

ANNEX “A”

Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Alcohol, 500 ml, 70% solution	bttl	110	110	110	330
Air Freshener, 400ml/can	can	25	25	25	75
Coffee Sachet, 10 pcs/pack, (Coffee black and creamy coffee mix)	pack	50	50	50	150
Creamer, 450g	pack	45	45	45	135
Detergent Powder , 500g/pack	pack	35	35	35	105
Dishwashing Liquid, Antibac Calamansi Scent	gallon	15	15	15	45
Disinfectant Spray ,510g	can	35	35	35	105
Furniture Cleaner 400ml	can	20	20	20	60
Insecticide, 600 ml, aerosol type, - Multi-Insect Killer	can	20	20	20	60
Rubber gloves, 100pcs/box,latex, powder free	box	3	3	3	9
Scouring pad, 140mm x 220mm(5pcs/pck)	piece	20	20	20	60
Liquid Hand Soap,500 ml, Antibacterial	bottle	40	40	40	120
Sugar - Brown	kilo	35	35	35	105
Trash bag, XL, 10 pcs/pack, black	pack	70	70	70	210
Tissue Paper, 2-3ply, 12 rolls/pack	pack	130	130	130	390
Tissue paper, Facial, large box	box	32	32	32	96
Face Mask, 3D	piece	250	250	250	750
Ground Coffee , 1kg, granules	pack	40	40	40	120
Natural Green Tea, 100 tea bags/box, black tea	pack	3	3	3	9
Choco Drink sachet, 10 pcs/pack, (assorted Choco Cereal and Milk)	pack	50	50	50	150
Coffee Capsule for mini coffee machine, 12 pcs/box, assorted dolce gusto Americano Rich Aroma & Intenso, Grande Intenso	box	8	8	8	24

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Liquid hand soap, Antibacterial	gallon	18	18	18	54
Toilet Tissue Paper, Jumbo	roll	10	10	10	30
Toilet bowl and urinal cleaner, powerful acid-based stain remover	gallon	10	10	10	30
Wired USB Mouse *Compatible with all notebook and desktop, its USB wire fits into any standard USB slot *Three Programmable Buttons *Optical Sensor *Powered via USB	piece	10	0	0	10
Wired USB Keyboard *Thin profile with rugged good looks *Low profile keyboard with standard lay out full size F-keys, and number pad Plug and play USB connection *Easy set -up your keyboard into a USB *Specifications of USB Wired PC Laptop Media Keyboard	piece	10	0	0	10

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<p>Wireless USB Mouse COMFORTABLE DESIGN: Contoured, wireless optical mouse with 3-button navigation and integrated scroll wheel lets you be productive all-day using either-hand; multi-OS (1), multi-device optical mouse and gives you the freedom to work or play from almost anywhere WIRELESS CONVENIENCE: Go cordless with 2.4 GHz USB-A connectivity that keeps you connected up to a range of 30 feet MULTI-SURFACE PERFORMANCE: Be ready for anything with Blue LED multi-surface technology that smooth, lag-free movement on virtually any surface (2)</p>	piece	10	0	0	10
Betadine solution, Povidone-iodine wound solution 60 ml, 10% antiseptic	bottle	2	2	2	6
Loperamide	capsule	35	35	35	105
Mefenamic acid	capsule	30	30	30	90
Vitamin C with Zinc, 100cap/box, non-acidic	box	5	5	5	15
Paracetamol, Biogesic	tablet	50	50	50	150
Cetirizine 10mg (Antihistamine)	tablet	30	30	30	90
Oral Rehydration Solution	sachet	25	25	25	75
Burn Ointment 30g	piece	3	3	3	9
Neozep Forte	tablet	30	30	30	90
Acetate transparency film, A4	box	3	3	3	9
Ballpen Black, Ordinary, 0.5mm	piece	60	0	0	60
Ballpen Blue, Ordinary, 0.5mm	piece	200	200	200	600
Ballpen With String, - table top pen with string, blue	piece	25	25	25	75

ANNEX "A"

Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Battery AAA, Heavy Duty, 4 pcs/pack	pack	20	20	20	60
Battery AA, Heavy Duty, 4 pcs/pack	pack	20	20	20	60
Plastic Ring Binder, Ibico, 1/4", black	piece	50	50	50	150
Plastic Ring Binder, Ibico, 1", black	piece	100	100	100	300
Plastic Ring Binder, Ibico, 1/2", black	piece	100	100	100	300
Bond Paper, legal, 70gsm	ream	50	50	50	150
Bond Paper, A3, 70gsm	ream	25	25	25	75
Bond Paper, A4, 80gsm	ream	200	200	200	600
Correction Tape	piece	12	12	12	36
Cutter, Heavy Duty	piece	30	0	0	30
Data File Box, Large, thick	box	30	30	30	90
Envelope, Expandable, long	piece	300	300	300	900
Eraser, rubber	piece	10	10	10	30
Folder Long, Expandable	piece	300	300	300	900
Glue, multi-purpose 240g	bottle	3	3	3	9
Highlighter, Orange	piece	3	3	3	9
Highlighter, Green	piece	3	3	3	9
Highlighter, Yellow	piece	3	3	3	9
Index Tab, clear, 5 sets/box	box	20	20	20	60
Marker, Permanent, Blue	piece	20	20	20	60
Notebook, stenographers	piece	30	30	30	90
Paper Clip, 33 mm gem type	box	20	20	20	60
Paper Fastener, non-rust metal, 25mm	box	18	18	18	54
Paper Fastener post screw 1", aluminum	piece	200	0	0	200
Paper Fastener post screw 2", aluminum	piece	200	0	0	200

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Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Paper Fastener post screw 3", aluminum	piece	200	0	0	200
Pencil Lead with eraser - Brite, no.2	piece	60	60	60	180
Photo paper, glossy, 180gsm, 10s/pack	pack	10	10	10	30
Post-it-flag, 3M, 1"x 1.7" Color: blue,green,red	piece	30	30	30	90
Puncher, Heavy Duty, 2 holes	piece	15	0	0	15
Record Book, 300 pages	book	40	0	0	40
Record Book, 500 pages	book	40	0	0	40
Rubber band, 400 g, 70mm, #18	box	3	3	3	9
Ruler 12" plastic	piece	20	0	0	20
Scissor, HD, 8", stainless steel	pair	30	0	0	30
Signpen, blue, pentel energel, 0.5mm	piece	210	210	210	630
Stamp pad, blue, no.3	piece	20	0	0	20
Stamp Pad Ink, black	bottle	15	0	0	15
Staple Remover, twin jaws, UK office	piece	6	6	6	18
Stapler, HD, with staple remover	piece	40	0	0	40
Scotch Tape Dispenser, 1"	piece	20	0	0	20
Tape, Double sided tape, 1 inch	roll	25	25	25	75
Tape, Masking , 1"	roll	12	12	12	36
Tape, Scotch , 1" , 24mm	roll	50	50	50	150
Tape, Scotch , 2" , 48mm	roll	20	20	20	60
Permanent Marker, Black	piece	30	0	0	30
Battery AA, rechargeable, 4 pcs/pack	pack	50	0	0	50
Marker, Whiteboard, Blue	piece	30	0	0	30
Printer Ink, Cartridge, Canon 725 (B)	piece	4	4	4	12

ANNEX "A"

Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Gel Pen, Retractable Roller, Blue (uniball, 1.0)	piece	40	40	40	120
Clearbook, A4 size	piece	12	12	12	36
Note Pad, (3"x3"), Assorted colors, 100 sheets/pack	pad	40	40	40	120
Special Paper, A4 , Board, 10 sheets per pack White vellum type 220GSM	set	40	40	40	120
Folder Press Board, long, blue	piece	200	200	200	600
Folder Long, Green, Clear Cover	piece	50	50	50	150
Sticker paper, white, A4	set	10	10	10	30
Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	piece	10	10	10	30
Printer Ink Cartridge, HP 46, Black	piece	20			20
Printer Ink Cartridge, HP 46, Tri-Color	piece	20			20
Clipboard	piece	6	6	6	18
Cassette Ribbon for Electronic Typewriter	piece	20	20	20	60
Toilet Bowl Automatic Urinal Cleaner Block	piece	14	14	14	42
Automatic Spray Starter Set, 269ml, (1 spray refill, 2 AA Batteries, and 1 Automatic spray unit)	set	8	8	8	24
Bond Paper, Short, 70 GSM	ream	25			25
Parchment Paper, short, color: light green, 10s/pack	pack	100			100
Storage Box MG-696,High Impact Storage box, 95L	box	6			6
Storage Box MG-696,High Impact Storage box, 70L	box	6			6

