Batteries and Cells and Accessories</b>																										
32	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	154	5	47	206	7,477.80	6	0	55	61	2,214.30	28	0	0	28	1,016.40	6	0	0	6	217.80	301.00	36.3	10,926.30
33	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	153	3	53	209	4,123.57	8	0	70	78	1,538.94	30	0	0	30	591.90	7	0	0	7	138.11	324.00	19.73	6,392.52
34	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	40			40	3,848.00				0	0.00	1			1	96.20				0	0.00	41.00	96.2	3,944.20
<b>Manufacturing Components and Supplies</b>																										
35	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	11	1	7	19	1,358.50	3	1	1	5	357.50	3	0	0	3	214.50	2			2	143.00	29.00	71.5	2,073.50
36	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	4	3	3	10	197.60				0	0.00	4	3	3	10	197.60				0	0.00	20.00	19.76	395.20
37	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	18	4	4	26	548.34	3	0	0	3	63.27	8	4	4	16	337.44	3	0	0	3	63.27	48.00	21.09	1,012.32
38	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	7		5	12	224.04	1			1	18.67	1			1	18.67	1			1	18.67	15.00	18.67	280.05
39	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	5	1	8	14	764.40	2			2	109.20	4	0	1	5	273.00	2			2	109.20	23.00	54.6	1,255.80
40	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	37	1	1	39	4,157.40	1		25	26	2,771.60	2			2	213.20	1			1	106.60	68.00	106.6	7,248.80

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41	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	27	0	11	38	758.86	1		25	26	519.22	1	0	1	2	39.94	1			1	19.97	67.00	19.97	1,337.99	
42	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	35	2	13	50	504.50	4	0	26	30	302.70	8	2	3	13	131.17	4	0	1	5	50.45	98.00	10.09	988.82	
43	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	5	2	7	14	279.58				0	0.00	2	2	2	6	119.82				0	0.00	20.00	19.97	399.40	
44	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5			5	291.20				0	0.00				0	0.00				0	0.00	5.00	58.24	291.20	
<b>Heating and Ventilation and Air Circulation</b>																											
45	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2			2	2,219.36				0	0.00				0	0.00				0	0.00	2.00	1109.68	2,219.36	
46	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1369.68	0.00	
47	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	856.86	0.00	
48	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	674.96	0.00	
<b>Lighting and Fixtures and Accessories</b>																											
49	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	205.82	0.00	
50	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	30			30	2,464.80				0	0.00				0	0.00				0	0.00	30.00	82.16	2,464.80	
<b>Measuring and Observing and Testing Equipment</b>																											
51	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	12	0	0	12	212.16				0	0.00				0	0.00				0	0.00	12.00	17.68	212.16	
<b>Cleaning Equipment and Supplies</b>																											
52	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	11		22	33	2,977.26				0	0.00	1			1	90.22				0	0.00	34.00	90.22	3,067.48	
53	47131604-BR-S01	BROOM, soft (tambo)	piece	2			2	272.48				0	0.00				0	0.00				0	0.00	2.00	136.24	272.48	
54	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.2	0.00	
55	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.6	0.00	
56	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23.92	0.00	
57	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.3	0.00	
58	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.43	0.00	
59	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	199		42	241	31,079.36	181		30	211	27,210.56	181		20	201	25,920.96	181			181	23,341.76	834.00	128.96	107,552.64	
60	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2	49.66				0	0.00				0	0.00				0	0.00	2.00	24.83	49.66	
61	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	309.76	0.00	
62	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	17			17	2,042.04				0	0.00				0	0.00				0	0.00	17.00	120.12	2,042.04	
63	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2288	0.00	
64	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	124.8	0.00	
65	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	123.76	0.00	
66	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	15	1	2	18	968.76	1	1	1	3	161.46	1	1	1	3	161.46	1	1	1	3	161.46	27.00	53.82	1,453.14	
67	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	112.32	0.00	
68	47121701-TB-P04	TRASHBAG, plastic, transparent	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	134.68	0.00	
69	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	26.97	0.00	
<b>PERSONAL PROTECTIVE EQUIPMENT</b>																											

