

Allan R. Garcia

President and CEO

28 August 2018

BINGLE B. GUTIERREZ

Executive Director

Department of Budget and Management – Procurement Service

RR Road, Cristobal St., Paco

Manila 1007

Dear **Executive Director Gutierrez:**

Reference was made regarding the **Memorandum Circular No. 2018-1** issued by the **AO25 Secretariat on 28 May 2018** reiterating the submission of **FY 2019 APP-CSE**.

In compliance with the above Circular, the John Hay Management Corporation (JHMC) hereby respectfully transmit the **CY 2019 Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE)** in printed and electronic copy.

Thank you.

Sincerely yours,


ALLAN R. GARCIA

Copy furnish: **Ms. Irene M. Gahid**
OIC-Regional Director
DBM-PS
Baguio City

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, 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:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - a form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - 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.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- 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.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: John Hay Management Corporation
 Region: CAR - Baguio
 Address: Camp John Hay, Baguio City

Agency Account Code: No Code
 Organization Type: Government Owned and Controlled Corporation (GOCC)

Contact Person: Lea Quisoben-Maguillao
 Position: GSD Manager/Head BAC Secretariat
 E-mail: lea.quisoben@jmmc.com.ph
 Telephone/Mobile: 9397904068

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																								
Pesticides or Pest Repellents																								
1	10191509 IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	40			40	5,681.60				0	0.00			0	0.00			0	0.00	40.00	142.04	5,681.60
Solvents																								
2	12191601 AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	238			238	10,671.44				0	0.00			0	0.00			0	0.00	238.00	44.84	10,671.44
Color Compounds and Dispersions																								
3	10171709 SA-P01	STAMP PAD INK, purple or violet	bottle	2			2	50.20				0	0.00			0	0.00			0	0.00	2.00	25.10	50.20
Films																								
4	131003 AC-F01	ACETATE, thickness: 0.075mm min (gauge #2)	roll	0			0	0.00				0	0.00			0	0.00			0	0.00	0.00	751.41	0.00
5	131101 CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	212.53				0	0.00			0	0.00			0	0.00	1.00	212.53	212.53
6	131201 CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00			0	0.00			0	0.00	0.00	212.53	0.00
Paper Materials and Products																								
7	141115 CA-A01	CARTOLINA, assorted colors	pack	8			8	593.43				0	0.00			0	0.00			0	0.00	8.00	74.18	593.43
8	14111601 CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00			0	0.00			0	0.00	0.00	695.36	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			
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,049.40	0.00
10	1411506-CF-L12	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,325.00	0.00
11	1411506-CF-L12	CONTINUOUS FORM, 2 ply, 280mm x 341mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	780.16	0.00
12	1411506-CF-L12	CONTINUOUS FORM, 3 PLY, 280 x 341mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	608.28	0.00
13	1411506-CF-L12	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,034.70	0.00
14	1411609-L12-01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	683.59	0.00
15	1411514-NP-S03	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	24			24	788.13				0	0.00				0	0.00				0	0.00	24.00	31.84	788.13
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	24			24	1,371.22				0	0.00				0	0.00				0	0.00	24.00	57.13	1,371.22
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	192			192	8,120.45				0	0.00				0	0.00				0	0.00	192.00	41.29	8,120.45
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	46			46	564.64				0	0.00				0	0.00				0	0.00	46.00	12.27	564.64
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	507			507	68,402.82				0	0.00				0	0.00				0	0.00	507.00	134.92	68,402.82
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	103			103	16,245.98				0	0.00				0	0.00				0	0.00	103.00	157.73	16,245.98
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	140			140	16,340.32				0	0.00				0	0.00				0	0.00	140.00	116.72	16,340.32
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	35			35	4,636.76				0	0.00				0	0.00				0	0.00	35.00	132.48	4,636.76
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	4			4	70.72				0	0.00				0	0.00				0	0.00	4.00	17.68	70.72
24	1411509-PA-P01	PAPER, PARCHEMENT, size: 210 x 397mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	98.05	0.00
25	1411888-TH-P03	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 300±0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	49.71	0.00
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	24			24	1,729.92				0	0.00				0	0.00				0	0.00	24.00	72.08	1,729.92
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	7			7	727.16				0	0.00				0	0.00				0	0.00	7.00	103.88	727.16
28	1411704-TT-P01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	212			212	14,134.89				0	0.00				0	0.00				0	0.00	212.00	66.67	14,134.89
Batteries and Cells and Accessories																										
29	2611703-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10			10	201.08				0	0.00				0	0.00				0	0.00	10.00	20.11	201.08
30	2611703-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	12			12	238.50				0	0.00				0	0.00				0	0.00	12.00	19.88	238.50
31	2611703-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	90.10	0.00
Manufacturing Components and Supplies																										
32	310010-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	3			3	146.22				0	0.00				0	0.00				0	0.00	3.00	48.74	146.22
33	3115104-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	2			2	42.15				0	0.00				0	0.00				0	0.00	2.00	21.07	42.15
34	3115104-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	57			57	1,164.90				0	0.00				0	0.00				0	0.00	57.00	20.44	1,164.90
35	3110103-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.55	0.00
36	3110103-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	30			30	1,685.40				0	0.00				0	0.00				0	0.00	30.00	56.18	1,685.40
37	3110103-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	30			30	3,259.50				0	0.00				0	0.00				0	0.00	30.00	108.65	3,259.50
38	3110103-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	35			35	649.25				0	0.00				0	0.00				0	0.00	35.00	18.55	649.25
39	3110103-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	97			97	899.68				0	0.00				0	0.00				0	0.00	97.00	9.28	899.68

