



OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Los Baños, Laguna 4031
(6349) 536 6001 to 6006 loc 702, 800; 536-6016

16 August 2021

ASST. PROF. NESTOR G. YUNQUE

Vice President for Administration
University of the Philippines
Diliman, Quezon City

Through: **MR. ISAGANI L. BAGUS**

Chief Administrative Officer, UP System SPMO

Dear **Vice President Yunque**:

In compliance with your memorandum (Memorandum No. NGY 21 – 104) dated 21 July 2021, the UP Open University (UPOU) is pleased to submit the Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) Items for FY 2022.

Thank you.

Very truly yours,


MELINDA P. BANDALARIA
Chancellor

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

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

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

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

Department/Bureau/Office: <u>University of the Philippines Open University</u>	Agency Code/UACS: _____	Contact Person: <u>Tayo, Mr. Dan Tatad</u>
Region: <u>IV-A</u>	Organization Type: _____	Position: <u>Administrative Aide VI</u>
Address: <u>Maahas, Los Baños, Laguna</u>		E-mail : <u>bac@upou.edu.ph</u>
		Telephone/Mobile Nos: <u>(049)536-6001 loc. 210</u>

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	5	5	10	20	2,787.20	2	3	5	10	1,393.60	0	2	5	7	975.52	3	3	0	6	836.16	43.00	139.36	5992.48
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	5	10	25	40	6,057.20	5	10	19	34	5,148.62	5	10	25	40	6,057.20	15	15	4	34	5,148.62	148.00	151.43	22411.64
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%~72%, 500 ml	bottle	25	43	54	122	8,120.32	20	30	49	99	6,589.44	36	37	50	123	8,186.88	25	26	40	91	6,056.96	435.00	66.56	28953.60
4	12191601-AL-E03	ALCOHOL, ethyl, 68%~72%, 1 Gallon	gallon	0	2	2	4	1,551.68	0	2	2	4	1,551.68	0	2	2	4	1,551.68	0	2	2	4	1,551.68	16.00	387.92	6206.72
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%~ 72%, 500ml (~5ml)	bottle	5	10	10	25	1,089.50	3	8	14	25	1,089.50	5	5	15	25	1,089.50	5	5	15	25	1,089.50	100.00	43.58	4358.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%~72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	bottle	5	10	15	30	945.60	0	5	6	11	346.72	2	6	10	18	567.36	2	5	7	14	441.28	73.00	31.52	2300.96
FILMS																										
9	13111203-AC-F01	ACETATE	roll	2	2	4	8	6,782.56	0	2	5	7	5,934.74	0	2	0	2	1,695.64	0	2	0	2	1,695.64	19.00	847.82	16108.58
10	13111201-CF-P01	CARBON FILM, A4	box	0	0	3	3	663.00	0	3	0	3	663.00	0	0	3	3	663.00	0	3	0	3	663.00	12.00	221.00	2652.00
11	13111201-CF-P02	CARBON FILM, legal	box	0	0	2	2	417.04	2	0	0	2	417.04	0	2	0	2	417.04	2	0	0	2	417.04	8.00	208.52	1668.16
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	5	17	35	57	4,772.04	0	1	0	1	83.72	15	15	18	48	4,018.56	0	0	0	0	0.00	106.00	83.72	8874.32
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	0	3	3	2,647.65	0	2	0	2	1,765.10	0	3	0	3	2,647.65	0	3	0	3	2,647.65	11.00	882.55	9708.05
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	4	4	4,118.40	0	0	2	2	2,059.20	0	2	0	2	2,059.20	0	2	0	2	2,059.20	10.00	1029.60	10296.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue ^(as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	0	0	4	4	6,115.20	0	0	2	2	3,057.60	0	0	2	2	3,057.60	0	2	0	2	3,057.60	10.00	1528.80	15288.00
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	0	0	5	5	4,531.80	0	0	2	2	1,812.72	0	0	5	5	4,531.80	0	2	0	2	1,812.72	14.00	906.36	12689.04
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	0	0	6	6	5,304.00	0	0	2	2	1,768.00	0	2	0	2	1,768.00	0	6	0	6	5,304.00	16.00	884.00	14144.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	2	2	3,016.00	0	0	2	2	3,016.00	0	0	2	2	3,016.00	0	2	0	2	3,016.00	8.00	1508.00	12064.00
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	0	0	11	11	8,744.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	794.96	8744.56
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	22	22	44	1,630.64	0	5	6	11	407.66	5	11	20	36	1,334.16	5	6	0	11	407.66	102.00	37.06	3780.12
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	10	20	35	2,074.80	0	2	5	7	414.96	5	5	19	29	1,719.12	3	3	0	6	355.68	77.00	59.28	4564.56
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	5	15	22	42	2,271.36	0	5	11	16	865.28	0	14	20	34	1,838.72	5	11	0	16	865.28	108.00	54.08	5840.64
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	10	20	30	361.20	0	7	7	14	168.56	0	10	20	30	361.20	7	7	0	14	168.56	88.00	12.04	1059.52
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	10	40	41	91	12,436.06	20	30	51	101	13,802.66	15	36	55	106	14,485.96	30	30	36	96	13,119.36	394.00	136.66	53844.04
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	10	30	34	74	9,450.54	10	25	24	59	7,534.89	15	24	25	64	8,173.44	24	25	10	59	7,534.89	256.00	127.71	32693.76
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	20	80	94	194	19,062.44	15	35	58	108	10,612.08	20	55	82	157	15,426.82	25	55	18	98	9,629.48	557.00	98.26	54730.82
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	5	25	27	57	6,752.22	5	15	28	48	5,686.08	10	15	45	70	8,292.20	15	15	17	47	5,567.62	222.00	118.46	26298.12
28	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.12	0.00
29	14111503-PA-P01	PAPER, parchment	box	10	12	20	42	4,118.10	0	7	0	7	686.35	7	14	0	21	2,059.05	5	0	0	5	490.25	75.00	98.05	7353.75
30	14111818-TH-P02	Thermal Paper, 55GSM (-5%) ,1/2 Core, 216mm x 30m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	0.00
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5	20	27	52	3,677.44	6	6	0	12	848.64	8	15	15	38	2,687.36	6	6	0	12	848.64	114.00	70.72	8062.08
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	20	28	53	5,401.76	6	7	0	13	1,324.96	10	15	15	40	4,076.80	5	6	0	11	1,121.12	117.00	101.92	11924.64
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	5	25	33	63	5,470.92	10	15	27	52	4,515.68	10	20	28	58	5,036.72	15	15	0	30	2,605.20	203.00	86.84	17628.52
34	14111704-HFPPT01	TISSUE, interfolded paper towel	pack	0	0	3	3	104.52	0	0	3	3	104.52	0	0	3	3	104.52	1	0	0	1	34.84	10.00	34.84	348.40
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	0	0	3	3	101.40	0	0	1	1	33.80	0	0	1	1	33.80	1	0	0	1	33.80	6.00	33.80	202.80
BATTERIES AND CELLS AND ACCESSORIES																										
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	15	45	59	119	4,319.70	10	20	34	64	2,323.20	15	35	63	113	4,101.90	25	35	15	75	2,722.50	371.00	36.30	13467.30
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	15	55	66	136	2,683.28	15	20	55	90	1,775.70	27	30	79	136	2,683.28	25	35	29	89	1,755.97	451.00	19.73	8898.23
38	26111702-BT-A03	BATTERY, dry Cell, size D	pack	0	15	16	31	2,982.20	0	6	0	6	577.20	16	15	0	31	2,982.20	6	0	0	6	577.20	74.00	96.20	7118.80
MANUFACTURING COMPONENTS AND SUPPLIES																										
39	31201610-GL-J01	GLUE, all purpose	jar	5	10	22	37	2,645.50	5	10	0	15	1,072.50	5	5	17	27	1,930.50	7	7	0	14	1,001.00	93.00	71.50	6649.50
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	0	10	16	26	513.76	1	0	0	1	19.76	5	5	9	19	375.44	0	0	0	0	0.00	46.00	19.76	908.96
41	31151804-SW-S01	STAPLE WIRE, standard	box	7	25	25	57	1,277.37	9	20	20	49	1,098.09	15	15	21	51	1,142.91	8	9	0	17	380.97	174.00	22.41	3899.34
42	31201502-TA-B01	TAPE, electrical	roll	0	0	8	8	149.36	1	0	0	1	18.67	0	3	0	3	56.01	1	0	0	1	18.67	13.00	18.67	242.71
43	31201503-TA-M01	TAPE, masking, 24mm	roll	0	25	29	54	2,948.40	9	9	0	18	982.80	5	15	19	39	2,129.40	5	10	0	15	819.00	126.00	54.60	6879.60
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	15	15	15	45	4,797.00	5	7	7	19	2,025.40	10	10	12	32	3,411.20	5	5	5	15	1,599.00	111.00	106.60	11832.60
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	23	17	13	53	1,185.08	5	5	10	20	447.20	15	17	9	41	916.76	4	7	5	16	357.76	130.00	22.36	2906.80
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	32	28	22	82	827.38	25	25	25	75	756.75	23	21	24	68	686.12	20	20	23	63	635.67	288.00	10.09	2905.92
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	22	22	22	66	1,318.02	9	11	9	29	579.13	18	18	20	56	1,118.32	7	10	8	25	499.25	176.00	19.97	3514.72
48	31151507-TW-P01	TWINE, plastic	roll	0	0	4	4	232.96	0	0	0	0	0.00	2	2	1	5	291.20	0	0	0	0	0.00	9.00	58.24	524.16
HEATING AND VENTILATION AND AIR CIRCULATION																										
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	1	1	1,109.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1109.68	1109.68
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
51	4010160-I-EF-S01	ELECTRIC FAN, stand type	unit	0	4	6	10	8,568.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	856.86	8568.60	
52	4010160-I-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	674.96	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																											
53	4111222-I-TG-T02	THERMOGUN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2532.40	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