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70	46181702-FSH01	FACE SHIELD, direct splash protection	piece	1000	0	0	1000	156,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,000.00	156	156,000.00	
71	42132203-MG-G02	PREMIUM LATEX GLOVES	piece	130	30	30	190	583.30	30	30	30	90		30	30	30	90		30	30	30	90	276.30	460.00	3.07	1,412.20	
72	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	1200			1200	16,848.00				0					0					0	0.00	1,200.00	14.04	16,848.00	
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																											
73	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	42390.4	0.00	
74	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2650.83	0.00	
75	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	2	0	0	2	334.88				0	0.00				0	0.00				0	0.00	2.00	167.44	334.88	
76	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41392	0.00	
77	43211708-MO-O01	MOUSE, optical, USB connection type	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	111.3	0.00	
78	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	
79	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	
80	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88	0.00	
<b>Office Equipment and Accessories and Supplies</b>																											
81	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29.64	0.00	
82	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	130	15	19	164	1,436.64	20	15	39	74	648.24	22	15	14	51	446.76	22	15	14	51	446.76	340.00	8.76	2,978.40	
83	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	54	13	15	82	1,248.04	19	13	13	45	684.90	21	13	13	47	715.34	21	13	13	47	715.34	221.00	15.22	3,363.62	
84	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	24	11	13	48	1,073.28	16	11	11	38	849.68	17	11	11	39	872.04	18	11	11	40	894.40	165.00	22.36	3,689.40	
85	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	27	7	9	43	2,347.80	11	7	7	25	1,365.00	13	7	7	27	1,474.20	12	7	7	26	1,419.60	121.00	54.6	6,606.60	
86	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	78	6	26	110	1,542.20	12	6	56	74	1,037.48	22	6	6	34	476.68	10	6	6	22	308.44	240.00	14.02	3,364.80	
87	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00	2			2	154.40				0	0.00				0	0.00	2.00	77.2	154.40	
88	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	94	23	60	177	12,149.28	33	23	29	85	5,834.40	33	13	13	59	4,049.76	23	13	13	49	3,363.36	370.00	68.64	25,396.80	
89	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	0	0	5	3,365.45	2			2	1,346.18	2			2	1,346.18	2			2	1,346.18	11.00	673.09	7,403.99	
90	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	4	0	0	4	3,708.64	2			2	1,854.32	2			2	1,854.32	2			2	1,854.32	10.00	927.16	9,271.60	
91	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1			1	738.40				0	0.00				0	0.00				0	0.00	1.00	738.4	738.40	
92	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	57	0	0	57	1,737.93	2			2	60.98	7	0	0	7	213.43	2			2	60.98	68.00	30.49	2,073.32	
93	44121506-EN-M02	ENVELOPE, MAILING, white, 70gsm (-5%)	box	3	0	1	4	1,512.80				0	0.00	2			2	756.40				0	0.00	6.00	378.2	2,269.20	
94	44121504-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	433.68	0.00	
95	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	4			4	41.20				0	0.00				0	0.00				0	0.00	4.00	10.3	41.20	
96	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.41	0.00	
97	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5			5	430.20			5	5	430.20				0	0.00				0	0.00	10.00	86.04	860.40	
98	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	24		10	34	378.42	1			1	11.13	2			2	22.26	1			1	11.13	38.00	11.13	422.94	
99	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	22	11	21	54	768.42	12	11	11	34	483.82	12	1	1	14	199.22	2	1	1	4	56.92	106.00	14.23	1,508.38	
100	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	270.4	0.00	
101	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle			1	1	311.88				0	0.00				0	0.00				0	0.00	1.00	311.88	311.88	

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
102	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1		1	2	342.86				0	0.00	2			2	342.86				0	0.00	4.00	171.43	685.72
103	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	3	0	0	3	729.72	1			1	243.24	2	0	0	2	486.48	1			1	243.24	7.00	243.24	1,702.68
104	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	21	0	0	21	20,005.44				0	0.00	20			20	19,052.80				0	0.00	41.00	952.64	39,058.24
105	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	558.00				0	0.00				0	0.00				0	0.00	2.00	279	558.00
106	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	3			3	964.08				0	0.00				0	0.00				0	0.00	3.00	321.36	964.08
107	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	4	0	0	4	226.72	3	0	0	3	170.04	3	0	0	3	170.04	3	0	0	3	170.04	13.00	56.68	736.84
108	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	4		5	9	374.40				0	0.00				0	0.00				0	0.00	9.00	41.6	374.40
109	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	11	6	6	23	856.29	1			1	37.23	1			1	37.23	1			1	37.23	26.00	37.23	967.98
110	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	100		20	120	1,641.60				0	0.00				0	0.00				0	0.00	120.00	13.68	1,641.60
111	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	53	3	23	79	1,080.72				0	0.00	3	3	3	9	123.12				0	0.00	88.00	13.68	1,203.84
112	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13.68	0.00
113	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	4		5	9	80.82	2			2	17.96	1			1	8.98	1			1	8.98	13.00	8.98	116.74
114	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	57	2	7	66	592.68	2			2	17.96	3	2	2	7	62.86	1			1	8.98	76.00	8.98	682.48
115	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.98	0.00
116	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	161	11	11	183	1,420.08	18	11	31	60	465.60	18	11	11	40	310.40	17	11	11	39	302.64	322.00	7.76	2,498.72
117	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	20	10	10	40	685.60	12	10	10	32	548.48	11	10	10	31	531.34	11	10	10	31	531.34	134.00	17.14	2,296.76
118	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	28	0	0	28	582.12	6	0	0	6	124.74	7	0	0	7	145.53	6	0	0	6	124.74	47.00	20.79	977.13
119	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	3			3	719.37				0	0.00				0	0.00				0	0.00	3.00	239.79	719.37
120	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	4	0	0	4	400.20	1	0	0	1	100.05	1	0	0	1	100.05	1	0	0	1	100.05	7.00	100.05	700.35
121	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	0	0	2	69.90	2	0	0	2	69.90	2	0	0	2	69.90	2	0	0	2	69.90	8.00	34.95	279.60
122	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	5		20	25	370.50				0	0.00				0	0.00			0	0	0.00	25.00	14.82	370.50
123	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	11			11	367.73				0	0.00				0	0.00				0	0.00	11.00	33.43	367.73
124	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	1	0	0	1	453.96				0	0.00				0	0.00				0	0.00	1.00	453.96	453.96
125	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece			1	1	202.67				0	0.00				0	0.00				0	0.00	1.00	202.67	202.67
126	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	0	0	1	131.96				0	0.00				0	0.00				0	0.00	1.00	131.96	131.96
127	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	10			10	405.60				0	0.00				0	0.00				0	0.00	10.00	40.56	405.60
128	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2	0	0	2	353.60				0	0.00				0	0.00				0	0.00	2.00	176.8	353.60
129	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.76	0.00
130	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	8	3	3	14	348.60	0			0	0.00	3	2	1	6	149.40	0			0	0.00	20.00	24.9	498.00
131	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2			2	128.40				0	0.00				0	0.00				0	0.00	2.00	64.2	128.40
132	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9534.72	0.00
133	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	7	0	0	7	2,427.95				0	0.00				0	0.00				0	0.00	7.00	346.85	2,427.95
134	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5642	0.00
135	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9297.6	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	
136	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5699.2	0.00	
137	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
<b>Printer or Facsimile or Photocopier Supplies</b>																											
138	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	
139	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	989.04	0.00	
140	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.6	0.00	
141	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754	0.00	
142	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	780	0.00	
143	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	
144	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	
145	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	
146	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	
147	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
148	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	0	0.00	
149	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	
150	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	
151	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	0	0.00	
152	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	
153	44103105-HP-C48	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	
154	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	
155	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	
156	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	
157	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	
158	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	
159	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	
160	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00	
161	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00	
162	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	
163	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	
164	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	
165	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	1346.8	0.00	
166	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	756.08	0.00	
167	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	931.84	0.00	
168	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	