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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			
40	7101512-TA-P02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	29			29	537.95				0	0.00				0	0.00				0	0.00	29.00	18.55	537.95
41	3101502-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2			2	103.88				0	0.00				0	0.00				0	0.00	2.00	51.94	103.88
Heating and Ventilation and Air Circulation																										
42	4010104-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1			1	993.22				0	0.00				0	0.00				0	0.00	1.00	993.22	993.22
43	4010104-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,215.82	0.00
44	4010104-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,025.74	0.00
45	4010104-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.53	0.00
Lighting and Fixtures and Accessories																										
46	3301605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.34	0.00
47	3301608-LB-L01	Light Bulb, LED, 7 watts + pc in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	73.88	0.00
Measuring and Observing and Testing Equipment																										
48	4110604-RU-P01	RULER, plastic, 450mm (18"), width: 18mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.77	0.00
Cleaning Equipment and Supplies																										
49	4713102-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	60			60	5,262.90				0	0.00				0	0.00				0	0.00	60.00	87.71	5,262.90
50	4713104-BR-S01	BROOM, soft (tambo)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	132.50	0.00
51	4713104-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	25			25	779.10				0	0.00				0	0.00				0	0.00	25.00	31.16	779.10
52	4713109-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5			5	212.00				0	0.00				0	0.00				0	0.00	5.00	42.40	212.00
53	4713105-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can	20			20	487.60				0	0.00				0	0.00				0	0.00	20.00	24.38	487.60
54	4713107-DE-B01	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.16	0.00
55	4713107-DE-P01	DETERGENT POWDER, all purpose, 1kg	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	38.15	0.00
56	4713109-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	36			36	4,512.42				0	0.00				0	0.00				0	0.00	36.00	125.35	4,512.42
57	4713109-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	10			10	253.13				0	0.00				0	0.00				0	0.00	10.00	25.31	253.13
58	4713109-FW-P02	FLOOR WAX, PASTE, RED	can	5			5	1,346.80				0	0.00				0	0.00				0	0.00	5.00	269.36	1,346.80
59	4713130-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
60	4713104-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
61	4713105-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
62	4713105-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	112.36	0.00
63	4713101-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	34			34	1,721.99				0	0.00				0	0.00				0	0.00	34.00	50.65	1,721.99
64	4713109-SC-H01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	40			40	4,197.60				0	0.00				0	0.00				0	0.00	40.00	104.94	4,197.60
65	4713101-TB-P02	TRASHBAG, plastic, transparent	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	142.57	0.00
66	4713102-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	24.04	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	4311507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39,962.00	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			
68	4320003-DV-W01	DVD REWRITABLE, speed: 4X min, 4.7GB capacity min	piece	12			12	266.48				0	0.00				0	0.00				0	0.00	12.00	22.21	266.48
69	43201877-HD-X03	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3			3	8,331.60				0	0.00				0	0.00				0	0.00	3.00	2,777.20	8,331.60
70	43202050-FT-U01	FLASH DRIVE, 16 GB capacity	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	281.96	0.00
71	43210603-LCT-03	Laptop Computer, branded	unit	4			4	146,428.40				0	0.00				0	0.00				0	0.00	4.00	36,607.10	146,428.40
72	43210068-MO-D01	MOUSE, optical, USB connection type	unit	11			11	1,513.47				0	0.00				0	0.00				0	0.00	11.00	137.59	1,513.47
73	43210104-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 126 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	33,768.42	0.00
74	43210102-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	8,149.28	0.00
75	43210105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	738.82	0.00
Office Equipment and Accessories and Supplies																										
76	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	26.17	0.00
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	105			105	810.16				0	0.00				0	0.00				0	0.00	105.00	7.72	810.26
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	130			130	1,774.86				0	0.00				0	0.00				0	0.00	130.00	13.65	1,774.86
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	75			75	1,570.92				0	0.00				0	0.00				0	0.00	75.00	10.95	1,570.92
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	87			87	3,504.36				0	0.00				0	0.00				0	0.00	87.00	40.28	3,504.36
81	44122801-CT-R01	CORRECTION TAPE, film base type, UL 5m min	piece	14			14	250.50				0	0.00				0	0.00				0	0.00	14.00	17.89	250.50
82	44110515-DF-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	108			108	7,681.61				0	0.00				0	0.00				0	0.00	108.00	71.13	7,681.61
83	44122011-OF-F01	DATA FOLDER, made of chipboard, tagila lock	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	69.96	0.00
84	44111506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	8			8	3,327.89				0	0.00				0	0.00				0	0.00	8.00	415.99	3,327.89
85	44111506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	8			8	4,224.31				0	0.00				0	0.00				0	0.00	8.00	528.04	4,224.31
86	44111506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	86			86	64,723.60				0	0.00				0	0.00				0	0.00	86.00	752.60	64,723.60
87	44111506-EN-X03	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	7			7	217.55				0	0.00				0	0.00				0	0.00	7.00	31.08	217.55
88	44111506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-53)	box	2			2	669.92				0	0.00				0	0.00				0	0.00	2.00	334.96	669.92
89	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	1			1	418.70				0	0.00				0	0.00				0	0.00	1.00	418.70	418.70
90	44110510-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.32	0.00
91	44122116-FA-P01	FASTENER, METAL, 70mm between prongs	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	80.43	0.00
92	44111515-FI-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	4			4	287.85				0	0.00				0	0.00				0	0.00	4.00	71.96	287.85
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.72	0.00
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	5			5	34.80				0	0.00				0	0.00				0	0.00	5.00	16.96	84.80
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	258.16	0.00
96	44122011-FO-F03	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	296.80	0.00
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	174.37	0.00
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	217.83	0.00
99	44112022-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	12			12	9,132.96				0	0.00				0	0.00				0	0.00	12.00	761.08	9,132.96