54	39101628-I-T-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	205.82	0.00	
55	39101628-I-B-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	4	5	5	14	1,150.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	82.16	1150.24	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
56	4111160-I-RU-P02	RULER, plastic, 450mm	piece	5	4	5	14	247.52	2	2	2	6	106.08	2	2	2	6	106.08	0	0	0	0	0.00	26.00	17.68	459.68	
CLEANING EQUIPMENT AND SUPPLIES																											
57	47131812-I-AF-A01	AIR FRESHENER, aerosol type	can	9	9	9	27	2,435.94	6	7	6	19	1,714.18	7	7	7	21	1,894.62	6	6	7	19	1,714.18	86.00	90.22	7758.92	
58	4713160-I-BR-S01	BROOM, soft, tambo	piece	0	0	2	2	272.48	0	0	0	0	0.00	1	0	1	2	272.48	0	0	0	0	0.00	4.00	136.24	544.96	
59	4713160-I-BR-T01	BROOM, stick, ting-ting	piece	0	0	2	2	36.40	0	0	0	0	0.00	1	0	1	2	36.40	0	0	0	0	0.00	4.00	18.20	72.80	
60	47131829-I-TB-C01	CLEANER, toilet and urinal	bottle	0	0	3	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	12.00	41.60	499.20	
61	47131805-I-CL-P01	CLEANSER, scouring powder	can	0	0	3	3	71.76	1	1	1	3	71.76	1	1	1	3	71.76	1	1	1	3	71.76	12.00	23.92	287.04	
62	47131811-I-DE-B02	DETERGENT BAR, 140g	piece	2	2	2	6	49.80	2	2	2	6	49.80	2	2	2	6	49.80	2	2	2	6	49.80	24.00	8.30	199.20	
63	47131811-I-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	0	0	3	3	162.24	1	1	1	3	162.24	1	1	1	3	162.24	1	1	1	3	162.24	12.00	54.08	648.96	
64	47131803-I-DS-A01	DISINFECTANT SPRAY, aerosol type	can	9	10	11	30	3,868.80	8	5	7	20	2,579.20	6	10	9	25	3,224.00	6	6	6	18	2,321.28	93.00	128.96	11993.28	
65	47131601-I-DU-P01	DUST PAN, non-rigid plastic	piece	0	0	2	2	49.66	0	0	0	0	0.00	0	2	0	2	49.66	0	0	0	0	0.00	4.00	24.83	99.32	
66	51241552-I-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	131.25	0.00	
67	73101612-I-HS-L01	LIQUID HAND SOAP, 500mL	bottle	4	5	5	14	1,441.44	5	5	5	15	1,544.40	5	5	5	15	1,544.40	5	5	4	14	1,441.44	58.00	102.96	5971.68	
68	47131802-I-FW-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	309.76	0.00	
69	47131830-I-FC-A01	FURNITURE CLEANER, aerosol type	can	5	4	4	13	1,561.56	3	5	5	13	1,561.56	4	4	4	12	1,441.44	1	1	0	2	240.24	40.00	120.12	4804.80	
70	4712180-I-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	1	1	2,288.00	0	0	0	0	0.00	0	1	0	1	2,288.00	0	0	0	0	0.00	2.00	2288.00	4576.00	
71	47131613-I-MP-H02	MOPHANDLE, heavy duty, screw type	piece	0	0	1	1	124.80	0	0	0	0	0.00	0	0	1	1	124.80	0	0	0	0	0.00	2.00	124.80	249.60	
72	47131619-I-MP-R01	MOPHEAD, made of rayon	piece	1	0	0	1	123.76	0	0	0	0	0.00	1	0	0	1	123.76	0	0	0	0	0.00	2.00	123.76	247.52	
73	47131501-I-RG-C01	RAGS, all cotton	bundle	5	5	5	15	807.30	3	4	4	11	592.02	4	6	3	13	699.66	4	2	5	11	592.02	50.00	53.82	2691.00	
74	47131602-I-SC-W01	SCOURING PAD	pack	3	6	2	11	1,235.52	2	1	2	5	561.60	4	7	3	14	1,572.48	1	1	1	3	336.96	33.00	112.32	3706.56	
75	47121701-I-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	9	8	11	28	3,771.04	12	9	7	28	3,771.04	9	9	9	27	3,636.36	7	9	9	25	3,367.00	108.00	134.68	14545.44	
76	47121702-I-VB-P01	WASTEBASKET, non-rigid plastic	piece	11	10	8	29	810.84	0	0	0	0	0.00	0	0	1	1	27.96	0	0	0	0	0.00	30.00	27.96	838.80	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
77	43211507-I-DSK001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.60	0.00	
78	43211507-I-DSK002	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42,390.40	0.00	
79	43211503-I-LAP001	LAPTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41,392.00	0.00	
80	43201827-I-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	5	4	5	14	36,383.76	1	2	2	5	12,994.20	1	2	1	4	10,395.36	0	0	0	0	0.00	23.00	2598.84	59773.32	
81	43202010-I-FD-U01	FLASH DRIVE, 16 GB	piece	8	9	8	25	4,186.00	1	2	1	4	669.76	2	1	2	5	837.20	1	1	1	3	502.32	37.00	167.44	6195.28	
82	43211708-I-MO-C01	MOUSE, OPTICAL, USB connection type	unit	9	9	9	27	3,005.10	2	2	3	7	779.10	2	2	2	6	667.80	0	0	0	0	0.00	40.00	111.30	4452.00	
83	43211708-I-MO-C02	MOUSE, WIRELESS, USB	unit	3	2	2	7	1,078.00	0	0	0	0	0.00	2	2	0	4	616.00	0	0	0	0	0.00	11.00	154.00	1694.00	
84	43212102-I-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	1	0	0	1	38,100.97	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	38100.97	38100.97	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	0.00	
86	43212105-PR-L01	PRINTER, laser, monochrome	unit	1	0	0	1	724.88	0	1	0	1	724.88	0	0	1	1	724.88	1	0	0	1	724.88	4.00	724.88	2899.52	
87	43212105-PR-L02	PRINTER, laser, colored	unit	1	1	1	3	23,697.00	0	1	0	1	7,899.00	0	0	1	1	7,899.00	1	0	0	1	7,899.00	6.00	7899.00	47394.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
88	44121710-CH-W01	CHALK, white enamel	box	2	1	2	5	148.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	29.64	148.20	
89	44122105-BF-C01	CLIP, backfold, 19mm	box	25	29	22	76	665.76	13	11	7	31	271.56	20	17	25	62	543.12	9	11	5	25	219.00	194.00	8.76	1699.44	
90	44122105-BF-C02	CLIP, backfold, 25mm	box	28	31	19	78	1,187.16	21	19	9	49	745.78	29	26	17	72	1,095.84	10	13	12	35	532.70	234.00	15.22	3561.48	
91	44122105-BF-C03	CLIP, backfold, 32mm	box	23	22	20	65	1,453.40	13	13	13	39	872.04	23	23	23	69	1,542.84	11	11	11	33	737.88	206.00	22.36	4606.16	
92	44122105-BF-C04	CLIP, backfold, 50mm	box	23	19	34	76	4,149.60	14	20	6	40	2,184.00	21	21	21	63	3,439.80	12	13	12	37	2,020.20	216.00	54.60	11793.60	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	47	38	40	125	1,460.00	29	24	32	85	992.80	47	32	31	110	1,284.80	33	33	19	85	992.80	405.00	11.68	4730.40	
94	44111515-DF-B01	DATA FILE BOX	piece	23	17	13	53	4,091.60	13	14	14	41	3,165.20	14	14	14	42	3,242.40	13	13	13	39	3,010.80	175.00	77.20	13510.00	
95	44122011-DF-F01	DATA FOLDER	piece	14	17	15	46	3,157.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46.00	68.64	3157.44	
96	44121506-EN-D01	ENVELOPE, documentary, A4	box	31	31	31	93	62,597.37	3	2	3	8	5,384.72	9	11	5	25	16,827.25	3	4	1	8	5,384.72	134.00	673.09	90194.00	
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	25	29	25	79	73,245.64	3	3	4	10	9,271.60	7	9	3	19	17,616.04	2	4	2	8	7,417.28	116.00	927.16	107550.56	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	7	7	7	21	15,506.40	2	3	2	7	5,168.80	6	6	6	18	13,291.20	2	2	2	6	4,430.40	52.00	738.40	38996.80	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	68	71	59	198	6,037.02	13	17	20	50	1,524.50	10	10	10	30	914.70	17	19	14	50	1,524.50	328.00	30.49	10000.72	
100	44121506-EN-M02	ENVELOPE, mailing	box	6	6	5	17	6,429.40	2	2	2	6	2,269.20	2	3	2	7	2,647.40	2	5	0	7	2,647.40	37.00	378.20	13993.40	
101	44121504-EN-W02	ENVELOPE, mailing, with window	box	2	4	0	6	2,602.08	2	0	2	4	1,734.72	1	1	0	2	867.36	0	1	1	2	867.36	14.00	433.68	6071.52	
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	4	4	4	12	123.60	1	1	0	2	20.60	2	2	2	6	61.80	0	0	2	2	20.60	22.00	10.30	226.60	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	11	10	10	31	2,585.71	6	6	6	18	1,501.38	7	6	9	22	1,835.02	5	5	5	15	1,251.15	86.00	83.41	7173.26	
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	9	13	10	32	2,753.28	8	6	4	18	1,548.72	11	11	11	33	2,839.32	5	9	3	17	1,462.68	100.00	86.04	8604.00	
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	17	21	9	47	523.11	7	13	5	25	278.25	6	5	5	16	178.08	5	5	5	15	166.95	103.00	11.13	1146.39	
106	44122018-FT-D02	FILE TAB DIVIDER, legal	set	3	4	4	11	156.53	4	3	3	10	142.30	2	1	1	4	56.92	0	0	0	0	0.00	25.00	14.23	355.75	
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	bundle	13	12	13	38	10,275.20	4	4	4	12	3,244.80	3	5	3	11	2,974.40	4	6	1	11	2,974.40	72.00	270.40	19468.80	
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	bundle	13	12	0	25	7,797.00	0	0	10	10	3,118.80	4	4	4	12	3,742.56	3	3	4	10	3,118.80	57.00	311.88	17777.16	
109	44122011-FO-L01	FOLDER, L-type, A4	pack	52	42	61	155	26,571.65	29	13	0	42	7,200.06	59	41	41	141	24,171.63	11	9	12	32	5,485.76	370.00	171.43	63429.10	
110	44122011-FO-L02	FOLDER, L-type, legal	pack	13	14	10	37	8,999.88	12	8	12	32	7,783.68	21	13	13	47	11,432.28	19	12	12	43	10,459.32	159.00	243.24	38675.16	
111	44122027-FO-P01	FOLDER, pressboard	box	1	2	2	5	4,763.20	2	0	0	2	1,905.28	1	1	1	3	2,857.92	0	1	1	2	1,905.28	12.00	952.64	11431.68	
112	44122011-FO-T03	FOLDER, with tab, A4	pack	10	10	10	30	8,370.00	5	2	1	8	2,232.00	7	5	8	20	5,580.00	3	4	1	8	2,232.00	66.00	279.00	18414.00	
113	44122011-FO-T04	FOLDER, with tab, legal	pack	9	9	9	27	8,676.72	11	12	9	32	10,283.52	7	8	8	23	7,391.28	3	3	3	9	2,892.24	91.00	321.36	29243.76	
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	5	5	5	15	850.20	3	4	3	10	566.80	4	4	4	12	680.16	4	3	3	10	566.80	47.00	56.68	2663.96	
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	21	19	19	59	2,454.40	17	19	4	40	1,664.00	12	15	10	37	1,539.20	10	10	10	30	1,248.00	166.00	41.60	6905.60	