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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
169	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
170	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
171	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
172	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1786.72	0.00
173	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1326	0.00
174	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1326	0.00
175	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1326	0.00
176	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
177	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
178	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
179	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
180	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	312	0.00
181	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	256.88	0.00
182	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	256.88	0.00
183	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	256.88	0.00
184	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	405.6	0.00
185	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	405.6	0.00
186	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
187	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
188	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
189	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
190	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
191	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
192	44103105-HX-Y48	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
193	44103105-HX-B48	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1644.24	0.00
194	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	453.62	0.00
195	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	453.62	0.00
196	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	453.62	0.00
197	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
198	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
199	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
200	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
201	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
202	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

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
203	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	736.62	0.00
204	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.94	0.00
205	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2685.28	0.00
206	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
207	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
208	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
209	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
210	44103103-HP-B12	TONER CART, HP CB435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3380	0.00
211	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
212	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
213	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	1	0	0	1	3,952.00	0	0	0	0	0.00				0	0.00	1	0	0	1	3,952.00	2.00	3952	7,904.00
214	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	1	0	1	2	6,864.00	1	0	1	2	6,864.00	1	0	1	2	6,864.00	1	0	1	2	6,864.00	8.00	3432	27,456.00
215	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2614.56	0.00
216	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
217	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
218	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
219	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
220	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
221	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
222	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
223	44103103-HP-B25	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8476	0.00
224	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
225	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
226	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
227	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
228	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
229	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
230	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
231	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
232	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
233	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	7332	0.00
234	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3044.08	0.00
235	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5787.6	0.00
236	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
237	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5200	0.00
238	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9004.3	0.00
239	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
240	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
241	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
242	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
243	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
244	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
245	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
246	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
247	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
248	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
249	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
250	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
251	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
252	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
253	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
254	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
255	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
256	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
257	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
258	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
259	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
260	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
261	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
262	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
263	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
264	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
265	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
266	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
267	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
268	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
269	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
270	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