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
100	4410301FO-T01	FOLDER, TAGBOARD, for A4 size documents	pack	21			21	4,652.34				0	0.00				0	0.00				0	0.00	21.00	221.54	4,652.34
101	440201FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	20			20	5,700.26				0	0.00				0	0.00				0	0.00	20.00	185.01	5,700.26
102	4410108H-T01	INDEX TAB, self-adhesive, transparent	box	207			207	10,944.67				0	0.00				0	0.00				0	0.00	207.00	52.87	10,944.67
103	440105MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	26			26	1,102.40				0	0.00				0	0.00				0	0.00	26.00	42.40	1,102.40
104	4401010MA-T01	MARKER, FLUORESCENT, 3 assorted colors per set	set	50			50	1,897.40				0	0.00				0	0.00				0	0.00	50.00	37.95	1,897.40
105	44121008BDV-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	10			10	105.05				0	0.00				0	0.00				0	0.00	10.00	10.50	105.05
106	44121010MWB-B01	MARKER, whiteboard, blue, felt tip, bullet type	piece	5			5	52.52				0	0.00				0	0.00				0	0.00	5.00	10.50	52.52
107	44121008MWB-B05	MARKER, whiteboard, red, felt tip, bullet type	piece	5			5	52.52				0	0.00				0	0.00				0	0.00	5.00	10.50	52.52
108	4401008MP-B01	MARKER, PERMANENT, bullet type, black	piece	20			20	196.74				0	0.00				0	0.00				0	0.00	20.00	9.84	196.74
109	4401008MP-B02	MARKER, PERMANENT, bullet type, blue	piece	32			32	314.78				0	0.00				0	0.00				0	0.00	32.00	9.84	314.78
110	4401008MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.84	0.00
111	44121004PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	96			96	585.12				0	0.00				0	0.00				0	0.00	96.00	6.10	585.12
112	44121004PC-B01	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	62			62	805.07				0	0.00				0	0.00				0	0.00	62.00	12.99	805.07
113	4401006PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	32			32	678.06				0	0.00				0	0.00				0	0.00	32.00	21.19	678.06
114	4402033RB-P01	RING BINDER, 80 rings, plastic, 33mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	205.51	0.00
115	4402101RU-B01	RUBBER BAND, 20mm min lay flat length (#18)	box	4			4	394.32				0	0.00				0	0.00				0	0.00	4.00	98.58	394.32
116	4401995SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	12			12	338.35				0	0.00				0	0.00				0	0.00	12.00	28.20	338.35
117	4401010JL-H01	CUTTER BLADE, for heavy duty cutter	piece	12			12	143.99				0	0.00				0	0.00				0	0.00	12.00	12.00	143.99
118	4401010CU-H01	CUTTER KNIFE, for general purpose	piece	3			2	55.86				0	0.00				0	0.00				0	0.00	2.00	27.93	55.86
119	4401310DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	487.58	0.00
120	4401019PS-B01	PENCIL SHARPENER, manual, single cutter head	piece	1			1	190.80				0	0.00				0	0.00				0	0.00	1.00	190.80	190.80
121	4401002PL-P01	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	134.49	0.00
122	4401010SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	19			19	302.10				0	0.00				0	0.00				0	0.00	19.00	15.90	302.10
123	4401015ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.74	0.00
124	4401015ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	895.70	0.00
125	4401013SR-F01	STAPLE REMOVER, PLIER-TYPE	piece	1			1	18.53				0	0.00				0	0.00				0	0.00	1.00	18.53	18.53
126	4401009TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	5			5	284.50				0	0.00				0	0.00				0	0.00	5.00	56.90	284.50
127	4401002PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,600.00	0.00
128	4401002CA-C01	CALCULATOR, compact, 12 digits	unit	3			3	413.40				0	0.00				0	0.00				0	0.00	3.00	137.80	413.40
129	4401014FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,801.80	0.00
130	4401001PT-B01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,343.63	0.00
131	4401003PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,805.80	0.00
132	4401003PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	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			
Printer or Facsimile or Photocopier Supplies																									
133	44103105-BE-005	DRUM CART, BROTHER DR-3435	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	6,996.00	0.00
134	44103105-CA-004	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,020.78	0.00
135	44103105-CA-003	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,049.40	0.00
136	44103105-CA-004	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	768.50	0.00
137	44103105-CA-003	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	795.00	0.00
138	44103105-EP-007	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	359.70	0.00
139	44103105-EP-030	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	359.70	0.00
140	44103105-EP-M07	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	359.70	0.00
141	44103105-EP-Y10	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	359.70	0.00
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
143	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	0.00	0.00
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	670.98	0.00
145	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	760.02	0.00
146	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	1,521.10	0.00
147	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	2,035.20	0.00
148	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	2,035.20	0.00
149	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	2,035.20	0.00
150	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	2,035.20	0.00
151	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	2,035.20	0.00
152	44103105-HP-B45	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	3,074.00	0.00
153	44103105-HP-B07	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	662.50	0.00
154	44103105-HP-T10	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	781.22	0.00
155	44103105-HP-B35	INK CART, HP CD837AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	345.56	0.00
156	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	345.56	0.00
157	44103105-HP-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	641.30	0.00
158	44103105-HP-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	641.30	0.00
159	44103105-HP-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	641.30	0.00
160	44103105-HP-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,266.70	0.00
161	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	657.20	0.00
162	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	862.70	0.00
163	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,908.00	0.00
164	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,335.00	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			
165	44103105-HP-M49	INK CART, HP CH567A (HP821) Magenta				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,325.00	0.00
166	44103105-HP-Y49	INK CART, HP CH568A (HP822) Yellow				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,325.00	0.00
167	44103105-HP-B43	INK CART, HP CN045AA, (HP950XL) Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,584.70	0.00
168	44103105-HP-C43	INK CART, HP CN046AA, (HP951XL) Cyan				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,197.80	0.00
169	44103105-HP-M43	INK CART, HP CN047AA, (HP951XL) Magenta				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,203.10	0.00
170	44103105-HP-Y43	INK CART, HP CN048AA, (HP951XL) Yellow				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,203.10	0.00
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704) Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	345.56	0.00
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color				0	0.00				0	0.00				0	0.00				0	0.00	0.00	345.56	0.00
173	44103105-HP-B33	INK CART, HP C2107AA, (HP678) Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	345.56	0.00
174	44103105-HP-T33	INK CART, HP C2108AA, (HP678), Tricolor				0	0.00				0	0.00				0	0.00				0	0.00	0.00	345.56	0.00
175	44103105-HP-B42	INK CART, HP C2121A (HP685A), Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	373.12	0.00
176	44103105-HP-C33	INK CART, HP C2122A (HP685A), Cyan				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.40	0.00
177	44103105-HP-M33	INK CART, HP C2123A (HP685A), Magenta				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.40	0.00
178	44103105-HP-Y33	INK CART, HP C2124A (HP685A), Yellow				0	0.00				0	0.00				0	0.00				0	0.00	0.00	254.40	0.00
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color				0	0.00				0	0.00				0	0.00				0	0.00	0.00	411.60	0.00
180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	411.60	0.00
181	44103105-HP-C50	INK CART, HP L0551AA (HP955) Cyan Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
182	44103105-HP-M50	INK CART, HP L0554AA (HP955) Magenta Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
183	44103105-HP-Y50	INK CART, HP L0557AA (HP955) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
184	44103105-HP-B50	INK CART, HP L0560AA (HP955) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
185	44103105-HP-C48	INK CART, HP L0563AA (HP955XL) Cyan Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,302.34	0.00
186	44103105-HP-M48	INK CART, HP L0566AA (HP955XL) Magenta Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,302.34	0.00
187	44103105-HP-Y48	INK CART, HP L0569AA (HP955XL) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,302.34	0.00
188	44103105-HP-B48	INK CART, HP L0572AA (HP955XL) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,270.42	0.00
189	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	462.34	0.00
190	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	462.34	0.00
191	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	462.34	0.00
192	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	755.54	0.00
193	44103105-HP-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
194	44103105-HP-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
195	44103105-HP-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
196	44103105-HP-B49	INK CART, HP T6M17AA (HP905XL) Black Original				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
197	44103117-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black				0	0.00				0	0.00				0	0.00				0	0.00	0.00	78.23	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
198	44103103-EP-B07	RIBBON CART, EPSON C135015531 (50x1086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	738.82	0.00
199	44103103-EP-B13	RIBBON CART, EPSON C135015632, Black, for L3510	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.38	0.00
200	44103103-BH-B03	TONER CART, BROTHER TN-2035, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,605.48	0.00
201	44103103-BH-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,855.00	0.00
202	44103103-BH-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,665.90	0.00
203	44103103-BH-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,998.53	0.00
204	44103103-BH-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	4,371.02	0.00
205	44103103-HP-B10	TONER CART, HP CE435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,912.88	0.00
206	44103103-HP-B16	TONER CART, HP CE440A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,376.10	0.00
207	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,921.80	0.00
208	44103103-HP-B31	TONER CART, HP CE278A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,240.42	0.00
209	44103103-HP-B32	TONER CART, HP CE385A (HP85A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.40	0.00
210	44103103-HP-B33	TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,432.70	0.00
211	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,538.70	0.00
212	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,538.70	0.00
213	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,538.70	0.00
214	44103103-HP-B34	TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,909.70	0.00
215	44103103-HP-C34	TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,068.70	0.00
216	44103103-HP-Y34	TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,068.70	0.00
217	44103103-HP-M34	TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,068.70	0.00
218	44103103-HP-B35	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,138.70	0.00
219	44103103-HP-B36	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,864.70	0.00
220	44103103-HP-C36	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,170.70	0.00
221	44103103-HP-Y36	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,170.70	0.00
222	44103103-HP-M36	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,170.70	0.00
223	44103103-HP-B37	TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,943.20	0.00
224	44103103-HP-C37	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,618.00	0.00
225	44103103-HP-Y37	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,618.00	0.00
226	44103103-HP-M37	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,618.00	0.00
227	44103103-HP-B38	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,158.38	0.00
228	44103103-HP-B38	TONER CART, HP CE505X, Black, high cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,352.16	0.00
229	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	2,989.20	0.00
230	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	0.00	0.00