116	44121716-MA-F01	MARKER, fluorescent	set	17	15	6	38	1,393.08	7	8	0	15	549.90	10	5	5	20	733.20	7	0	7	14	513.24	87.00	36.66	3189.42	
117	44121708-MW-B01	MARKER, whiteboard, black	piece	20	16	15	51	682.38	7	7	7	21	280.98	13	13	13	39	521.82	3	4	7	14	187.32	125.00	13.38	1672.50	
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	9	11	8	28	374.64	8	8	8	24	321.12	12	5	11	28	374.64	7	3	3	13	173.94	93.00	13.38	1244.34	
119	44121708-MW-B03	MARKER, whiteboard, red	piece	11	10	10	31	414.78	6	5	0	11	147.18	10	10	5	25	334.50	4	7	2	13	173.94	80.00	13.38	1070.40	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	17	23	14	54	484.92	9	7	10	26	233.48	15	13	12	40	359.20	8	8	8	24	215.52	144.00	8.98	1293.12	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	18	17	8	43	386.14	6	6	6	18	161.64	11	11	11	33	296.34	4	7	5	16	143.68	110.00	8.98	987.80	
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	11	8	6	25	224.50	3	3	4	10	89.80	5	5	5	15	134.70	7	3	0	10	89.80	60.00	8.98	538.80	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	35	35	38	108	838.08	15	13	12	40	310.40	35	30	30	95	737.20	7	6	6	19	147.44	262.00	7.76	2033.12	
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	35	25	25	85	1,171.30	13	11	10	34	468.52	25	35	35	95	1,309.10	10	5	5	20	275.60	234.00	13.78	3224.52	
125	44121706-PE-L01	PENCIL, lead, with eraser	box	13	12	10	35	727.65	2	2	3	7	145.53	10	10	5	25	519.75	3	4	0	7	145.53	74.00	20.79	1538.46	
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	1	0	0	1	239.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	239.79	239.79	
127	44122101-RU-B01	RUBBER BAND, No. 18	box	9	5	5	19	1,900.95	4	3	3	10	1,000.50	10	0	10	20	2,001.00	0	4	0	4	400.20	53.00	100.05	5302.65	
128	44121905-SP-F01	STAMP PAD, felt	piece	6	6	6	18	629.10	3	2	2	7	244.65	3	3	3	9	314.55	0	5	0	5	174.75	39.00	34.95	1363.05	
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	9	9	9	27	400.14	4	4	4	12	177.84	2	3	2	7	103.74	4	3	3	10	148.20	56.00	14.82	829.92	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	8	5	5	18	601.74	5	7	0	12	401.16	4	3	5	12	401.16	3	1	1	5	167.15	47.00	33.43	1571.21	
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	6	6	5	17	7,717.32	1	2	4	7	3,177.72	2	2	0	4	1,815.84	0	0	1	1	453.96	29.00	453.96	13164.84	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	3	3	3	9	1,824.03	1	0	1	2	405.34	0	0	0	0	0.00	0	0	0	0	0.00	11.00	202.67	2229.37	
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	5	4	4	13	1,960.40	1	1	0	2	301.60	0	0	2	2	301.60	0	0	0	0	0.00	17.00	150.80	2563.60	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	14	9	5	28	1,135.68	4	5	1	10	405.60	2	2	1	5	202.80	0	0	0	0	0.00	43.00	40.56	1744.08	
135	44121615-ST-S01	STAPLER, standard type	piece	7	7	7	21	2,948.40	3	2	2	7	982.80	0	2	0	2	280.80	0	0	0	0	0.00	30.00	140.40	4212.00	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	2	3	3	8	7,313.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	914.22	7313.76	
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	8	9	0	17	423.30	0	3	3	6	149.40	1	2	1	4	99.60	1	0	0	1	24.90	28.00	24.90	697.20	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	7	3	3	13	834.60	0	0	0	0	0.00	2	0	0	2	128.40	0	0	0	0	0.00	15.00	64.20	963.00	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capac	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9534.72	9534.72	
140	44101807-CA-C01	CALCULATOR, compact	unit	8	5	0	13	4,509.05	0	0	0	0	0.00	1	1	1	3	1,040.55	0	0	0	0	0.00	16.00	346.85	5549.60	
141	44101714-FX-M01	FACSIMILE MACHINE	unit	1	0	0	1	5,642.00	0	0	0	0	0.00	1	0	0	1	5,642.00	0	0	0	0	0.00	2.00	5642.00	11284.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	2	0	0	2	18,595.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	9297.60	18595.20	
143	44101603-PS-M01	PAPER SHREDDER	unit	2	0	0	2	11,398.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5699.20	11398.40	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	0.00	
145	44103105-BR-B04	INK CART, BROTHER LC57B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	0.00	
146	44103105-BR-B05	INK CART, BROTHER LC57HYBK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	0.00	
147	44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	0.00	
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
152	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	0.00	
153	44103105-CA-C04	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	0.00	
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00	
155	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00	
156	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00	
157	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	4	4	4	12	2,995.20	2	2	2	6	1,497.60	4	4	0	8	1,996.80	4	0	3	7	1,747.20	33.00	249.60	8236.80	
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	4	3	4	11	2,745.60	2	2	0	4	998.40	2	1	2	5	1,248.00	2	2	0	4	998.40	24.00	249.60	5990.40	
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	3	2	10	2,496.00	0	2	2	4	998.40	3	1	2	6	1,497.60	4	0	0	4	998.40	24.00	249.60	5990.40	
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	5	5	10	2,496.00	2	2	0	4	998.40	4	0	2	6	1,497.60	2	2	0	4	998.40	24.00	249.60	5990.40	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
161	44103105+HP-B40	Ink Cartridge, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	0.00
162	44103105+HP-T40	Ink Cartridge, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	950.56	0.00
163	44103105+HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	0.00
164	44103105+HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	0.00
165	44103105+HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
166	44103105+HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
167	44103105+HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
168	44103105+HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
169	44103105+HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
170	44103105+HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00
171	44103105+HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0	1	0	1	769.60	0	0	0	0	0.00	1	0	0	1	769.60	0	0	0	0	0.00	2.00	769.60	1539.20
172	44103105+HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	11	10	10	31	28,371.20	10	10	10	30	27,456.00	1	0	0	1	915.20	0	0	0	0	0.00	62.00	915.20	56742.40
173	44103105+HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0	2	3	5	1,830.40	1	0	0	1	366.08	1	0	0	1	366.08	0	1	0	1	366.08	8.00	366.08	2928.64
174	44103105+HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	2	3	5	1,830.40	1	0	0	1	366.08	1	0	0	1	366.08	1	0	0	1	366.08	8.00	366.08	2928.64
175	44103105+HP-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
176	44103105+HP-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
177	44103105+HP-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow,	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
178	44103105+HP-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1346.80	0.00
179	44103105+HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	756.08	0.00
180	44103105+HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	931.84	0.00
181	44103105+HP-B49	Ink Cartridge, HP CH565A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	0.00
182	44103105+HP-C49	Ink Cartridge, HP CH566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
183	44103105+HP-M49	Ink Cartridge, HP CH567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
184	44103105+HP-Y49	Ink Cartridge, HP CH568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
185	44103105+HP-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1786.72	0.00
186	44103105+HP-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
187	44103105+HP-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
188	44103105+HP-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
189	44103105+HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
190	44103105+HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
191	44103105+HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
192	44103105+HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
193	44103105+HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	312.00	0.00
194	44103105+HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
195	44103105+HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
196	44103105+HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
197	44103105+HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	13	12	12	37	15,007.20	4	4	4	12	4,867.20	19	13	11	43	17,440.80	21	10	10	41	16,629.60	133.00	405.60	53944.80
198	44103105+HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	12	12	12	36	14,601.60	4	3	4	11	4,461.60	5	5	5	15	6,084.00	5	5	4	14	5,678.40	76.00	405.60	30825.60
199	44103105+HP-C50	Ink Cartridge, HP L0551AA (HP955) Cyan	cart	0	0	0	0	0.00	1	0	0	1	995.75	1	0	0	1	995.75	0	0	0	0	0.00	2.00	995.75	1991.50