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				
271	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	
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3900	0.00	
273	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
274	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4399.2	0.00	
275	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
276	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
277	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3406	0.00	
278	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	
279	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	
280	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	
281	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	
282	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	
283	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
284	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	
285	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	
286	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	
287	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4066.4	0.00	
288	44103103-BR-B15	TONER CARTRIDGE, 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	
289	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	
<b>Audio and Visual Equipment and Supplies</b>																											
290	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23623.6	0.00	
291	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	
<b>Flag or Accessories</b>																											
292	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	3	0	0	3	854.52	2	0	0	2	569.68	2	0	0	2	569.68	2	0	0	2	569.68	9.00	284.84	2,563.56	
<b>Printed Publications</b>																											
293	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.21	0.00	
<b>Fire Fighting Equipment</b>																											
294	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1144	0.00	
295	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5613.25	0.00	
<b>Consumer Electronics</b>																											
296	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1	0	0	1	6,415.64				0	0.00				0	0.00				0	0.00	1.00	6415.64	6,415.64	
<b>Furniture and Furnishings</b>																											
297	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	303.68	0.00	
298	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	301.6	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	
299	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1235.52	0.00	
300	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1315.6	0.00	
<b>Arts and Crafts Equipment and Accessories and Supplies</b>																											
301	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	9	0	0	9	333.36				0	0.00				0	0.00				0	0.00	9.00	37.04	333.36	
302	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	2	0	0	2	76.82				0	0.00				0	0.00				0	0.00	2.00	38.41	76.82	
303	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	9	0	0	9	39.33	6	0	0	6	26.22	6	0	0	6	26.22	6	0	0	6	26.22	27.00	4.37	117.99	
304	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	4	0	0	4	138.44	1		0	1	34.61	1			1	34.61	1			1	34.61	7.00	34.61	242.27	
305	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	341	14	195	550	19,035.50	29	14	115	158	5,468.38	37	14	15	66	2,284.26	30	14	15	59	2,041.99	833.00	34.61	28,830.13	
306	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	2			2	69.22				0	0.00				0	0.00				0	0.00	2.00	34.61	69.22	
307	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	3			3	464.52				0	0.00				0	0.00				0	0.00	3.00	154.84	464.52	
308	51112224-TG-T01	THERMOGUN	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,532.40	0.00	
309	42131713-SM-M01	SURGICAL MASK	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14.04	0.00	
<b>SOFTWARE</b>																											
310	43231513-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
311	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	
312	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	
313	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	
314	43232202-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
315	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	
316	43232402-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
317	43232505-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
318	43232603-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
319	43232701-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
320	43232802-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
321	43232905-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
322	43233004-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
323	43233205-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
324	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	
325	43233501-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>PASSENGER AIR TRANSPORTATION</b>																											
326	43212111-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00	433,300.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
1	25101503-VA101A	<b>Car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 2200 cc for gasoline</b> For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101503-VA101B	<b>Car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 2200 cc for diesel</b> For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA201A	<b>Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV))</b> <b>Engine displacement not exceeding 2000 cc for gasoline</b> For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA201B	<b>Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV))</b> <b>Engine displacement not exceeding 2800 cc for diesel</b> For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
2	25101503-VA102A	<b>Car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 3500 cc for gasoline</b> For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101503-VA102B	<b>Car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 3500 cc for diesel</b> For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
3	25101503-VA103A	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101503-VA103B	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA202A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 2000 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA202B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 2500 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
4	25101503-VA104A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101503-VA104B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA203A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 2000 cc for gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
25101507-VA203B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel  For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
25101503-VA105A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
25101503-VA105B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
5	25101507-VA204A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for gasoline  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VA204B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for diesel  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VB101A	Pick-up Engine displacement not exceeding 2200 cc for gasoline  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
-	25101905-VB201A	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101905-VB201B	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
2	25101505-VB301A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline  For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101505-VB301B	Passenger Van Engine displacement not exceeding 3000 cc for diesel  For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25181601-VB401A	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline  For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25181601-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel  For general urban use where road conditions are generally good	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
3	25101801-VB5-01	Motorcycle Engine displacement not exceeding 200 cc  For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
4	25101505-VB302A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline  For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
5	25101505-VB302B	<b>Passenger Van</b> <b>Engine displacement not exceeding 3000 cc for diesel</b> For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101502-VB6-01	<b>Bus</b> <b>Engine displacement not exceeding 8500 cc for diesel</b> For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101502-VB7-01	<b>Mini-Bus</b> <b>Engine displacement not exceeding 4500 cc for diesel</b> For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
1	25181601-VC101A	<b>MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus)</b> <b>Engine displacement not exceeding 1500 cc for gasoline</b> For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25181601-VC101B	<b>MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus)</b> <b>Engine displacement not exceeding 2500 cc for diesel</b> For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101703-VC201A	<b>Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus)</b> <b>Engine displacement not exceeding 2200 cc for gasoline</b> For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
1	25101703-VC201B	<b>Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus)</b> <b>Engine displacement not exceeding 3000 cc for diesel</b>  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101703-VC3-01	<b>Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units)</b>  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD101A	<b>Patrol Car Four—door car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 1600 cc for gasoline</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD101B	<b>Patrol Car Four—door car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 1600 cc for diesel</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD201A	<b>Patrol Vehicle AUV or CUV</b> <b>Engine displacement not exceeding 2000 cc for gasoline</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD201B	<b>Patrol Vehicle AUV or CUV</b> <b>Engine displacement not exceeding 2500 cc for diesel</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD301A	<b>Patrol Jeep Assembled owner-type jeepney</b> <b>Engine displacement not exceeding 1800 cc for gasoline</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
2	25101702-VD301B	<b>Patrol Jeep Assembled owner-type jeepney</b> <b>Engine displacement not exceeding 2500 cc for diesel</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VD4-01	<b>Patrol Motorcycle</b> <b>Specifications may vary according to the Motorcycle</b>  For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VE101A	<b>Patrol Car</b> <b>Four-door car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 2000 cc for gasoline</b>  For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
2	25101702-VE101B	<b>Patrol Car</b> <b>Four-door car (Sedan or Hatchback)</b> <b>Engine displacement not exceeding 2000 cc for diesel</b>  For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101702-VE2-01	<b>Patrol Motorcycle</b> <b>Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas</b>  For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
1	25101703-VF101A	<b>MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus)</b> <b>Engine displacement not exceeding 1500 cc for gasoline</b>  For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
	25101703-VF101B	<b>MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus)</b> <b>Engine displacement not exceeding 2500 cc for diesel</b>  For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
2	25101507-VF201A	<b>Pick-up</b> (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline  For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
	25101507-VF201B	<b>Pick-up</b> (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel  For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
3	25101801-VF3-01	<b>Motorcycle</b> Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas  For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
1	25101705-VH1-01	<b>Fire Truck</b> Custom-built fire trucks (siler versions are built/manufactured locally) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.  To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
2	25101705-VH2-01	<b>Original Fire Truck</b> (More sophisticated versions and fully equipped according to the intended use) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.  To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
<b>Common Electrical Supplies</b>																											
1							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			
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Common Office Equipment**

1	OD-TLO	Office Paper Shredder - heavy duty, 100% Jam Proof System eliminate paper jams and power through tough jobs / 1 year warranty	unit				0	0.00							0	0.00						0	0.00	0.00	6,050	0.00
2							0	0.00							0	0.00						0	0.00	0.00		0.00
3							0	0.00							0	0.00						0	0.00	0.00		0.00
4							0	0.00							0	0.00						0	0.00	0.00		0.00
5							0	0.00							0	0.00						0	0.00	0.00		0.00
6							0	0.00							0	0.00						0	0.00	0.00		0.00
7							0	0.00							0	0.00						0	0.00	0.00		0.00
8							0	0.00							0	0.00						0	0.00	0.00		0.00
9							0	0.00							0	0.00						0	0.00	0.00		0.00
10							0	0.00							0	0.00						0	0.00	0.00		0.00
11							0	0.00							0	0.00						0	0.00	0.00		0.00
12							0	0.00							0	0.00						0	0.00	0.00		0.00
13							0	0.00							0	0.00						0	0.00	0.00		0.00
14							0	0.00							0	0.00						0	0.00	0.00		0.00
15							0	0.00							0	0.00						0	0.00	0.00		0.00