Item & Specifications			Unit of Measure	Month 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			
131	44103103-HX-B50	TONER CART, HP CF215XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
132	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M404/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
133	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,995.70	0.00
134	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	8,807.02	0.00
135	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	3,304.04	0.00
136	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	4,022.70	0.00
137	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,244.90	0.00
138	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
139	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
140	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
141	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
142	44103103-HX-B52	TONER CART, HP CF325XC (HP35X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,409.00	0.00
143	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,957.40	0.00
144	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,999.80	0.00
145	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,999.80	0.00
146	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,999.80	0.00
147	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	7,531.30	0.00
148	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	0.00	0.00
149	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	9,656.60	0.00
150	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	0.00	0.00
151	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	9,656.60	0.00
152	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	0.00	0.00
153	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	9,656.60	0.00
154	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	0.00	0.00
155	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	0.00	0.00
156	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	0.00	0.00
157	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	0.00	0.00
158	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	0.00	0.00
159	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,526.30	0.00
160	44103103-HX-B54	TONER CART, HP CF410XC (HP410X) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,584.30	0.00
161	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,146.30	0.00
162	44103103-HX-C58	TONER CART, HP CF411XC (HP410X) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,516.10	0.00
163	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,146.30	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			
164	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,616.10	0.00
165	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,146.30	0.00
166	44103103-HP-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,616.10	0.00
167	44103103-HP-B54	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,223.58	0.00
168	44103103-HP-B59	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,626.70	0.00
169	44103103-HP-B58	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,049.20	0.00
170	44103103-LX-B01	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,044.98	0.00
171	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,815.60	0.00
172	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,692.40	0.00
173	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,968.00	0.00
174	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,491.00	0.00
175	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,840.80	0.00
176	44103103-SA-B14	TONER CART, SAMSUNG MLT-D105S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,798.40	0.00
177	44103103-SA-B11	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,261.00	0.00
178	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,705.40	0.00
179	44103103-SA-B26	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,646.00	0.00
180	44103103-SA-B21	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,381.00	0.00
181	44103103-SA-B25	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,162.20	0.00
182	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,441.40	0.00
183	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,186.16	0.00
184	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	13,657.04	0.00
Audio and Visual Equipment and Supplies																										
185	4511517-D0-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29,415.00	0.00
186	4511609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18,974.00	0.00
Flag or Accessories																										
187	5512305-FH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	325.42	0.00
Printed Publications																										
188	5510752-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	13			13	613.21				0	0.00				0	0.00				0	0.00	13.00	47.17	613.21
Fire Fighting Equipment																										
189	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,166.00	0.00
190	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	5,088.00	0.00
Consumer Electronics																										