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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			
200	44103105+HP-M50	Ink Cartridge, HP L0554AA (HP955) Magenta	cart	0	0	0	0	0.00	1	0	0	1	995.75	1	0	0	1	995.75	0	0	0	0	0.00	2.00	995.75	1991.50
201	44103105+HP-Y50	Ink Cartridge, HP L0557AA (HP955) Yellow	cart	0	0	0	0	0.00	1	0	0	1	995.75	0	1	0	1	995.75	0	0	0	0	0.00	2.00	995.75	1991.50
202	44103105+HP-B50	Ink Cartridge, HP L0560AA (HP955) Black	cart	0	2	0	2	9,913.20	0	2	0	2	9,913.20	2	2	0	4	19,826.40	2	0	0	2	9,913.20	10.00	4956.60	49566.00
203	44103105+HX-C48	Ink Cartridge, HP L0563AA (HP955XL) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
204	44103105+HX-M48	Ink Cartridge, HP L0566AA (HP955XL) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
205	44103105+HX-Y48	Ink Cartridge, HP L0569AA (HP955XL) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
206	44103105+HX-B48	Ink Cartridge, HP L0572AA (HP955XL) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1644.24	0.00
207	44103105+HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
208	44103105+HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
209	44103105+HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
210	44103105+HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	741.28	0.00
211	44103112+EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	3	3	232.29	3	0	0	3	232.29	3	0	0	3	232.29	3	0	0	3	232.29	12.00	77.43	929.16
212	44103112+EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	3	3	2,208.96	3	0	0	3	2,208.96	3	0	0	3	2,208.96	3	0	0	3	2,208.96	12.00	736.32	8835.84
213	44103112+EP-R13	RIBBON CART, EPSON C13S015632, Black	cart	0	2	2	4	311.76	0	0	1	1	77.94	2	2	0	4	311.76	0	0	1	1	77.94	10.00	77.94	779.40
214	44103103+BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
215	44103103+BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1892.80	0.00
216	44103103+BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
217	44103103+BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	2	2	7,134.40	0	0	2	2	7,134.40	0	0	2	2	7,134.40	2	0	0	2	7,134.40	8.00	3567.20	28537.60
218	44103103+BR-B11	TONER CART, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5002.40	0.00
219	44103103+HP-B12	TONER CART, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3380.00	0.00
220	44103103+HP-B14	TONER CART, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3337.36	0.00
221	44103103+HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00
222	44103103+HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3952.00	0.00
223	44103103+HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	0	1	2	3	10,296.00	1	0	0	1	3,432.00	1	1	1	3	10,296.00	0	1	0	1	3,432.00	8.00	3432.00	27456.00
224	44103103+HP-B23	TONER CART, HP CE310A, Black	cart	1	2	2	5	13,072.80	2	1	2	5	13,072.80	3	0	2	5	13,072.80	2	2	1	5	13,072.80	20.00	2614.56	52291.20
225	44103103+HP-C23	TONER CART, HP CE311A, Cyan	cart	1	2	2	5	12,714.00	2	1	2	5	12,714.00	3	0	2	5	12,714.00	2	2	1	5	12,714.00	20.00	2542.80	50856.00
226	44103103+HP-Y23	TONER CART, HP CE312A, Yellow	cart	1	2	2	5	12,714.00	2	1	2	5	12,714.00	3	0	2	5	12,714.00	2	2	1	5	12,714.00	20.00	2542.80	50856.00
227	44103103+HP-M23	TONER CART, HP CE313A, Magenta	cart	1	2	2	5	12,714.00	2	1	2	5	12,714.00	3	0	2	5	12,714.00	2	2	1	5	12,714.00	20.00	2542.80	50856.00
228	44103103+HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2916.16	0.00
229	44103103+HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
230	44103103+HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
231	44103103+HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
232	44103103+HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8476.00	0.00
233	44103103+HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6900.40	0.00
234	44103103+HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
235	44103103+HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
236	44103103+HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
237	44103103+HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4201.60	0.00
238	44103103+HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0	1	0	1	6,011.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6011.20	6011.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
239	441031034HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart	0	1	0	1	6,011.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6011.20	6011.20
240	441031034HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart	0	1	0	1	6,011.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6011.20	6011.20
241	441031034HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4466.80	0.00
242	441031034HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00
243	441031034HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	cart	0	2	0	2	6,088.16	0	0	2	2	6,088.16	2	2	0	4	12,176.32	0	0	0	0	0.00	8.00	3044.08	24352.64
244	441031034HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5787.60	0.00
245	441031034HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00	0.00
246	441031034HP-B51	TONER CART, HP CF280XC, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9004.32	0.00
247	441031034HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8606.00	0.00
248	441031034HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3241.70	0.00
249	441031034HX-B51	Toner Cartridge, HP CF283XC (HP83X) Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4056.00	0.00
250	441031034HP-B58	Toner Cartridge, HP CF287A (HP87) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00	0.00
251	441031034HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13156.00	0.00
252	441031034HP-B60	Toner Cartridge, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2901.60	0.00
253	441031034HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
254	441031034HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
255	441031034HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
256	441031034HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7056.40	0.00
257	441031034HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
258	441031034HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
259	441031034HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
260	441031034HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78	0.00
261	441031034HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
262	441031034HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
263	441031034HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
264	441031034HP-B63	Toner Cartridge, HP CF410A (HP410A) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4440.80	0.00
265	441031034HX-B54	Toner Cartridge, HP CF410XC (HP410XC) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7441.20	0.00
266	441031034HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00
267	441031034HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
268	441031034HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00
269	441031034HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
270	441031034HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00
271	441031034HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00
272	441031034HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3900.00	0.00
273	441031034HP-B48	TONER CART, HP Q7553A, Black	cart	0	0	1	1	4,399.20	0	0	1	1	4,399.20	0	1	0	1	4,399.20	1	0	0	1	4,399.20	4.00	4399.20	17596.80
274	441031035A-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	2	1	0	3	10,218.00	2	1	0	3	10,218.00	2	1	0	3	10,218.00	2	1	0	3	10,218.00	12.00	3406.00	40872.00
275	441031035A-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2350.40	0.00
276	441031035A-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2454.40	0.00
277	441031035A-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3380.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
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278	44103103-SA-B14	TONER CART, Samsung MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2875.58	0.00
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7259.20	0.00
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	cart	0	0	1	1	3,458.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	3,458.00	2.00	3458.00	6916.00
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, Black	cart	0	0	0	0	0.00	1	0	0	1	6,442.80	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6442.80	6442.80
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7321.14	0.00
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3962.24	0.00
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4066.40	0.00
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6370.00	0.00
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13399.36	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23623.60	0.00
288	4511609-MIM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17472.00	0.00
FLAG OR ACCESSORIES																										
289	55121905-PHF01	PHILIPPINE NATIONAL FLAG	piece	0	0	1	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	284.84	284.84
PRINTED PUBLICATIONS																										
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	book	0	3	5	8	297.68	0	3	0	3	111.63	3	0	0	3	111.63	3	0	0	3	111.63	17.00	37.21	632.57
FIRE FIGHTING EQUIPMENT																										
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	1	1	1,144.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1144.00	1144.00
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5613.25	0.00
CONSUMER ELECTRONICS																										
293	52161535-OV-R01	DIGITAL VOICE RECORDER	unit	0	1	2	3	19,246.92	0	0	0	0	0.00	1	0	0	1	6,415.64	0	0	0	0	0.00	4.00	6415.64	25662.56
FURNITURE AND FURNISHINGS																										
294	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	303.68	0.00
295	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	0.00
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1235.52	0.00
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1088.88	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	35	24	29	88	3,259.52	25	16	20	61	2,259.44	30	20	20	70	2,592.80	21	21	20	62	2,296.48	281.00	37.04	10408.24
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	28	27	23	78	2,995.98	20	13	10	43	1,651.63	25	18	0	43	1,651.63	10	25	8	43	1,651.63	207.00	38.41	7950.87
300	60121534-ER-P01	ERASER, plastic/rubber	piece	10	7	6	23	100.51	4	4	4	12	52.44	7	7	7	21	91.77	7	5	5	17	74.29	73.00	4.37	319.01
301	60121524-SP-G01	SIGN PEN, black	piece	70	45	43	158	3,201.08	37	25	25	87	1,762.62	78	25	22	125	2,532.50	53	17	17	87	1,762.62	457.00	20.26	9258.82
302	60121524-SP-G02	SIGN PEN, blue	piece	83	45	35	163	3,302.38	29	17	27	73	1,478.98	49	38	39	126	2,552.76	31	31	31	93	1,884.18	455.00	20.26	9218.30
303	60121524-SP-G03	SIGN PEN, red	piece	23	23	23	69	1,397.94	14	14	14	42	850.92	16	16	16	48	972.48	32	16	0	48	972.48	207.00	20.26	4193.82
304	60121124-WVR-P01	WRAPPING PAPER, kraft	pack	3	1	1	5	774.20	0	0	0	0	0.00	2	0	0	2	309.68	2	0	0	2	309.68	9.00	154.84	1393.56
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00