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Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Storage Box MG-696,High Impact Storage box, 35L	box	4			4
Thermal Paper, 56mmx30mm	roll	60			60
Empty Sack, thick, 50kg	piece	500			500
Metal File Tray, 3 layers, black	piece	20			20
Drinking Water Clear Glass, 305ml, 6pcs/set	set	8			8
Mini Dater Self-Iking Stamp, S-300	piece	20			20
Spray Bottle, 200-300ml, Continuous Spray Long Press Misty Sprayer Fine Mist Alcohol	piece	50			50
Pranela, size: 17x10" with edging	piece	300			300
Floor Mat, Large, Rectangular Non-Slip mat, rubber, color: plain for Corporate Office	piece	50			50
Floor wax, white, Floor Or Any Surface Wax Non Buffable	gallon	20			20
Certificate Holder, A4	piece	100			100
Clear Sheets Protector, long, thick, 100s/pack	pack	40			40
Steel Vertical Filing Cabinet, 4 layer	unit	1			1
Steel Vertical Filing Cabinet with Vault, 4 layer	unit	2			2
1 TB Solid State Drive • 2.5" SATA SSD, set your computer boot in seconds. • 3D Stacking Technology • Better Data Safety • High Performance	piece	5			5

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Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
Power Supply 700W 80+ True Rated <ul style="list-style-type: none"> • High efficiency with 80 PLUS certification • 24/7 continuous power output with 40°C operating temperature • Class-leading single +12V rail • Active PFC Circuitry • PCI-E 8pin and PCI-E 6pin connector support • Silent running 120mm fan with 18dBA 	piece	10			10
External Hard Drive, 1TB	piece	3			3
HP Toner Cartridge 12A	cart	3			3
HP Toner Cartridge 17A	cart	4			4
Wired Vocal Microphone SM58-LC SM 58 wired dynamic cardioid professional microphone for Shure microphone karaoke KTV stage show	set	2			2

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Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
<p>Wireless Headset for Laptop and PC</p> <p>Technical Specifications</p> <p>Microphone</p> <ul style="list-style-type: none"> • Type: Dual omni-directional MEMS mics with directional beamforming and DSP • Frequency Response: 100 ~ 8 KHz <p>Speakers</p> <ul style="list-style-type: none"> • Frequency response (music mode): 20 ~ 20 KHz • Frequency response (talk mode): 100 ~ 8 KHz • Sensitivity: 118.0±3 dB at 1mW @1 kHz • Driver size: 40 mm <p>Battery</p> <ul style="list-style-type: none"> • Built-in battery (Lithium ion) • Battery life (talk time): Up to 18 hrs • Battery life (listening time): Up to 20 hrs 1Battery life may vary based on users and computing conditions. <p>Charging</p> <ul style="list-style-type: none"> • USB-C charging cable: 1.5 m <p>Wireless</p> <ul style="list-style-type: none"> • Bluetooth version: 5.2 • Wireless range: Up to 30 m (open field line of sight) 	piece	7			7

ANNEX "A"

Item Description	UNIT	Second Quarter	Third Quarter	Fourth Quarter	Total Quantity
<p>External DVD Driver Read Speed (max): DVD-ROM : 8X; DVD+R : 8X; DVD-R : 8X; DVD+R(SL, M-DISC) : 8X; DVD+RW : 8X; DVD-RW : 8X; DVD+R(DL) : 8X; DVD-R(DL) : 8X; CD-ROM : 24X; CD-R : 24X Interface: USB 2.0 (Type-A) O/S Compatibility: Windows® 11, Windows® 10, Windows® 8 / 8.1, & Mac OS® X 10.6 and above Power Requirement: USB Power +5V ± 5% Bundled Software (Windows OS): CyberLink Power2Go 8, CyberLink PowerBackup 2.6, Nero BackItUp, E-Green Dimensions: 142 x 142 x 20 mm (L/W/H)</p>	piece	2			2