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Item & Specifications			Unit of Measure	Month: 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
291	53161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,959.45	0.00
Furniture and Furnishings																										
293	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	267.65	0.00
293	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	267.65	0.00
294	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	1,351.50	0.00
295	56101519-TM-S03	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	1,351.50	0.00
Arts and Crafts Equipment and Accessories and Supplies																										
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40.55	0.00
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	196			196	8,466.22				0	0.00				0	0.00				0	0.00	196.00	43.20	8,466.22
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4.51	0.00
299	60121534-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	72			72	2,539.93				0	0.00				0	0.00				0	0.00	72.00	35.28	2,539.93
300	60121534-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	744			744	26,245.94				0	0.00				0	0.00				0	0.00	744.00	35.28	26,245.94
301	60121534-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	18			18	634.98				0	0.00				0	0.00				0	0.00	18.00	35.28	634.98
302	60121534-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	132.16	0.00
SOFTWARE																										
303	43230000-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
304	43230000-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
305	43230000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
306	43230000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
307	43230000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
308	43230000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
309	43230000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
310	43230000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
311	43230000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
312	43230000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
313	43230000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
314	43230000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
315	43230000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
316	43230000-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
317	43230000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
318	43230000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
PASSENGER AIR TRANSPORTATION																										
319	7811501-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
COMMON ELECTRICAL SUPPLIES																									
1	ICT Electrical Supplies	lot	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1,500.00	1,500.00
COMMON OFFICE EQUIPMENT																									
2	Ceiling Fan	unit	2			2	10,000.00				0	0.00				0	0.00				0	0.00	2.00	5,000.00	10,000.00
3	Filing Cabinet (steel)	unit	9			9	73,000.00				0	0.00				0	0.00				0	0.00	9.00	8,000.00	72,000.00
4	Corkboard, (4x6ft)	unit	1			1	4,000.00				0	0.00				0	0.00				0	0.00	1.00	4,000.00	4,000.00
5	Swivel chair for ticketing clerk	unit	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1,500.00	1,500.00
6	Cabinet black 6 layer (acctg)	unit	2			2	14,000.00				0	0.00				0	0.00				0	0.00	2.00	7,000.00	14,000.00
7	Stand Fan	unit	1			1	3,500.00				0	0.00				0	0.00				0	0.00	1.00	3,500.00	3,500.00
8	Exhaust Fan	unit	2			2	2,500.00				0	0.00				0	0.00				0	0.00	2.00	1,250.00	2,500.00
9	Electric Stove	unit	1			1	3,500.00				0	0.00				0	0.00				0	0.00	1.00	3,500.00	3,500.00
10	Electric fan (wall mounted) HD	unit	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2,000.00	2,000.00
11	2 gang chairs	set	2			2	14,000.00				0	0.00				0	0.00				0	0.00	2.00	7,000.00	14,000.00
12	Executive Chairs	unit	15			15	90,000.00				0	0.00				0	0.00				0	0.00	15.00	6,000.00	90,000.00
13	Lift-off tape, super dry for electric typewriter 7.2mm x 6m/box	unit	1			1	700.00				0	0.00				0	0.00				0	0.00	1.00	700.00	700.00
14	Monitors (32")	unit	5			5	45,000.00				0	0.00				0	0.00				0	0.00	5.00	9,000.00	45,000.00
15	32" LED TV with monitor	unit	1			1	14,500.00				0	0.00				0	0.00				0	0.00	1.00	14,500.00	14,500.00
16	Typewriter -Electric	pc	1			1	14,500.00				0	0.00				0	0.00				0	0.00	1.00	14,500.00	14,500.00
COMMON OFFICE SUPPLIES																									
17	5 gl mineral water	gl	144			144	3,600.00				0	0.00				0	0.00				0	0.00	144.00	25.00	3,600.00
18	Ballpen with string	pc	40			40	320.00				0	0.00				0	0.00				0	0.00	40.00	8.00	320.00
19	Ballpen, blue	pc	104			104	787.28				0	0.00				0	0.00				0	0.00	104.00	7.57	787.28
20	Battery AA, Rechargeable	pc	10			10	750.00				0	0.00				0	0.00				0	0.00	10.00	75.00	750.00
21	Battery, AAA, Rechargeable	pc	10			10	900.00				0	0.00				0	0.00				0	0.00	10.00	90.00	900.00
22	Binder, 1"	pc	167			167	3,340.00				0	0.00				0	0.00				0	0.00	167.00	20.00	3,340.00
23	Binder, 1/2"	pc	80			80	800.00				0	0.00				0	0.00				0	0.00	80.00	10.00	800.00
24	Binder, 3/4"	pc	177			177	2,655.00				0	0.00				0	0.00				0	0.00	177.00	15.00	2,655.00
25	Bottled Water (350 ml x 30 pcs per box)	bx	24			24	18,000.00				0	0.00				0	0.00				0	0.00	24.00	750.00	18,000.00
26	Ribbon, typewriter	roll	5			5	125.00				0	0.00				0	0.00				0	0.00	5.00	25.00	125.00
27	Desk Tray, 3 layers	pc	13			13	6,500.00				0	0.00				0	0.00				0	0.00	13.00	500.00	6,500.00
28	Digital Wall Clock	pc	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1.00	2,500.00	2,500.00
29	Flags, Stick on, (Blue)	pc	128			128	12,160.00				0	0.00				0	0.00				0	0.00	128.00	95.00	12,160.00
30	Flags, Stick on, (Green)	pc	92			92	8,740.00				0	0.00				0	0.00				0	0.00	92.00	95.00	8,740.00
31	Flags, Stick on, (Red)	pc	22			22	2,090.00				0	0.00				0	0.00				0	0.00	22.00	95.00	2,090.00
32	Flags, Stick on, (Yellow)	pc	22			22	2,090.00				0	0.00				0	0.00				0	0.00	22.00	95.00	2,090.00
33	Folder, Long, Clear, Color-green	pc	120			120	1,800.00				0	0.00				0	0.00				0	0.00	120.00	15.00	1,800.00
34	Folder moroccan long w/ slide, 50 pc / pk	pack	6			6	1,920.00				0	0.00				0	0.00				0	0.00	6.00	320.00	1,920.00
35	Folder, green, 10x14, 100 pc / pack, transparent plastic front	pc	70			70	1,050.00				0	0.00				0	0.00				0	0.00	70.00	15.00	1,050.00
36	Folder, pressboard, plain legal, 100 pcs/pack, (expanding)	pack	1			1	400.00				0	0.00				0	0.00				0	0.00	1.00	400.00	400.00
37	Folder, Press Board Long, Color-blue	pc	20			20	600.00				0	0.00				0	0.00				0	0.00	20.00	30.00	600.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
38	Folder, Press Board Short, Color-blue	pc	40			40	1,200.00				0	0.00				0	0.00				0	0.00	40.00	30.00	1,200.00	
39	HDMI Cable	pc	2			2	2,000.00				0	0.00				0	0.00				0	0.00	2.00	1,000.00	2,000.00	
40	INDEX TAB, self-adhesive, pink	box	100			100	10,944.57				0	0.00				0	0.00				0	0.00	100.00	52.87	10,944.57	
41	Manila paper	pc	20			20	200.00				0	0.00				0	0.00				0	0.00	20.00	10.00	200.00	
42	Paper Fastener, non-rust metal, 25 mm, 50 sets/ box	box	40			40	2,684.00				0	0.00				0	0.00				0	0.00	40.00	67.10	2,684.00	
43	Paper, multicopy, letter size, 80 gsm, subs. 24	ream	1			1	420.00				0	0.00				0	0.00				0	0.00	1.00	420.00	420.00	
44	Pencil, mechanical, 0.5mm lead	pc	150			150	3,517.50				0	0.00				0	0.00				0	0.00	150.00	23.45	3,517.50	
45	Photo Papers (A4 size), 10 pcs per pack	pack	30			30	2,700.00				0	0.00				0	0.00				0	0.00	30.00	90.00	2,700.00	
46	POS paper, 4 rolls/pack	pack	100			100	15,000.00				0	0.00				0	0.00				0	0.00	100.00	150.00	15,000.00	
47	POS Printer ribbon, nylon	pc	5			5	4,500.00				0	0.00				0	0.00				0	0.00	5.00	900.00	4,500.00	
48	Push Pin, hammer head type, 100s/ box	box	10			10	1,000.00				0	0.00				0	0.00				0	0.00	10.00	100.00	1,000.00	
49	Record Book, 100 pages, size: 214mm x 275mm min	pc	3			3	598.41				0	0.00				0	0.00				0	0.00	3.00	199.47	598.41	
50	3/4", detachable cover, with holes on both sides for handling, Heavy Duty	pc	170			170	85,000.00				0	0.00				0	0.00				0	0.00	170.00	500.00	85,000.00	
51	Special Board, (A4 size)	pc	20			20	1,800.00				0	0.00				0	0.00				0	0.00	20.00	90.00	1,800.00	
52	Special Paper (Yellow for Transmittal)	pack	24			24	8,400.00				0	0.00				0	0.00				0	0.00	24.00	350.00	8,400.00	
53	Special Paper, 10 pcs/pack, A4	pack	22			22	1,320.00				0	0.00				0	0.00				0	0.00	22.00	60.00	1,320.00	
54	staple wire (ETONA) heavy duty - E-23/13 MM (binds 50 to 100 pages)	box	2			2	96.00				0	0.00				0	0.00				0	0.00	2.00	48.00	96.00	
55	staple wire (ETONA) heavy duty - E-23/20 MM (binds 140 to 200 pages)	box	2			2	110.00				0	0.00				0	0.00				0	0.00	2.00	55.00	110.00	
56	staple wire (ETONA) heavy duty - E-23/24 MM (binds 200 to 260 pages)	box	2			2	272.00				0	0.00				0	0.00				0	0.00	2.00	136.00	272.00	
57	stapler, Heavy duty (can bind up to 260 pages) - ETONA 260	pc	3			3	450.00				0	0.00				0	0.00				0	0.00	3.00	150.00	450.00	
58	Sticker Paper, A4 size, 10pcs/pack	pack	30			30	3,600.00				0	0.00				0	0.00				0	0.00	30.00	120.00	3,600.00	
59	Tape, Scotch, 1/2", 12mm	pc	40			40	400.00				0	0.00				0	0.00				0	0.00	40.00	10.00	400.00	
60	Tape, Scotch , 1"	pc	30			30	534.00				0	0.00				0	0.00				0	0.00	30.00	17.80	534.00	
61	Tape, Scotch , 2"	pc	30			30	1,023.00				0	0.00				0	0.00				0	0.00	30.00	34.10	1,023.00	
62	Uniball pen (Blue) (1.00mm)	pc	120			120	4,800.00				0	0.00				0	0.00				0	0.00	120.00	40.00	4,800.00	
COMMON JANITORIAL SUPPLIES																										
63	Deodorant	pc	100			100	7,000.00				0	0.00				0	0.00				0	0.00	100.00	70.00	7,000.00	
64	Kleenex Tissue	box	60			60	9,000.00				0	0.00				0	0.00				0	0.00	60.00	150.00	9,000.00	
65	Liquid Soap, Antibacterial	pc	52			52	2,600.00				0	0.00				0	0.00				0	0.00	52.00	50.00	2,600.00	
66	Surgical gloves, box, 50's	box	2			2	600.00				0	0.00				0	0.00				0	0.00	2.00	300.00	600.00	
67	Trash bag, black, 940 mm x 1016 mm, 10 pcs per roll / pack	pack	58			58	8,113.04				0	0.00				0	0.00				0	0.00	58.00	139.88	8,113.04	
68	Waste Collection bins	set	5			5	100,000.00				0	0.00				0	0.00				0	0.00	5.00	20,000.00	100,000.00	
Office Equipment and Accessories																										
69	Chairs with Heavy Duty Padlocks	set	5			5	7,500.00				0	0.00				0	0.00				0	0.00	5.00	1,500.00	7,500.00	
70	Conference Omnidirectional Condenser Microphone	unit	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00	