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4	43232107-SFT-Q04	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
5	43232202-SFT-Q05	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
6	43232304-SFT-Q06	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
7	43232402-SFT-Q07	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
8	43232505-SFT-Q08	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
9	43232603-SFT-Q09	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
10	43232701-SFT-Q10	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
11	43232802-SFT-Q11	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
12	43232905-SFT-Q12	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
13	43233004-SFT-Q13	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
14	43233205-SFT-Q14	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
15	43233405-SFT-Q15	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
16	43233501-SFT-Q16	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
3	44111905-WB-N01	White Board					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
4	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
5	52161505-TV-S01	SMART Television					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
6	52161520-MC-M01	Microphone					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
7	52161512-SP-K01	Speakers					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
8	32101514-AM-P01	Amplifier					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
9	52161517-EQ-E01	Equalizer					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
10	46171615-HD-C01	HD Camera					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
11	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
12	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
13	45121506-VC-C01	Video Conference Equipment					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
14	39112102-LB-B01	LED bulb					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
15	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
16	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
17	43212105-PP-001	Portable Printer					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
18	43211509-AT-001	Android Tablet					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
19	43222610-HS-001	Hub/Switches					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
20	43222609-NR-001	Network Routers					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
21	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
22	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00
24	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
25	39121011-JP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)				5	5	22,500.00			0	0	0.00			0	0	0.00			0	0	0.00	5.00	4500.00	22500.00
26	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
27	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
28	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
29	60104701-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
32	46181502-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
33	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
34	40161513-FF-001	Fuel Filters					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
35	48101710-DW-F01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
36	26111729-AB-001	Auto Battery					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
37		Multi-purpose Lubricant	can			10	10	2,650.00				0	0.00				0	0.00				0	0.00	10.00	265.00	2650.00
38		Air Freshener, scented gel 180g	piece			2	2	500.00			4	4	1,000.00			2	2	500.00			2	2	500.00	10.00	250.00	2500.00
39		Toilet Tissue, 2 PLY, 300 SHEETS PER ROLL	piece			1	1	180.00			0	0	0.00			1	1	180.00			0	0	0.00	2.00	180.00	360.00
40		Dishwashing Liquid 250ml	bottle			15	15	1,125.00			0	0	0.00			15	15	1,125.00			0	0	0.00	30.00	75.00	2250.00
41		Trash Bag, 37 x 42, Black	piece			40	40	240.00			0	0	0.00			40	40	240.00			0	0	0.00	80.00	6.00	480.00
42		TOILET TISSUE PAPER, 2-ply, 100% recycled	pack			5	5	600.00			6	6	720.00			5	5	600.00			6	6	720.00	22.00	120.00	2640.00
43		Face Mask: disposable, non-woven, 3-ply with earloop, 50 pcs/box	box			14	14	1,120.00			14	14	1,120.00			14	14	1,120.00			14	14	1,120.00	56.00	80.00	4480.00
44		Air Freshener, car freshener	piece			3	3	2,100.00			2	2	1,400.00			3	3	2,100.00			0	0	0.00	8.00	700.00	5600.00
45		Folded Paper Towel, Single Ply, 205mm X 215mm, 150sheets/Pck	pack			35	35	2,275.00			5	5	325.00			35	35	2,275.00			5	5	325.00	80.00	65.00	5200.00
46		Dishwashing Liquid 250 ml	piece			4	4	180.00			4	4	180.00			4	4	180.00			4	4	180.00	16.00	45.00	720.00
47		Scouring pad with foam	piece			0	0	0.00			20	20	700.00			0	0	0.00			20	20	700.00	40.00	35.00	1400.00
48		Hand wash, Antibacterial handwash, 500 ml	bottle			0	0	0.00			25	25	4,000.00			0	0	0.00			25	25	4,000.00	50.00	160.00	8000.00
49		Liquid Soap, anti-bacterial with Moisturizer, 500 ml	bottle			1	1	180.00			0	0	0.00			1	1	180.00			0	0	0.00	2.00	180.00	360.00
50		Nylon cord	kilogram			2	2	800.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	400.00	800.00
51		Furniture Polisher, Lemon Scent With Cleansing Conditioners	can			5	5	1,800.00			0	0	0.00			5	5	1,800.00			0	0	0.00	10.00	360.00	3600.00
52		Mouse: Wireless, USB	piece			1	1	1,500.00			1	1	1,500.00			1	1	1,500.00			1	1	1,500.00	4.00	1500.00	6000.00
53		Keyboard, for Computer, USB port	unit			10	10	5,000.00			0	0	0.00			0	0	0.00			0	0	0.00	10.00	500.00	5000.00
54		External Harddrive 2TB	unit			1	1	5,000.00			1	1	5,000.00			1	1	5,000.00			0	0	0.00	3.00	5000.00	15000.00
55		Electric fan, box	piece			25	25	32,500.00			0	0	0.00			0	0	0.00			0	0	0.00	25.00	1300.00	32500.00
56		Clearer Blade for Sharp Copier (MX-235 FV)	piece			2	2	4,062.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	2031.00	4062.00
57		3 M Electrical tape (big)	roll			4	4	200.00			0	0	0.00			4	4	200.00			0	0	0.00	8.00	50.00	400.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
58		Toner Cartridge, HP 414X (w2020X) BLACK High Yield Original	cart			2	2	22,000.00			0	0	0,00			2	2	22,000.00			2	2	22,000.00	6,00	11000.00	66000.00
59		Toner, Cart EPSON C2900N Aculaser- A267 Magenta (M)	cart			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00	12.00	5000.00	60000.00
60		Toner Cartridge, HP 414X (w2022X) YELLOW High Yield Original	cart			2	2	26,260.00			0	0	0,00			2	2	26,260.00			2	2	26,260.00	6,00	13130.00	78780.00
61		Toner Cartridge, HP 414X (w2023X) MAGENTA High Yield Original	cart			2	2	26,260.00			0	0	0,00			2	2	26,260.00			2	2	26,260.00	6,00	13130.00	78780.00
62		Toner Cartridge: Samsung Original MLT-D111S BLACK Laser 1000 page yield	cart			4	4	8,640.00			1	1	2,160.00			4	4	8,640.00			1	1	2,160.00	10.00	2160.00	21600.00
63		Toner, Cart EPSON C2900N Aculaser- A266 Cyan ©	cart			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00			0	0	0,00	9,00	5000.00	45000.00
64		Toner, Brother Laser Printer HL-L5100DN	cart			2	2	10,000.00			2	2	10,000.00			2	2	10,000.00			2	2	10,000.00	8.00	5000.00	40000.00
65		Toner, Samsung CLT-K406S Black	piece			0	0	0.00			1	1	1,700.00			0	0	0.00			0	0	0.00	1.00	1700.00	1700.00
66		Ink Refill: Epson L360, Genuine Epson 664, 70 ML Cyan	bottle			7	7	2,800.00			0	0	0.00			2	2	800.00			0	0	0.00	9.00	400.00	3600.00
67		Ink Refill: Epson L360, Genuine Epson 664, 70 ML Yellow	bottle			8	8	3,200.00			0	0	0.00			2	2	800.00			0	0	0.00	10.00	400.00	4000.00
68		HP 131A Magenta	cart			2	2	3,400.00			1	1	1,700.00			2	2	3,400.00			1	1	1,700.00	6.00	1700.00	10200.00
69		Ink Cartridge: HP 680, Tri-Color for HP Deskjet Ink Advantage 1115, 1118, 2135, 2138, 2635, 3636, 3638, 4675, 4678	cart			10	10	6,000.00			10	10	6,000.00			10	10	6,000.00			10	10	6,000.00	40.00	600.00	24000.00
70		Toner, Cart EPSON C2900N Aculaser- A265 Black (K)	cart			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00			0	0	0.00	9.00	5000.00	45000.00
71		Toner, Lexmark ms510dn	cart			11	11	93,500.00			10	10	85,000.00			11	11	93,500.00			10	10	85,000.00	42.00	8500.00	357000.00
72		Toner, Samsung CLT-K406S Cyan	piece			0	0	0.00			1	1	1,700.00			0	0	0.00			0	0	0.00	1.00	1700.00	1700.00
73		Toner, Cart EPSON C2900N Aculaser- A268 Yellow (Y)	cart			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00	12.00	5000.00	60000.00
74		Imaging drum for Lexmark ms510dn	piece			1	1	3,000.00			0	0	0.00			1	1	3,000.00			1	1	3,000.00	3.00	3000.00	9000.00
75		Canon PG-745 color	cart			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00	8.00	1000.00	8000.00
76		HP 131A Yellow	cart			2	2	3,400.00			1	1	1,700.00			2	2	3,400.00			1	1	1,700.00	6.00	1700.00	10200.00
77		HP 131A Black	cart			2	2	3,600.00			1	1	1,800.00			2	2	3,600.00			1	1	1,800.00	6.00	1800.00	10800.00
78		HP 131A Cyan	cart			2	2	3,400.00			1	1	1,700.00			2	2	3,400.00			1	1	1,700.00	6.00	1700.00	10200.00
79		Ink Refill: Epson L360, Genuine Epson 664, 70 ML Magenta	bottle			8	8	3,200.00			0	0	0.00			2	2	800.00			0	0	0.00	10.00	400.00	4000.00
80		Ink Refill: Epson L360, Genuine Epson 664, 70 ML Black	bottle			2	2	800.00			0	0	0.00			2	2	800.00			0	0	0.00	4.00	400.00	1600.00
81		Imaging Drum for Lexmark ms510dn	piece			7	7	21,000.00			7	7	21,000.00			7	7	21,000.00			7	7	21,000.00	28.00	3000.00	84000.00
82		Toner, Samsung CLT-K406S Yellow	piece			0	0	0.00			1	1	1,700.00			0	0	0.00			0	0	0.00	1.00	1700.00	1700.00
83		Canon PG-745 black	cart			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00			2	2	2,000.00	8.00	1000.00	8000.00
84		Developer (MX235 FV)	piece			2	2	7,770.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	3885.00	7770.00
85		Ink Cartridge: HP 680, Black for HP Deskjet Ink Advantage 1115, 1118, 2135, 2138, 2635, 3636, 3638, 4675, 4678	cart			44	44	26,400.00			4	4	2,400.00			44	44	26,400.00			4	4	2,400.00	96.00	600.00	57600.00
86		Ribbon, Printer Epson RN 5015327 for Epson FX2190	piece			10	10	8,000.00			0	0	0.00			0	0	0.00			10	10	8,000.00	20.00	800.00	16000.00
87		Toner Cartridge, HP 414X (w2021X) CYAN High Yield Original	cart			2	2	26,260.00			0	0	0,00			2	2	26,260.00			2	2	26,260.00	6,00	13130.00	78780.00
88		Ribbon, Printer SO10062 for LQ-2190	piece			15	15	12,000.00			0	0	0.00			0	0	0.00			10	10	8,000.00	25.00	800.00	20000.00
89		Toner, Samsung CLT-K406S Magenta	piece			0	0	0.00			1	1	1,700.00			0	0	0.00			0	0	0.00	1.00	1700.00	1700.00
90		Toner Sharp AR200FT	piece			3	3	13,650.00			0	0	0.00			1	1	4,550.00			0	0	0.00	4.00	4550.00	18200.00
91		Drum for Sharp Copier MX235	piece			2	2	7,770.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	3885.00	7770.00