**Common Office Supplies**

1	SSED	Super Sticky Notes Canary Yellow or available color, 4"x4"	pad	10			10	5,000.00							0	0.00							0	0.00	10.00	500.00	5,000.00
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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
2		Board paper, white, A4 size	pack	50			50	2,172.50				0	0.00				0	0.00				0	0.00	50.00	43.45	2,172.50
3		Sign Here Tape Flags, 680-3 Green	pack	30			30	4,603.50				0	0.00				0	0.00				0	0.00	30.00	153.45	4,603.50
4		Storage Box Multi-Tray 6 layer	pc	2			2	1,666.00				0	0.00				0	0.00				0	0.00	2.00	833.00	1,666.00
5		METAL TRIPLE DESK TRAY, BLACK (DURAMETAL)	pc	6			6	4,158.00				0	0.00				0	0.00				0	0.00	6.00	693.00	4,158.00
6		Photo Paper MATTE FINISH, 146 GSM	pack	6			6	330.00				0	0.00				0	0.00				0	0.00	6.00	55.00	330.00
7		Tape Flags, 5 Colors Regular, 44 X 12MM (55004)	pack	80			80	3,520.00				0	0.00				0	0.00				0	0.00	80.00	44.00	3,520.00
8	RDD	Data Filing Folder 76mm x 230mm x 380mm - navy blue	pc	20			20	1,400.00				0	0.00				0	0.00				0	0.00	20.00	70.00	1,400.00
9		Special paper, hard, for calling card, white, 10/pack	pack	50			50	3,500.00				0	0.00				0	0.00				0	0.00	50.00	70.00	3,500.00
10		Specialty paper - Sie: 8.5 x 14 (Legal)z - Weight: at least 150gsm - Color: White Matte; - 10pcs per pack	pack	50			50	9,750.00				0	0.00				0	0.00				0	0.00	50.00	195.00	9,750.00
11		heavy duty glue - superior bonding strength on all surfaces	pc	10			10	1,040.00				0	0.00				0	0.00				0	0.00	10.00	104.00	1,040.00
12		Sticker Paper - A4 - Matte	pack	20			20	1,100.00				0	0.00				0	0.00				0	0.00	20.00	55.00	1,100.00
13		Duct Tape 2"	roll	10			10	1,950.00				0	0.00				0	0.00				0	0.00	10.00	195.00	1,950.00
14	CSD	GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube			7	7	630.00			3	3	270.00				0	0.00				0	0.00	10.00	90.00	900.00
15		BOTTLE SPRAY, 30 ml or 50 ml size	pc			50	50	2,500.00				0	0.00				0	0.00				0	0.00	50.00	50.00	2,500.00
16		Ballpen, color blue, good writing quality	pc			75	75	1,875.00			25	25	625.00				0	0.00				0	0.00	100.00	25.00	2,500.00
17		Double Sided Tape, 1" size	roll			5	5	250.00				0	0.00				0	0.00				0	0.00	5.00	50.00	250.00
18		Duct tape, 2"size, gray color	roll			5	5	1,250.00				0	0.00				0	0.00				0	0.00	5.00	250.00	1,250.00
19		FOLDER, REPORT COVER, A4 size, acetate cover, cardboard back cover, expandable with fastener. blue or green colors	pc			20	20	800.00				0	0.00				0	0.00				0	0.00	20.00	40.00	800.00
20		PAPER, SPECIALTY BOARD, A4 size; high quality Vellum finish board; plain paperboards suitable for calling cards, invitations, greeting cards, menu etc.; colors: white and cream; 10 pieces per pack	pack			10	10	1,600.00				0	0.00				0	0.00				0	0.00	10.00	160.00	1,600.00
21		PAPER, STICKER for Laserjet printer, A4 size, Matte or glossy, 20 pieces per pack , white color only	pack			5	5	750.00				0	0.00				0	0.00				0	0.00	5.00	150.00	750.00
22		LAMINATING POUCH FILM, Thickness 125mic, 216mm x 303mm (A4), transparent, laminated materials. 20 pieces per pack	pack			1	1	800.00			1	1	800.00				0	0.00				0	0.00	2.00	800.00	1,600.00
23		PAPER, PHOTO, glossy premium quality, A4 size, 4800dpi, 240 gsm, waterproof, 20 sheets per pack	pack			10	10	2,500.00				0	0.00				0	0.00				0	0.00	10.00	250.00	2,500.00
24		Toner Cartridge, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23,000.00	0.00
25		Toner Cartridge, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23,000.00	0.00
26		Toner Cartridge, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23,000.00	0.00
27		Toner Cartridge, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23,000.00	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
28		Heavy Duty Shredder	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,050.00	0.00
29	OD	Certificate Folder, size A4 made of plastic materials. Color Royal Blue	piece	30			30	2,145.00				0	0.00				0	0.00				0	0.00	30.00	71.50	2,145.00
30		Manila Paper, 10 sheets per pack	pack	10			10	396.00				0	0.00				0	0.00				0	0.00	10.00	39.60	396.00
31		Ballpen, color blue, good writing quality	pc	75			75	1,650.00			25	25	550.00				0	0.00				0	0.00	100.00	22.00	2,200.00
32		BALLPEN, for desk top with Coil cord, 24 g, blue ink only	pc	10			10	246.84			10	10	246.84				0	0.00				0	0.00	20.00	24.68	493.68
33		Double Sided Tape, 1" size	roll	5			5	165.00			5	5	165.00				0	0.00				0	0.00	10.00	33.00	330.00
34		FOLDER REPORT COVER, A4 size, acetate cover, cardboard back cover, expandable with fastener, green and blue colors	pc	60			60	2,046.00			40	40	1,364.00				0	0.00				0	0.00	100.00	34.10	3,410.00
35		LAMINATING POUCH FILM, 216mm x 303mm (A4), Thickness 125MIC, transparent, laminated materials 20 pieces per pack	pack	1			1	704.00				0	0.00				0	0.00				0	0.00	1.00	704.00	704.00
36		LAMINATING POUCH FILM, 80mm x 110mm, Thickness 125MIC, 100 pieces per box	box	1			1	181.50			1	1	181.50				0	0.00				0	0.00	2.00	181.50	363.00
37		PAPER SPECIALTY BOARD, A4 size; high quality Vellum finish board; plain paper boards suitable for calling cards, invitations, greeting cards, menu etc.; colors: cream only; 10 pieces per pack	pack	40			40	2,734.00			30	30	2,050.50				0	0.00				0	0.00	70.00	68.35	4,784.50
38		PAPER, STICKER, for Laserjet Printer, A4 size, Matte or glossy, 20 pieces per pack, Neon green (10 packs) and White colors(10packs)	pack	10			10	1,430.00			10	10	1,430.00				0	0.00				0	0.00	20.00	143.00	2,860.00
39		TAPE FLAGS, stick-on flags with the words "sign here", est. 20 x 48mm	pack	5			5	825.00			5	5	825.00				0	0.00				0	0.00	10.00	165.00	1,650.00
40		SOAP, FOR DISHWASHING, 500 ml per bottle	btl	20			20	17,600.00			20	20	17,600.00				0	0.00				0	0.00	40.00	880.00	35,200.00
41		GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube	8			8	484.00			2	2	121.00				0	0.00				0	0.00	10.00	60.50	605.00
42		HP Black Contract LJ Toner CF300AC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,420.00	0.00
43		HP Cyan Contract LJ Toner CF301AC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20,500.00	0.00
44		HP Yellow Contract LJ Toner CF302AC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20,500.00	0.00
45		HP Magenta Contract LJ Toner CF303AC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20,500.00	0.00
46		HP 828A Black LJ Imaging Drum CF358A	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,730.00	0.00
47		HP 828A Cyan LJ Imaging Drum CF359A	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	16,850.00	0.00
48		HP 828A Magenta LJ Imaging Drum CF365A	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	16,850.00	0.00
49		HP 828A Yellow LJ Imaging Drum CF364A	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	16,850.00	0.00
50		Refill ink pads for 4 stamps (4912)	pc	4			4	600.00				0	0.00				0	0.00				0	0.00	4.00	150.00	600.00
51		Note pad, Stick on 50 mmx 50 mm (2"x 2") min, sheet thickness: 0.09mm min, 72 gsm min. 400 sheets per cube, assorted colors.	pad	18			18	612.00			17	17	578.00				0	0.00				0	0.00	35.00	34.00	1,190.00
52		Envelope, Expanding, Plastic with Push Lock or Snap Button, Clear, Legal Size	pc	50			50	2,500.00			50	50	2,500.00				0	0.00				0	0.00	100.00	50.00	5,000.00
53		PAPER, PHOTO, matte premium quality, A4 size 20 sheets per pack (1464gsm)	pack	5			5	1,045.00				0	0.00				0	0.00				0	0.00	5.00	209.00	1,045.00