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			
71		Comb Ring Binding Machine, Heavy Duty, punching 80g/70g-A4/Sheets 12/15, Binding 80g-A4/Sheets 220, Hole Size mm 3x8, Hole qty pcs 21, Margin mm 3-6	unit	1			1	5,407.00				0	0.00				0	0.00				0	0.00	1.00	5,407.00	5,407.00
72		Puncher, paper, heavy duty, with two hole guide	pc	6			6	798.40				0	0.00				0	0.00				0	0.00	6.00	126.40	798.40
73		Collapsible tents (various sizes)	lot	1			1	50,000.00				0	0.00				0	0.00				0	0.00	1.00	50,000.00	50,000.00
74		Fire Extinguishers	unit	25			25	40,000.00				0	0.00				0	0.00				0	0.00	25.00	1,600.00	40,000.00
75		First Aid Trauma Kit	kit	1			1	40,000.00				0	0.00				0	0.00				0	0.00	1.00	40,000.00	40,000.00
76		Personal Protective Equipment	lot	1			1	40,000.00				0	0.00				0	0.00				0	0.00	1.00	40,000.00	40,000.00
77		Spill kit - g	sets	2			2	10,000.00				0	0.00				0	0.00				0	0.00	2.00	10,000.00	20,000.00
Office Supplies																										
78		Self inking dater stamp	pc	3			3	1,469.70				0	0.00				0	0.00				0	0.00	3.00	489.90	1,469.70
79		Self-inking (RECEIVED) Stamp	pc	2			2	980.00				0	0.00				0	0.00				0	0.00	2.00	490.00	980.00
80		Self-inking (name) Stamp	pc	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
81		Cork Board (24 in X 24 in)	pc	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1,500.00	1,500.00
82		Double Sided Tape 1"	pc	35			35	1,575.00				0	0.00				0	0.00				0	0.00	35.00	45.00	1,575.00
83		External HDD 2TB	pc	2			2	10,000.00				0	0.00				0	0.00				0	0.00	2.00	5,000.00	10,000.00
84		Gel Pen, 1.0 mm, uni ball, Blue	pc	20			20	1,600.00				0	0.00				0	0.00				0	0.00	20.00	80.00	1,600.00
85		Hair brush	pcs	100			100	2,500.00				0	0.00				0	0.00				0	0.00	100.00	25.00	2,500.00
86		Stamp Pad Ink, Blue, 50 ml.	pc	5			5	125.00				0	0.00				0	0.00				0	0.00	5.00	25.00	125.00
87		Stamp Pad Ink, Red, 50 ml.	pc	5			5	125.00				0	0.00				0	0.00				0	0.00	5.00	25.00	125.00
88		Sensitized Film, superfax, A4	pk	46			46	23,000.00				0	0.00				0	0.00				0	0.00	46.00	500.00	23,000.00
89		Stamp Pad Ink, Black, 50 ml.	pc	1			1	25.00				0	0.00				0	0.00				0	0.00	1.00	25.00	25.00
90		USB (64gb)	pc	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
91		UPS powersupply	unit	2			2	4,000.00				0	0.00				0	0.00				0	0.00	2.00	2,000.00	4,000.00
Cleaning Equipment and Supplies																										
92		Dish Dispenser	unit	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1.00	2,500.00	2,500.00
93		Dishwashing Liquid	pc	40			40	600.00				0	0.00				0	0.00				0	0.00	40.00	15.00	600.00
Lighting and fixtures and accessories																										
94		LED linear tube, 18 watyts FRO series	pc	25			25	7,000.00				0	0.00				0	0.00				0	0.00	25.00	280.00	7,000.00
95		Candle Light - warm white - 9W	pc	30			30	7,500.00				0	0.00				0	0.00				0	0.00	30.00	250.00	7,500.00
96		Candle Light - daylight - 9W	pc	30			30	7,500.00				0	0.00				0	0.00				0	0.00	30.00	250.00	7,500.00
97		Tube LED daylight - 18W	pc	20			20	15,400.00				0	0.00				0	0.00				0	0.00	20.00	770.00	15,400.00
98		Tube LED warm white - 7W	pc	15			15	1,500.00				0	0.00				0	0.00				0	0.00	15.00	100.00	1,500.00