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92		Ink Cartridge Epson 349 (WF 3721) magenta	cart			5	5	9,275.00			5	5	9,275.00			5	5	9,275.00			5	5	9,275.00	20.00	1855.00	37100.00
93		Ink Cartridge Epson 349 (WF 3721) yellow	cart			0	0	0.00			6	6	11,130.00			12	12	22,260.00			5	5	9,275.00	23.00	1855.00	42665.00
94		INK CART, EPSON C13T166390 (166XL), Magenta	cart			3	3	998.40			3	3	998.40			3	3	998.40			3	3	998.40	12.00	332.80	3993.60
95		Ink Cartridge Epson 349 (WF 3721) black	cart			6	6	15,000.00			6	6	15,000.00			6	6	15,000.00			6	6	15,000.00	24.00	2500.00	60000.00
96		Canon CL98-colored	cart			3	3	2,130.00			0	0	0.00			3	3	2,130.00			0	0	0.00	6.00	710.00	4260.00
97		Ink Cartridge Epson 349 (WF 3721) cyan	cart			5	5	9,275.00			5	5	9,275.00			5	5	9,275.00			5	5	9,275.00	20.00	1855.00	37100.00
98		Ink for epson L355	piece			17	17	8,160.00			0	0	0.00			0	0	0.00			0	0	0.00	17.00	480.00	8160.00
99		HP Ink Cartridge 680 Black	cart			69	69	28,290.00			3	3	1,230.00			69	69	28,290.00			3	3	1,230.00	144.00	410.00	59040.00
100		HP Ink cartridge 704 colored	cart			5	5	2,575.00			0	0	0.00			5	5	2,575.00			0	0	0.00	10.00	515.00	5150.00
101		HP Ink Cartridge 680 Tri-Colour	cart			39	39	15,990.00			3	3	1,230.00			39	39	15,990.00			3	3	1,230.00	84.00	410.00	34440.00
102		Canon PG88-black	cart			4	4	2,400.00			0	0	0.00			3	3	1,800.00			0	0	0.00	7.00	600.00	4200.00
103		INK CART, EPSON C13T166290 (166XL), Cyan	cart			3	3	998.40			3	3	998.40			3	3	998.40			3	3	998.40	12.00	332.80	3993.60
104		Ink Cartridge, HP #678 tri-color	cart			2	2	820.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	410.00	820.00
105		INK CART, EPSON C13T166490 (166XL), Yellow	cart			3	3	998.40			3	3	998.40			3	3	998.40			3	3	998.40	12.00	332.80	3993.60
106		HP 678 black	cart			2	2	1,040.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	520.00	1040.00
107		HP 704 black	cart			3	3	2,250.00			0	0	0.00			3	3	2,250.00			0	0	0.00	6.00	750.00	4500.00
108		INK CART, EPSON C13T166190 (166XL), Black	cart			3	3	530.40			3	3	530.40			3	3	530.40			3	3	530.40	12.00	176.80	2121.60
109		Ballpen: Fine point, red, 0.5mm	piece			20	20	200.00			10	10	100.00			10	10	100.00			10	10	100.00	50.00	10.00	500.00
110		Ballpen: Fine point, black, 0.5mm	piece			35	35	350.00			15	15	150.00			15	15	150.00			15	15	150.00	80.00	10.00	800.00
111		INK CART, EPSON C13T664400 (T6644), Yellow	bottle			20	20	2,853.40			0	0	0.00			20	20	2,853.40			0	0	0.00	40.00	142.67	5706.80
112		Paper, Sticker	pack			150	150	5,250.00			30	30	1,050.00			70	70	2,450.00			30	30	1,050.00	280.00	35.00	9800.00
113		Alcohol, Isopropyl, 70 % solution	bottle			41	41	3,075.00			35	35	2,625.00			16	16	1,200.00			10	10	750.00	102.00	75.00	7650.00
114		Paper specialty Board, 10 sheets/pack	pack			5	5	225.00			30	30	1,350.00			5	5	225.00			5	5	225.00	45.00	45.00	2025.00
115		Stick/Sticky Note, 5 colors, plastic, 11mmx43mm, 100 flags	pack			10	10	2,600.00			0	0	0.00			10	10	2,600.00			0	0	0.00	20.00	260.00	5200.00
116		Tape, masking 1", 50M	roll			25	25	3,500.00			0	0	0.00			0	0	0.00			0	0	0.00	25.00	140.00	3500.00
117		Acetate A4, 100 sheets/pack	pack			7	7	5,418.00			0	0	0.00			0	0	0.00			0	0	0.00	7.00	774.00	5418.00
118		RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle			11	11	3,212.00			5	5	1,460.00			12	12	3,504.00			5	5	1,460.00	33.00	292.00	9636.00
119		Photo Paper, non glossy, 10 pcs/pack	pack			19	19	1,900.00			10	10	1,000.00			8	8	800.00			8	8	800.00	45.00	100.00	4500.00
120		Index card, 5" x 8", 500 pieces per pack	pack			4	4	557.36			0	0	0.00			0	0	0.00			0	0	0.00	4.00	139.34	557.36
121		Rubber Stamp, Rubber Size (mm): 25x82	piece			3	3	2,700.00			0	0	0.00			0	0	0.00			0	0	0.00	3.00	900.00	2700.00
122		Three ring hole binders, A4, (2 inches)	piece			10	10	1,000.00			10	10	1,000.00			20	20	2,000.00			20	20	2,000.00	60.00	100.00	6000.00
123		Cover: Plastic cover, transparent 0.004 thickness	roll			1	1	1,250.00			0	0	0.00			1	1	1,250.00			0	0	0.00	2.00	1250.00	2500.00
124		Ink Cartridge, Epson 673, LC	cart			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00	16.00	550.00	8800.00
125		Ink EPSON 003 Cyan	bottle			3	3	1,050.00			0	0	0.00			3	3	1,050.00			0	0	0.00	6.00	350.00	2100.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
126		PAPER, MULTICOPY, A4, 80 gsm	ream			10	10	1,366.60			10	10	1,366.60			10	10	1,366.60			10	10	1,366.60	40,00	136.66	5466.40
127		Colored paper, yellow, 70 gsm A4 500pcs/ream	ream			2	2	600,00			2	2	600,00			2	2	600,00			2	2	600,00	8,00	300,00	2400,00
128		Ballpen, black	piece			89	89	445,00			57	57	285,00			7	7	35,00			7	7	35,00	160,00	5,00	800,00
129		More Colored Copy Paper A4 Yellow 80 gsm	ream			7	7	2,450,00			7	7	2,450,00			7	7	2,450,00			7	7	2,450,00	28,00	350,00	9800,00
130		Sticker Paper A4 size 10 sheets	pack			10	10	600,00			0	0	0,00			6	6	360,00			0	0	0,00	16,00	60,00	960,00
131		Ink Cartridge, Canon, CLI-726, black	cart			1	1	750,00			0	0	0,00			1	1	750,00			0	0	0,00	2,00	750,00	1500,00
132		RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle			15	15	2,262,00			6	6	904.80			10	10	1,508,00			10	10	1,508,00	41,00	150.80	6182.80
133		Ring Binder, 18mm x 1.12m, plastic, 10 pcs/bundle	bundle			0	0	0,00			10	10	2,000,00			0	0	0,00			0	0	0,00	10,00	200,00	2000,00
134		Scissors 8", Heavy Duty	piece			7	7	420,00			0	0	0,00			2	2	120,00			0	0	0,00	9,00	60,00	540,00
135		Tape, Duct tape, 2"	piece			0	0	0,00			5	5	900,00			0	0	0,00			0	0	0,00	5,00	180,00	900,00
136		Pencil, lead, soft, non-smudge eraser, # 2	pack			6	6	570,00			0	0	0,00			0	0	0,00			0	0	0,00	6,00	95,00	570,00
137		Stamp trodat machine 5460	piece			2	2	1,700,00			0	0	0,00			0	0	0,00			0	0	0,00	2,00	850,00	1700,00
138		Battery Charger, Ni-MH Smart Battery Charger, AA & AAA compatibility	unit			6	6	9,000,00			0	0	0,00			6	6	9,000,00			0	0	0,00	12,00	1500,00	18000,00
139		INDEX CARD, 3"x5", 500 pieces per pack	pack			6	6	307.62			0	0	0,00			0	0	0,00			0	0	0,00	6,00	51.27	307.62
140		Push pin, flat head type, assorted colors, 100 pcs per case	case			10	10	249.60			5	5	124.80			10	10	249.60			5	5	124.80	30,00	24.96	748.80
141		Folder: expanding, plastic, long	piece			30	30	3,600,00			30	30	3,600,00			0	0	0,00			0	0	0,00	60,00	120,00	7200,00
142		Toner, Lexmark MC3224 - C3210M0 (Magenta)	cart			2	2	8,000,00			2	2	8,000,00			2	2	8,000,00			2	2	8,000,00	8,00	4000,00	32000,00