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		PVC Book Binding Cover, transparent binding covers, leather grain and glossy binding covers, plastic binding combs, PP binding cover in variety, size: A4	pc	15			15	2,250.00				0	0.00				0	0.00				0	0.00	15.00	150.00	2,250.00
55	FAD	Carbonless Paper White CFB, Long	ream	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4,800.00
56		Plastic Fastener	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40.00	0.00
57		Fidelity Bond	-	1	0	0	1	30,000.00				0	0.00				0	0.00				0	0.00	1.00	30,000.00	30,000.00
58		Bank Check-MDS Sub	booklet	1	0	0	1	800.00				0	0.00	1	0	0	1	800.00				0	0.00	2.00	800.00	1,600.00
59		Bank Check-MDS	booklet	1	0	0	1	800.00				0	0.00	1	0	0	1	800.00				0	0.00	2.00	800.00	1,600.00
60		Official Receipt	booklet	10	0	0	10	1,000.00				0	0.00				0	0.00				0	0.00	10.00	100.00	1,000.00
61		Stick On Flag, SIGN HERE Yellow, 1x1.7 in	pad	17	0	0	17	3,230.00	11	0	0	11	2,090.00	12	0	0	12	2,280.00	11	0	0	11	2,090.00	51.00	190.00	9,690.00
62		Label Printer	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14,900.00	0.00
63		Tape Cartridge, Tze-221, 9mm, Black on White Tape	piece	7	0	0	7	7,000.00	2	0	0	2	2,000.00	2	0	0	2	2,000.00				0	0.00	11.00	1,000.00	11,000.00
64		Tape Cartridge, Tze-631, 12mm, Black on Yellow Tape	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	820.00	0.00
65		Barcode Sticker	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	700.00	0.00
66		Blue Ballpen	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	120.00	0.00
67		Red Ballpen	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	120.00	0.00
68		Special Paper, A4, Blue	ream	4	0	0	4	3,200.00	4	0	0	4	3,200.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	14.00	800.00	11,200.00
69		Special Paper, A4 Pink	ream	1	0	0	1	800.00	1	0	0	1	800.00	2	0	0	2	1,600.00	1	0	0	1	800.00	5.00	800.00	4,000.00
70		Rechargable Batteries with charger	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,150.72	0.00
71		Multicolor Paper, Yellow, legal size	ream	1			1	800.00	1			1	800.00	1			1	800.00	1			1	800.00	4.00	800.00	3,200.00
72		Colored Bond/Multicopy Paper, Green, Legal Size, 80 GSM	ream	3	0	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	12.00	800.00	9,600.00
73		LED Lights, Bulb, 13 watts	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	250.00	0.00
74		Wireless Bluetooth Numeric Keypad	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,200.00	0.00
75		Wireless Keyboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,100.00	0.00
76	FAD & KMD	Wireless Mouse	piece	10		5	15	5,850.00				0	0.00				0	0.00				0	0.00	15.00	390.00	5,850.00
77		Mouse Pad	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	150.00	0.00
78		Monitor Curve, 23" to 24"	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,495.00	0.00
79		Line Cutter, 320mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	700.00	0.00
80		Sticky Notes Pad, 3x5in, 100 Sheets	pad	21	6	6	33	3,630.00	15	6	6	27	2,970.00	18	6	6	30	3,300.00	15	6	6	27	2,970.00	117.00	110.00	12,870.00
81		Sticky Notes Pad, 3x3in, 100 Sheets	pad	19	6	6	31	1,937.50	13	6	6	25	1,562.50	16	6	6	28	1,750.00	13	6	6	25	1,562.50	109.00	62.50	6,812.50
82		RULER plastic, 450mm (12"), width: 38mm min	pc	10	0	0	10	200.00				0	0.00				0	0.00	7	0	0	7	140.00	17.00	20.00	340.00
83		Stick On Page Markers, 5 Pads per Pack (Minimum), 50 Sheets per Pad (Minimum), 1/2 in x 2 in, Assorted Fluorescent Colors	pad	9	0	0	9	2,371.50	9	0	0	9	2,371.50	11	0	0	11	2,898.50	9	0	0	9	2,371.50	38.00	263.50	10,013.00
84		Envelope, Expanding, Plastic with Push Lock or Snap Button, Clear, Legal Size	pc	50	0	0	50	2,500.00	50	0	0	50	2,500.00	50	0	0	50	2,500.00	50	0	0	50	2,500.00	200.00	50.00	10,000.00