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
Electrical equipment and components and supplies																										
99		Extension Cords	unit	7			7	3,150.00				0	0.00				0	0.00				0	0.00	7.00	450.00	3,150.00
Computer Supplies																										
100		HP Ink No. 46 Black	pc	12			12	4,800.00				0	0.00				0	0.00				0	0.00	12.00	400.00	4,800.00
101		HP Ink No. 46 Tri Color	pc	17			17	6,800.00				0	0.00				0	0.00				0	0.00	17.00	400.00	6,800.00
102		Ink Cartridge, HP 711, C, C2130A	pc	5			5	43,260.00				0	0.00				0	0.00				0	0.00	5.00	8,652.00	43,260.00
103		Ink Cartridge, HP 711, K, C2129A	pc	4			4	44,990.40				0	0.00				0	0.00				0	0.00	4.00	11,247.60	44,990.40
104		Ink Cartridge, HP 711, M, C2132A	pc	5			5	43,260.00				0	0.00				0	0.00				0	0.00	5.00	8,652.00	43,260.00
105		Ink Cartridge, HP 711, Y, C2131A	pc	5			5	43,260.00				0	0.00				0	0.00				0	0.00	5.00	8,652.00	43,260.00
106		Keyboard	pc	10			10	105,000.00				0	0.00				0	0.00				0	0.00	10.00	10,500.00	105,000.00
107		LAN Cable	box	2			2	16,000.00				0	0.00				0	0.00				0	0.00	2.00	8,000.00	16,000.00
108		LAN Connector	pc	100			100	100,000.00				0	0.00				0	0.00				0	0.00	100.00	1,000.00	100,000.00
109		Printer Ink, Cartridge, Canon 88 (black)	pc	20			20	18,000.00				0	0.00				0	0.00				0	0.00	20.00	900.00	18,000.00
110		Printer Ink, Cartridge, Canon 98 (colored)	pc	12			12	12,000.00				0	0.00				0	0.00				0	0.00	12.00	1,000.00	12,000.00
111		White Polyester Labels and Resin Ribbon	rolls	12			12	50,000.00				0	0.00				0	0.00				0	0.00	12.00	4,166.67	50,000.00
112		Optimum Toner Cartridge (OPT-55X), Black	pc	12			12	96,000.00				0	0.00				0	0.00				0	0.00	12.00	8,000.00	96,000.00
113		HP LASERJET 17A	pc	8			8	33,600.00				0	0.00				0	0.00				0	0.00	8.00	4,200.00	33,600.00
114		Q2612 A Ink, Cartridge	pc	8			8	31,600.00				0	0.00				0	0.00				0	0.00	8.00	3,950.00	31,600.00
Common ICT Equipment																										
115		Printer, non continuous Ink (Canon E600)	unit	1			1	10,000.00				0	0.00				0	0.00				0	0.00	1.00	10,000.00	10,000.00
116		Printer for VP	unit	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8,000.00	8,000.00
117		Printer, monochrome for FSD	unit	1			1	14,500.00				0	0.00				0	0.00				0	0.00	1.00	14,500.00	14,500.00
118		WebCam	unit	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1.00	7,500.00	7,500.00
119		Scanner	unit	2			2	16,000.00				0	0.00				0	0.00				0	0.00	2.00	8,000.00	16,000.00
120		Server RAM	lot	1			1	10,000.00				0	0.00				0	0.00				0	0.00	1.00	10,000.00	10,000.00
CONSUMABLES																										
121		Sugar, brown	kl	36			36	2,160.00				0	0.00				0	0.00				0	0.00	36.00	60.00	2,160.00
122		Ground Coffee, 1 kg	kl	108			108	18,360.00				0	0.00				0	0.00				0	0.00	108.00	170.00	18,360.00
123		Coffee, 3 in 1	pack	40			40	7,200.00				0	0.00				0	0.00				0	0.00	40.00	180.00	7,200.00
124		colored paper, blue, legal, 70 gsm	pack	4			4	1,200.00				0	0.00				0	0.00				0	0.00	4.00	300.00	1,200.00
125		Colored Papers A4 (pink)	pack	15			15	4,500.00				0	0.00				0	0.00				0	0.00	15.00	300.00	4,500.00
126		Colored Papers A4 (green)	pack	15			15	4,515.00				0	0.00				0	0.00				0	0.00	15.00	301.00	4,515.00
127		Creamer, 300g	pack	104			104	31,408.00				0	0.00				0	0.00				0	0.00	104.00	302.00	31,408.00