143		Ink Cartridge, Epson 673, Magenta	cart			0	0	0,00			0	0	0,00			12	12	6,600,00			4	4	2,200,00	16,00	550,00	8800,00
144		Glue: Pen type, liquid paste in tube	piece			1	1	10,00			1	1	10,00			1	1	10,00			1	1	10,00	4,00	10,00	40,00
145		INK CART, EPSON C13T664100 (T6641), Black	bottle			25	25	3,566.75			0	0	0,00			25	25	3,566.75			0	0	0,00	50,00	142.67	7133.50
146		INK CART, EPSON C13T664300 (T6643), Magenta	bottle			20	20	2,853.40			0	0	0,00			20	20	2,853.40			0	0	0,00	40,00	142.67	5706.80
147		Tape, transparent, 1"	roll			25	25	1,125,00			0	0	0,00			25	25	1,125,00			0	0	0,00	50,00	45,00	2250,00
148		Tape, Double Adhesive, 22mm x 4.6m	piece			11	11	6,490,00			0	0	0,00			0	0	0,00			0	0	0,00	11,00	590,00	6490,00
149		Self-Inking Stamp	piece			4	4	2,400,00			0	0	0,00			0	0	0,00			0	0	0,00	4,00	600,00	2400,00
150		Canon PG-47 black	cart			20	20	12,500,00			0	0	0,00			20	20	12,500,00			0	0	0,00	40,00	625,00	25000,00
151		Canon CL-57 color	cart			15	15	19,500,00			0	0	0,00			15	15	19,500,00			0	0	0,00	30,00	1300,00	39000,00
152		Data File box, upright, long	piece			59	59	3,315.80			35	35	1,967,00			55	55	3,091,00			35	35	1,967,00	184,00	56.20	10340.80
153		Computer binder short with tag	piece			25	25	5,000,00			0	0	0,00			0	0	0,00			25	25	5,000,00	50,00	200,00	10000,00
154		Clip, bulldog, 73mm ("3")	piece			45	45	374.40			45	45	374.40			45	45	374.40			45	45	374.40	180,00	8.32	1497.60
155		Stamp Pad Ink 30mL, Green	bottle			5	5	200,00			5	5	200,00			5	5	200,00			5	5	200,00	20,00	40,00	800,00
156		Staple wire, heavy duty, 23/17	box			3	3	124.44			3	3	124.44			3	3	124.44			3	3	124.44	12,00	41.48	497.76
157		Storage Box, plastic, 54 liter capacity, EZ 2	piece			0	0	0,00			5	5	3,000,00			0	0	0,00			0	0	0,00	5,00	600,00	3000,00
158		Toner, Brother DCP-T310 MFC (BT6000 BK)	cart			4	4	16,000,00			4	4	16,000,00			4	4	16,000,00			4	4	16,000,00	16,00	4000,00	64000,00
159		Toner, Brother DCP-T310 MFC (BT5000 Yellow)	cart			4	4	16,000,00			4	4	16,000,00			4	4	16,000,00			4	4	16,000,00	16,00	4000,00	64000,00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
160		Ink Cartridge, Epson 673, Black	cart			6	6	3,300.00			6	6	3,300.00			6	6	3,300.00			6	6	3,300.00	24,00	550.00	13200.00
161		PAPER, MULTICOPY, Legal, 80gsm	ream			3	3	383.13			2	2	255.42			3	3	383.13			2	2	255.42	10,00	127.71	1277.10
162		Ballpen: Fine point, blue, 0.5mm	piece			15	15	150.00			15	15	150.00			15	15	150.00			15	15	150.00	60,00	10.00	600.00
163		Ink Cartridge, Canon, CLI-726, cyan	cart			1	1	750.00			0	0	0.00			1	1	750.00			0	0	0.00	2,00	750.00	1500.00
164		INK CART, EPSON C13T664200 (T6642), Cyan	bottle			20	20	2,853.40			0	0	0.00			20	20	2,853.40			0	0	0.00	40,00	142.67	5706.80
165		Expanding folders, colored	piece			5	5	120.00			65	65	1,560.00			35	35	840.00			15	15	360.00	120,00	24.00	2880.00
166		Record Book, Speedway (short)	piece			2	2	130.00			12	12	780.00			2	2	130.00			2	2	130.00	18,00	65.00	1170.00
167		Ring Binder, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle			18	18	3,240.00			8	8	1,440.00			5	5	900.00			5	5	900.00	36,00	180.00	6480.00
168		More colored paper, A4, green, 80gsm, 500 sheets/ream	ream			8	8	2,800.00			6	6	2,100.00			6	6	2,100.00			6	6	2,100.00	26,00	350.00	9100.00
169		Organizer: Caddy Desk Organizer - Pencil, Pen, Paper Clip Storage Mesh Oval Holder	piece			5	5	4,500.00			0	0	0.00			0	0	0.00			0	0	0.00	5,00	900.00	4500.00
170		Fastener 50 ets/bx, plastic	box			5	5	125.00			0	0	0.00			0	0	0.00			0	0	0.00	5,00	25.00	125.00
171		BATTERY, AAA rechargeable , 2 pieces per blister pack	pack			28	28	13,244.00			0	0	0.00			28	28	13,244.00			0	0	0.00	56,00	473.00	26488.00
172		Paper: Multi-Purpose (Copy) short 8"x11", 80 Gsm., 500 sheets/ream	ream			30	30	5,550.00			0	0	0.00			0	0	0.00			0	0	0.00	30,00	185.00	5550.00
173		Pen ballpen black	piece			224	224	627.20			54	54	151.20			74	74	207.20			54	54	151.20	406,00	2.80	1136.80
174		Office Letter Head, A4	ream			11	11	3,850.00			5	5	1,750.00			5	5	1,750.00			0	0	0.00	21,00	350.00	7350.00
175		Stamp Pad Ink 30 ml, 1 oz, blue	piece			11	11	495.00			5	5	225.00			11	11	495.00			5	5	225.00	32,00	45.00	1440.00
176		Tape dispenser, handheld	piece			8	8	232.80			0	0	0.00			3	3	87.30			0	0	0.00	11,00	29.10	320.10
177		Stapler MAX 50/50R	piece			10	10	2,750.00			0	0	0.00			0	0	0.00			0	0	0.00	10,00	275.00	2750.00
178		Paste	bottle			10	10	450.00			0	0	0.00			10	10	450.00			0	0	0.00	20,00	45.00	900.00
179		Paper for TOR (8.5 x 14) 24 gsm	ream			6	6	3,000.00			6	6	3,000.00			6	6	3,000.00			6	6	3,000.00	24,00	500.00	12000.00
180		Ink Cartridge, Epson 673, Cyan	cart			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00	16,00	550.00	8800.00
181		Ink Cartridge, Epson 673, Yellow	cart			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00			4	4	2,200.00	16,00	550.00	8800.00
182		Ballpen, blue	piece			60	60	300.00			50	50	250.00			142	142	710.00			100	100	500.00	352,00	5.00	1760.00
183		Stamp Pad Ink 30ml, Black	bottle			17	17	680.00			6	6	240.00			12	12	480.00			6	6	240.00	41,00	40.00	1640.00
184		Ink Cartridge, Canon, PGI-725 black	cart			1	1	750.00			0	0	0.00			1	1	750.00			0	0	0.00	2,00	750.00	1500.00
185		Ink Cartridge, Canon, CLI-726, magenta	cart			1	1	750.00			0	0	0.00			1	1	750.00			0	0	0.00	2,00	750.00	1500.00
186		Tape, Flags: Paper/Note arrow flags, 1/2" x 1 1/2", assorted colors, 35 flags per pad, 8 pads per pack	pack			30	30	2,100.00			0	0	0.00			0	0	0.00			0	0	0.00	30,00	70.00	2100.00
187		"Sign Here" Flags, 25.4MM X 43.2MM, YELLOW	pack			20	20	3,000.00			0	0	0.00			0	0	0.00			0	0	0.00	20,00	150.00	3000.00
188		Colored paper, lavender, 70 gsm A4 250pcs/ream	ream			5	5	1,000.00			0	0	0.00			0	0	0.00			0	0	0.00	5,00	200.00	1000.00
189		Tray, Paper	piece			0	0	0.00			0	0	0.00			5	5	1,750.00			0	0	0.00	5,00	350.00	1750.00
190		Correction Pen: Fluid, shake and squeeze, 16ml, white, needle-point tip, dries quickly for immediate corrections, smooth finish	piece			14	14	700.00			0	0	0.00			0	0	0.00			0	0	0.00	14,00	50.00	700.00
191		Consumables for Develop Ineo Copier	lot			0	0	0.00			0	0	0.00			1	1	60,000.00			0	0	0.00	1,00	60000.00	60000.00
192		More colored paper, A4, blue, 80gsm, 500 sheets/ream	ream			6	6	2,100.00			6	6	2,100.00			6	6	2,100.00			6	6	2,100.00	24,00	350.00	8400.00
193		Imaging Drum for HP 126A	unit			1	1	4,300.00			1	1	4,300.00			1	1	4,300.00			1	1	4,300.00	4,00	4300.00	17200.00