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
85		Shiny Dater D3	pc	3			3	450.00	1			1	150.00	1			1	150.00	1			1	150.00	6.00	150.00	900.00
79		Reusable Face Mask	pc	0	0	0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	200.00	0.00
86	KMD	GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube			3	3	140.18				0	0.00				0	0.00				0	0.00	3.00	46.73	140.18
87		PAPER, PHOTO, matte premium quality, A4 size 20 sheets per pack (1464gsm)	pack			10	10	1,100.00				0	0.00				0	0.00				0	0.00	10.00	110.00	1,100.00
88		PAPER, SPECIALTY BOARD, A4 size; high quality Vellum finish board; plain paperboards suitable for calling cards, invitations, greeting cards, menu etc.; colors: white and cream; 10 pieces per pack	pack			10	10	550.00				0	0.00				0	0.00				0	0.00	10.00	55.00	550.00
89		PAPER, STICKER, for Laserjet Printer, A4 size, Matte or glossy, 10 pieces per pack. White colors	pack			10	10	880.00				0	0.00				0	0.00				0	0.00	10.00	88.00	880.00
90		Duct Tape, 50m x 50mm x 0.17mm, PE Coated Silver	pc			4	4	1,640.00				0	0.00				0	0.00				0	0.00	4.00	410.00	1,640.00
91		Toner Cartridge, HP CF287XC, Black	cart			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	17,900.00	0.00
<b>Common Janitorial Supplies</b>																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Office Equipment and Accessories</b>																										
1	FAD	Storage Box, Plastic with Lid, High Impact and Resistant, 95L (Minimum Capacity)	unit	1	0	0	1	700.00				0	0.00				0	0.00				0	0.00	1.00	700	700.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Office Supplies</b>																										
1	OD	Ballpen, color blue, good writing quality	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	22	0.00
2		BALLPEN, for desk top with Coil cord, 24g, blue ink only	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	24.684	0.00
3		DOUBLE SIDED TAPE, 1"size	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40	0.00
4		FOLDER REPORT COVER, A4 size, acetate cover, cardboard back cover, expandable with fastener, green and blue colors	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	34.1	0.00
5		LAMINATING POUCH FILM, 216mm x 303mm (A4), Thickness 125MIC, transparent, laminated materials 20 pieces per pack	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	720	0.00
6		LAMINATING POUCH FILM, 80mm x 110mm, Thickness 125MIC, 100 pieces per box	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	181.5	0.00
7		PAPER PHOTO, glossy premium quality, A4 size, 4800dpi, 240gsm, waterproof, 20 sheets per pack	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	200	0.00
8		PAPER SPECIALTY BOARD, A4 size; high quality Vellum finish board; plain paper boards suitable for calling cards, invitations, greeting cards, menu etc.; colors: cream only; 10 pieces per pack	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	143	0.00
9		ACRYLIC STAND, A4 size, Angled, Vertical	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	313.5	0.00
10		PAPER, STICKER, for Laserjet Printer, A4 size, Matte or glossy, 20 pieces per pack, Neon green (10 packs) and White colors (10 packs)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	143	0.00
11		TAPE FLAGS, stick-on flags with the words "sign here", est. 20 x 48mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	165	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Audio and visual presentation and composing equipment</b>																										

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			
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Photographic or filming or video equipment**

1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Cleaning Equipment and Supplies**

1	SOAP, FOR DISWASHING, 500 ml per bottle	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	99	0.00
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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
2	SSED	SOAP, LIQUID HAND SOAP, 500 ml per bottle	bottle	5			5	566.30				0	0.00				0	0.00				0	0.00	5.00	113.26	566.30
3	OD	SOAP, LIQUID HAND SOAP, 500 ml per bottle	bottle	10			10	2,035.00			10	10	2,035.00				0	0.00				0	0.00	20.00	203.5	4,070.00
4		FLANNEL RAGS, all cotton, per yard					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Paper Materials and Products**

1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Lighting and fixtures and accessories**

1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

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							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Electrical equipment and components and supplies**