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
128		Loperamide hydrochloride, 2mg, capsule, box of 100 capsules	box	2			2	2,800.00				0	0.00				0	0.00				0	0.00	2.00	1,400.00	2,800.00
129		Multivitamins	pcs	360			360	5,400.00				0	0.00				0	0.00				0	0.00	360.00	15.00	5,400.00
130		paper towels	pack	12			12	480.00				0	0.00				0	0.00				0	0.00	12.00	40.00	480.00
131		Paracetamol, 500 mg, capsule, box of 50, generic	box	10			10	3,000.00				0	0.00				0	0.00				0	0.00	10.00	300.00	3,000.00
132		Phenylephrine HCl, Chlorphenamine Maleate, Paracetamol (capsule)	pcs	130			130	910.00				0	0.00				0	0.00				0	0.00	130.00	7.00	910.00
133		Purified Water/ Mineral Water	bottles	20			20	500.00				0	0.00				0	0.00				0	0.00	20.00	25.00	500.00
134		Tea 50pcs/box	box	6			6	1,800.00				0	0.00				0	0.00				0	0.00	6.00	300.00	1,800.00
135		colored paper, blue, legal, 70 gsm	ream	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5.00	200.00	1,000.00
136		Tooth brush	pcs	100			100	3,000.00				0	0.00				0	0.00				0	0.00	100.00	30.00	3,000.00
137		Tooth paste	pcs	100			100	4,000.00				0	0.00				0	0.00				0	0.00	100.00	40.00	4,000.00
138		Vitamin C (Sodium Ascorbate), food supplement, 500mg, Capsule, box of 100	box	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500.00	1,000.00
139		TAPE, Electrical (3M)	roll	5			5	200.00				0	0.00				0	0.00				0	0.00	5.00	40.00	200.00
140		TAPE, Teflon (big)	roll	10			10	200.00				0	0.00				0	0.00				0	0.00	10.00	20.00	200.00
141		Flexible Hose (1/2 to 1/2) with rubber coated	pc	15			15	3,000.00				0	0.00				0	0.00				0	0.00	15.00	200.00	3,000.00
142		Elbow, 1/2 " - 90 degrees	pc	10			10	150.00				0	0.00				0	0.00				0	0.00	10.00	15.00	150.00
143		Elbow, 1/2 " - 45 degrees	pc	10			10	150.00				0	0.00				0	0.00				0	0.00	10.00	15.00	150.00
144		Coupling, 1/2"	pc	10			10	250.00				0	0.00				0	0.00				0	0.00	10.00	25.00	250.00
145		Nipple, 2" x 1/2"	pc	10			10	150.00				0	0.00				0	0.00				0	0.00	10.00	15.00	150.00
146		Union, 1/2"	pc	10			10	400.00				0	0.00				0	0.00				0	0.00	10.00	40.00	400.00
147		Expansion Bolt (10 mm x 3")	pc	6			6	1,200.00				0	0.00				0	0.00				0	0.00	6.00	200.00	1,200.00
Other Categories																										
148		Ambroxol mucolytic, 30mg, tablet, box of 100 tablets	bx	2			2	1,300.00				0	0.00				0	0.00				0	0.00	2.00	650.00	1,300.00
149		Amlodipine besilate, 5mg, tablet, box of 100mg	bx	2			2	1,800.00				0	0.00				0	0.00				0	0.00	2.00	900.00	1,800.00
150		Band aid/box	bx	2			2	400.00				0	0.00				0	0.00				0	0.00	2.00	200.00	400.00
151		Bath Soap	pc	53			53	901.00				0	0.00				0	0.00				0	0.00	53.00	17.00	901.00
152		betadine, solution	btl	2			2	100.00				0	0.00				0	0.00				0	0.00	2.00	50.00	100.00
153		Chocolate Drink	pk	24			24	2,400.00				0	0.00				0	0.00				0	0.00	24.00	100.00	2,400.00
154		Citrizine	pc	100			100	1,000.00				0	0.00				0	0.00				0	0.00	100.00	10.00	1,000.00
155		cotton balls, 100s	pack	7			7	350.00				0	0.00				0	0.00				0	0.00	7.00	50.00	350.00
156		Ecobag (small) Green	pc	100			100	1,000.00				0	0.00				0	0.00				0	0.00	100.00	10.00	1,000.00
157		Emergency Lights (LED)	Unit	4			4	32,000.00				0	0.00				0	0.00				0	0.00	4.00	8,000.00	32,000.00
158		LED Search Lights	unit	4			4	16,000.00				0	0.00				0	0.00				0	0.00	4.00	4,000.00	16,000.00

[Handwritten signatures and initials]

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			
159		Face Mask, 50pcs/box	box	5			5	600.00				0	0.00				0	0.00				0	0.00	5.00	120.00	600.00			
160		Face towel	pcs	100			100	5,000.00				0	0.00				0	0.00				0	0.00	100.00	50.00	5,000.00			
161		Ferrous Sulfate + Folic Acid, 300 MG/ 250 MCG, tablet, box of 100	bottle	2			2	900.00				0	0.00				0	0.00				0	0.00	2.00	450.00	900.00			
162		Mefenamic Acid, 500mg	pcs	80			80	800.00				0	0.00				0	0.00				0	0.00	80.00	10.00	800.00			
163		Rice sacks, empty	pc	50			50	400.00				0	0.00				0	0.00				0	0.00	50.00	8.00	400.00			
164		Skull Guard	pc	6			6	3,000.00				0	0.00				0	0.00				0	0.00	6.00	500.00	3,000.00			
165		Whiteboard/interactive Board	pc	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1.00	2,500.00	2,500.00			
166		White Board (24 in x 34 in)	pc	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1,500.00	1,500.00			
A. TOTAL																						P	2,446,365.99						
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	244,636.60						
C. GRAND TOTAL (A + B)																						P	2,691,002.59						
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P							
G. MONTHLY CASH REQUIREMENTS																						P							
G.1 Available at Procurement Service Stores						501,986.59						-						-						-			P	501,986.59	
G.2 Other Items not available at PS but regularly purchased from other sources						1,944,379.40						-						-						-			P	1,944,379.40	
TOTAL MONTHLY CASH REQUIREMENTS						2,446,365.99						-						-						-			P	2,446,365.99	

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

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

Prepared by:

LEA C. QUISOREN MAGUILO
GDS Manager/Head BAC Secretariat

Noted: subject to the approval of 2019 CAP
Certified Funds Available / Certified Appropriate Funds Available

JENNYLYN A. ESPOSO
Budget Officer

Approved by:

ALLAN R. GARCIA
President and CEO

Date Prepared: August 14, 2018