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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			
194		Morocco Paper, A4	ream			2	2	1,000.00			2	2	1,000.00			2	2	1,000.00			2	2	1,000.00	8.00	500.00	4000.00
195		Toner, Brother DCP-T310 MFC (BT5000 Magenta)	cart			4	4	16,000.00			4	4	16,000.00			4	4	16,000.00			4	4	16,000.00	16.00	4000.00	64000.00
196		Toner, Brother DCP-T310 MFC (BT5000 Cyan)	cart			4	4	16,000.00			4	4	16,000.00			4	4	16,000.00			4	4	16,000.00	16.00	4000.00	64000.00
197		Specialty Paper: 250 gsm; 8 ½ x 11 inches; Color: Pale Cream	pack			10	10	450.00			0	0	0.00			0	0	0.00			0	0	0.00	10.00	45.00	450.00
198		Ink EPSON 003 Yellow	bottle			3	3	1,050.00			0	0	0.00			3	3	1,050.00			0	0	0.00	6.00	350.00	2100.00
199		Ink EPSON 003 Magenta	bottle			3	3	1,050.00			0	0	0.00			3	3	1,050.00			0	0	0.00	6.00	350.00	2100.00
200		Photo Paper, glossy photo paper, A4 size, 200gsm, 10s/pack	pack			1	1	100.00			0	0	0.00			1	1	100.00			0	0	0.00	2.00	100.00	200.00
201		Face shield, high quality with box	piece			38	38	380.00			38	38	380.00			38	38	380.00			38	38	380.00	152.00	10.00	1520.00
202		Data folder, made with chipboard, taglia lock	pack			14	14	960.96			35	35	2,402.40			10	10	686.40			10	10	686.40	69.00	68.64	4736.16
203		Paper Sticker A4	piece			70	70	189.00			20	20	54.00			20	20	54.00			20	20	54.00	130.00	2.70	351.00
204		Colored paper, pink, 70 gsm A4 250pcs/ream	ream			2	2	400.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	200.00	400.00
205		Duct Tape	roll			8	8	1,600.00			3	3	600.00			3	3	600.00			3	3	600.00	17.00	200.00	3400.00
206		Record Book, small, hard-bound, blue, with page number, 200 pages	piece			25	25	5,000.00			0	0	0.00			10	10	2,000.00			0	0	0.00	35.00	200.00	7000.00
207		Computer Binder Hardbound Plastic, Long	piece			65	65	29,250.00			15	15	6,750.00			15	15	6,750.00			15	15	6,750.00	110.00	450.00	49500.00
208		RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle			12	12	2,640.00			11	11	2,420.00			5	5	1,100.00			5	5	1,100.00	33.00	220.00	7260.00
209		More colored paper, A4, pink, 80gsm, 500 sheets/ream	ream			6	6	2,100.00			6	6	2,100.00			6	6	2,100.00			6	6	2,100.00	24.00	350.00	8400.00
210		Paper, Special Byronic paper	ream			12	12	312.00			5	5	130.00			10	10	260.00			5	5	130.00	32.00	26.00	832.00
211		Three ring hole binders, A4, (3 inches)	piece			20	20	2,600.00			10	10	1,300.00			20	20	2,600.00			10	10	1,300.00	60.00	130.00	7800.00
212		Toner, Lexmark MC3224 - C3210K0 (Black)	cart			4	4	16,000.00			0	0	0.00			2	2	8,000.00			2	2	8,000.00	8.00	4000.00	32000.00
213		Colored paper, blue, 70 gsm A4 500pcs/ream	ream			2	2	600.00			4	4	1,200.00			0	0	0.00			2	2	600.00	8.00	300.00	2400.00
214		Sheet Protector, For Size A4 Paper, Dimensions .045 X 235 X 305mm; With Holes For 3-Ring Binder	box			3	3	900.00			3	3	900.00			0	0	0.00			0	0	0.00	6.00	300.00	1800.00
215		Ink Cartridge, Epson 673, LM	cart			0	0	0.00			0	0	0.00			12	12	6,600.00			4	4	2,200.00	16.00	550.00	8800.00
216		Ink EPSON 003 Black	bottle			3	3	1,050.00			0	0	0.00			3	3	1,050.00			0	0	0.00	6.00	350.00	2100.00
217		Glue, Elmers 40g	bottle			11	11	242.00			0	0	0.00			6	6	132.00			0	0	0.00	17.00	22.00	374.00
218		Paper Color Blue, 80 gsm A4	ream			5	5	1,250.00			0	0	0.00			0	0	0.00			0	0	0.00	5.00	250.00	1250.00
219		Diploma Jacket: A-4 SIZE	piece			200	200	22,000.00			0	0	0.00			0	0	0.00			0	0	0.00	200.00	110.00	22000.00
220		Paper: Multi-Purpose (Copy) A4 210x297mm, 80 Gsm., 500 sheets/ream	ream			38	38	6,270.00			38	38	6,270.00			38	38	6,270.00			38	38	6,270.00	152.00	165.00	25080.00
221		Carbon paper long, black	box			6	6	1,800.00			0	0	0.00			0	0	0.00			0	0	0.00	6.00	300.00	1800.00
222		Correction Fluid Water Base 15ml	piece			4	4	64.00			0	0	0.00			0	0	0.00			0	0	0.00	4.00	16.00	64.00
223		Paper: Multicopy, A3 size 11" X 17" 80 gsm	ream			15	15	7,350.00			6	6	2,940.00			5	5	2,450.00			4	4	1,960.00	30.00	490.00	14700.00
224		Battery 9V long lasting good quality, Battery 9V long lasting good quality	piece			9	9	1,575.00			0	0	0.00			5	5	875.00			0	0	0.00	14.00	175.00	2450.00
225		Map pin 100s	box			0	0	0.00			5	5	200.00			0	0	0.00			5	5	200.00	10.00	40.00	400.00
226		Tape, Double Sided: 24mm ,white color, with foam	roll			10	10	1,000.00			10	10	1,000.00			10	10	1,000.00			10	10	1,000.00	40.00	100.00	4000.00
227		Plastic Cover Transparent G # 4.0 (PVC)	roll			1	1	1,300.00			1	1	1,300.00			1	1	1,300.00			1	1	1,300.00	4.00	1300.00	5200.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
228		Plastic envelope for certification	piece			30	30	360.00			0	0	0.00			30	30	360.00			0	0	0.00	60.00	12.00	720.00
229		Ring Binder, 19mm x 1.12m (3/4" x 44"), plastic	bundle			0	0	0.00			0	0	0.00			6	6	602.16			6	6	602.16	12.00	100.36	1204.32
230		"Sign Here" Flags, Arrow, SIZE: 10 X 48MM, Assorted Colors	pack			10	10	1,500.00			0	0	0.00			10	10	1,500.00			0	0	0.00	20.00	150.00	3000.00
231		Laminating Film Pouch, 125micron, A4, 100s/pack	pack			0	0	0.00			1	1	750.00			0	0	0.00			0	0	0.00	1.00	750.00	750.00
232		Toner, Lexmark MC3224 - C3210C0 (Cyan)	cart			2	2	8,000.00			2	2	8,000.00			2	2	8,000.00			2	2	8,000.00	8.00	4000.00	32000.00
233		Colored paper, green, 70 gsm A4 500pcs/ream	ream			0	0	0.00			2	2	600.00			0	0	0.00			2	2	600.00	4.00	300.00	1200.00
234		Stamp Pad Ink 30ml, Red	bottle			11	11	440.00			6	6	240.00			6	6	240.00			6	6	240.00	29.00	40.00	1160.00
235		Toner, HP CB436A	cart			2	2	8,000.00			1	1	4,000.00			1	1	4,000.00			1	1	4,000.00	5.00	4000.00	20000.00
236		Ink Cartridge, Canon, CLI-726, yellow	cart			1	1	750.00			0	0	0.00			1	1	750.00			0	0	0.00	2.00	750.00	1500.00
237		Battery, Alkaline AA, 2 pcs/pack	pack			31	31	1,395.00			0	0	0.00			31	31	1,395.00			0	0	0.00	62.00	45.00	2790.00
238		Stamp Pad Ink 30ml, Purple/Violet	bottle			8	8	320.00			3	3	120.00			3	3	120.00			0	0	0.00	14.00	40.00	560.00
239		Photo paper A4,210 x 297 mm	piece			25	25	112.50			5	5	22.50			15	15	67.50			15	15	67.50	60.00	4.50	270.00
240		Stapler wire for gun tucker	box			5	5	2,750.00			3	3	1,650.00			3	3	1,650.00			3	3	1,650.00	14.00	550.00	7700.00
241		Document box with cover	piece			29	29	2,610.00			29	29	2,610.00			29	29	2,610.00			29	29	2,610.00	116.00	90.00	10440.00
242		Ring Binder, 19mm x 1.12m, plastic, 10 pcs/bundle	piece			5	5	1,100.00			5	5	1,100.00			5	5	1,100.00			5	5	1,100.00	20.00	220.00	4400.00
243		Tape Adhesive w/o foam	roll			10	10	200.00			10	10	200.00			10	10	200.00			10	10	200.00	40.00	20.00	800.00
244		Three ring hole binders, A4, (1 1/2inches)	piece			15	15	1,425.00			15	15	1,425.00			10	10	950.00			10	10	950.00	50.00	95.00	4750.00
245		Thumb tacks	box			5	5	50.00			10	10	100.00			5	5	50.00			10	10	100.00	30.00	10.00	300.00
246		Flashlight, rechargeable, heavy duty, LED bulb, 2.44in X 2.44in X 7.48in, 110-220V	piece			5	5	3,500.00			0	0	0.00			0	0	0.00			0	0	0.00	5.00	700.00	3500.00
247		Tape, Double Sided: 24mm (1") width without foam, white	piece			10	10	300.00			0	0	0.00			10	10	300.00			0	0	0.00	20.00	30.00	600.00
248		Toner, Lexmark MC3224 - C3210Y0 (Yellow)	cart			4	4	16,000.00			0	0	0.00			2	2	8,000.00			2	2	8,000.00	8.00	4000.00	32000.00
249		Plastic cover, transparent, G#2.6 (PVC)/roll	roll			1	1	690.00			1	1	690.00			1	1	690.00			1	1	690.00	4.00	690.00	2760.00
250		Philippine Flag Outdoor (5ft x 10ft)	piece			2	2	1,400.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	700.00	1400.00
251		White board	piece			1	1	500.00			1	1	500.00			1	1	500.00			1	1	500.00	4.00	500.00	2000.00
252		UPOU Flag Outdoor (5ft x 10ft)	piece			2	2	5,400.00			0	0	0.00			0	0	0.00			0	0	0.00	2.00	2700.00	5400.00
253		DISHWASHING LIQUID, 250 ml	bottle			57	57	5,415.00			36	36	3,420.00			54	54	5,130.00			33	33	3,135.00	180.00	95.00	17100.00
254		Philippine flag indoor, 3ft x6 ft	piece			3	3	1,200.00			0	0	0.00			0	0	0.00			0	0	0.00	3.00	400.00	1200.00
255		Twist Tie, green	roll			2	2	100.00			2	2	100.00			2	2	100.00			2	2	100.00	8.00	50.00	400.00
256		DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			35	35	762.65			5	5	108.95			15	15	326.85			15	15	326.85	70.00	21.79	1525.30
257		Duct tape, 2", gray	piece			3	3	2,100.00			1	1	700.00			1	1	700.00			1	1	700.00	6.00	700.00	4200.00
258		CALCULATOR, SCIENTIFIC, 1 unit per box	unit			2	2	657.28			0	0	0.00			1	1	328.64			0	0	0.00	3.00	328.64	985.92
259		Plastic Envelope with pocket	piece			20	20	960.00			20	20	960.00			0	0	0.00			20	20	960.00	60.00	48.00	2880.00
260		DISHWASHING LIQUID, 200 ml	pack			5	5	225.00			0	0	0.00			5	5	225.00			0	0	0.00	10.00	45.00	450.00
261		Software(Antivirus, Transcription Software, Adobe, Ms Office	license			7	7	280,000.00			0	0	0.00			2	2	80,000.00			0	0	0.00	9.00	40000.00	360000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
262		Letterhead and mailing envelope with UPOU logo, A4	ream			36	36	93,600.00			31	31	80,600.00			32	32	83,200.00			30	30	78,000.00	129.00	2600.00	335400.00
263		INK CART, HP C8767WA, (HP96), Black	cart			1	1	1,430.00			1	1	1,430.00			1	1	1,430.00			1	1	1,430.00	4.00	1430.00	5720.00
264		INK CART, HP C9363WA, (HP97), Tri-color	cart			1	1	1,492.40			1	1	1,492.40			1	1	1,492.40			1	1	1,492.40	4.00	1492.40	5969.60
265		Paper fastener, plastic	box			18	18	504.00			30	30	840.00			11	11	308.00			13	13	364.00	72.00	28.00	2016.00
266		CD Sticker, 2 label per sheet, 10pcs/pack	pack			3	3	1,170.00			3	3	1,170.00			0	0	0.00			0	0	0.00	6.00	390.00	2340.00
267		Imaging drum for Lexmark ms510dn	piece			2	2	6,000.00			0	0	0.00			2	2	6,000.00			0	0	0.00	4.00	3000.00	12000.00

A. TOTAL		P	5,628,752,91
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	562,875,29
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	6,191,628,20
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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

Prepared by:

ELVY A. PAMULAKLAKIN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

AMALIA G. PEREZ
Accountant / Budget Officer

Approved by:

MELINDA G. BANDALARIA
Head of Office/Agency

Date Prepared: 16 August 2021