1	KMD	GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.00	0.00
2	CSD	GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.00	0.00
3	OD	GLUE, Fast bonding, super strength, instant adhesive, 3 grams	tube				0	0.00				0	0.00				0	0.00				0	0.00	0.00	72.00	0.00
4		OVERHEAD PROJECTOR TRANSPARENCY FILM, super fax, for plain paper copier, A4 size, 0.1 thickness, 100 sheets/pack	box	1			1	686.40			1	1	686.40				0	0.00				0	0.00	2.00	686.40	1,372.80
5		BINDER MACHINE, Heavy duty Comb Binding Machine, Classification: Manual Punching Machine	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14,990.00	0.00
6		PVC CARD CUTTER ROUND CORNER PUNCH, All heavy duty metal, hardened steel cutting die and die-cast steel base, Long Arm of Forced Power-saving handle, standard size 2 1/8 x 3 3/8 with rounded corners, max cutting capacity up to 0.8mm, perfect for calling cards	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,000.00	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
7		Multiple Outlet Power Strip with USB, Outlet Quantity:4AC plugs + 4USB outlets; Materials Fire resistant PC shell, PVC copper wire; Cord Length 5 feet	piece	2			2	3,300.00				0	0.00				0	0.00				0	0.00	2.00	1,650.00	3,300.00
8		Heavy Duty Digital Laminating Machine	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,000.00	0.00
9		Labeller machine	piece	1			1	3,000.00				0	0.00				0	0.00				0	0.00	1.00	3,000.00	3,000.00
10		CALCULATOR, SCIENTIFIC, capacity: 10+2 digits, dot matrix, pocket size with case, 1 unit in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	200.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Computer Supplies</b>																										
1	KMD	RJ45 RUBBER BOOTS 27.5 mm length, 100 pcs per pack, green	pack			3	3	1,800.00				0	0.00				0	0.00				0	0.00	3.00	600.00	1,800.00
2		RJ45 RUBBER BOOTS 27.5 mm length, 6mm hole, 100 pcs per pack, white	pack			3	3	1,800.00				0	0.00				0	0.00				0	0.00	3.00	600.00	1,800.00
3		RJ45 RUBBER BOOTS 27.5 mm length, 6mm hole, 100 pcs per pack	pack			2	2	1,200.00				0	0.00				0	0.00				0	0.00	2.00	600.00	1,200.00
4		RJ45 CONNECTOR for CAT5e UTP cable, 100 pcs per pack	pack			3	3	2,100.00				0	0.00				0	0.00				0	0.00	3.00	700.00	2,100.00
5		HDMI Cable, 5m, male to male	roll			4	4	2,000.00				0	0.00				0	0.00				0	0.00	4.00	500.00	2,000.00
6		VGA CABLE male to male, heavy duty, 1.5m	roll			5	5	1,200.00				0	0.00				0	0.00				0	0.00	5.00	240.00	1,200.00
7		Velcro Black Loop Tape, 20mm x 5m per roll, self-attaching	roll			10	10	5,000.00				0	0.00				0	0.00				0	0.00	10.00	500.00	5,000.00
8		Labeler tape cartridge, compatible to Casio KL820-W labeler	pc			5	5	20,000.00				0	0.00				0	0.00				0	0.00	5.00	4,000.00	20,000.00
9		Battery, AAA, rechargeable	piece			6	6	1,620.00				0	0.00				0	0.00				0	0.00	6.00	270.00	1,620.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,000.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	35,800.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	600.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Common ICT Equipment</b>																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
16							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
17							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
18							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
19							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
20							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
21							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
22							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
23							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
24							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
25							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
26							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**OTHER SOFTWARE**

1	KMD	One (1) year subscription to Microsoft Office 365	lot				0	0.00		1		1	3,012,184.76				0	0.00				0	0.00	1.00	3012184.76	3,012,184.76
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

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				
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	
<b>Consumables</b>																											
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

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					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
<b>Other Categories</b>																										
1	Property	Tires - Toyota Innova	pc	2			2	8,300.00				0	0.00				0	0.00				0	0.00	2.00	4150	8,300.00
2		Tires - Nissan Urvan	pc	4			4	22,600.00				0	0.00				0	0.00				0	0.00	4.00	5650	22,600.00
3		Tires - Ford Eco Sport	pc	2			2	4,800.00				0	0.00				0	0.00				0	0.00	2.00	2400	4,800.00
2		Tire Black 250 ML	btl	48			48	7,200.00				0	0.00				0	0.00				0	0.00	48.00	150	7,200.00
3		Micro fiber cloth (chamois)	pc	80			80	36,000.00				0	0.00				0	0.00				0	0.00	80.00	450	36,000.00
4		Car Air Freshener	pc	48			48	12,000.00				0	0.00				0	0.00				0	0.00	48.00	250	12,000.00
5		Car Shampoo 1L	btl	48			48	7,200.00				0	0.00				0	0.00				0	0.00	48.00	150	7,200.00
12		Auto Battery Nissan Urvan 2SMF	pc	1			1	6,100.00				0	0.00				0	0.00				0	0.00	1.00	6100	6,100.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
16							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
17							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>A. TOTAL</b>																						<b>P</b>	<b>4,467,809.79</b>			
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						<b>P</b>	<b>446,780.98</b>			
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>																										



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			
<b>D. GRAND TOTAL (A + B+ C)</b>																						P		4,914,590.77
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																						P		-
<b>F. MONTHLY CASH REQUIREMENTS</b>																						P		-
G.1 Available at Procurement Service Stores				575,053.84				179,093.54				155,771.38				132,372.71		P		1,042,291.47				
G.2 Other Items not available at PS but regularly purchased from other sources				314,446.22				3,066,257.00				24,878.50				19,384.00		P		3,424,965.72				
TOTAL MONTHLY CASH REQUIREMENTS				889,500.06				3,245,350.54				180,649.88				151,756.71		P		4,467,257.19				

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

NOTE: 1 lot One (1) year subscription to Microsoft in the amount of P3,012,184.76 cannot be provided 10% buffer for inflation.

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:

Certified Appropriate Funds Available:

Approved by:

\_\_\_\_\_  
MARY DROL DEE Q. GILLA  
Property / Supply Officer

\_\_\_\_\_  
JAYSON C. HERNANDEZ  
Accountant / Local Budget Officer

\_\_\_\_\_  
ALVIN E. RETAMAR  
Head of Office/Agency

Date Prepared: