

## ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

SDO-MEYCAUAYAN

1:54N

## Introduction:

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

## Instructions:

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

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office: DEPED-SCHOOLS DIVISION OF CITY OF MEYCAUAYAN  
 Region: III  
 Address: Pag-asa St., Malhacan, City of Meycauayan, Bulacan

Agency Account Code: F788  
 Organization Type: National Government Agency

Contact Person: SARAH T. TRINIDAD  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year										
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>Pesticides or Pest Repellents</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can		17		17	2,369.12			12	12	1,672.32			18	18	2,508.48		12		12	1,672.32	59.00	139.36	8,222.24
<b>Solvents</b>																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-.9ml)	bottle		89		89	3,915.29			65	65	2,859.48			64	64	2,815.49		47		47	2,067.62	265.00	43.992	11,657.88
<b>Color Compounds and Dispersions</b>																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle		7		7	172.39			3	3	73.88			2	2	49.25		2		2	49.25	14.00	24.6272	344.78
<b>Films</b>																										
<b>Paper Materials and Products</b>																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack		12		12	873.35			10	10	727.79			6	6	436.68		6		6	436.68	34.00	72.7792	2,474.49
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00					0	0.00			0	0.00				0	0.00	0.00	682.24	0.00



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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT					
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00							0	0.00									0	0.00	0.00				
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00							0	0.00									0	0.00	0.00	1029.6		0.00	
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00							0	0.00									0	0.00	0.00	1300		0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00							0	0.00									0	0.00	0.00	765.44		0.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00							0	0.00									0	0.00	0.00	596.804		0.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00							0	0.00									0	0.00	0.00	1034.8		0.00	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		12		12	386.63			9	9	289.97				14	14	451.07		9				9	289.97	44.00	32.2192		1,417.64	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		6		6	336.34			4	4	224.22				8	8	448.45		4				4	224.22	22.00	56.056		1,233.23	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		26		26	1,078.90			5	5	207.48				8	8	331.97		5				5	207.48	44.00	41.496		1,825.82	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00							0	0.00								3	3	36.13					1,825.82
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		15		15	1,985.57			10	10	1,323.71				15	15	1,985.57						0	0.00	3.00	12.0432		36.13	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		1		1	154.75			5	5	773.76								10				10	1,323.71	50.00	132.3712		6,618.56	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		257		257	29,430.20			172	172	19,696.48												0	0.00	6.00	154.752		928.51	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream		81		81	10,528.32			61	61	7,928.73				169	169	19,352.93		120				120	13,741.73	718.00	114.5144		82,221.34	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad		1		1	17.35							0	0.00									0	0.00	210.00	129.9792		27,295.63	
24	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream		40		40	3,848.00			5	5	481.00				6	6	577.20		5				5	481.00	56.00	96.2		5,387.20	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00							0	0.00									0	0.00	0.00	48.776		0.00	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		8		8	565.76			2	2	141.44				3	3	212.16		2				2	141.44	15.00	70.72		1,060.80	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		8		8	815.36			2	2	203.84				2	2	203.84		2				2	141.44	15.00	70.72		1,060.80	
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		106		106	6,934.10			78	78	5,102.45				61	61	3,990.38		45				45	2,943.72	290.00	65.416		18,970.64	
<b>Batteries and Cells and Accessories</b>																															
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		22		22	434.03			10	10	197.29				16	16	315.66		10				10	197.29	58.00	19.7288		1,144.27	
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		23		23	448.50			5	5	97.50				23	23	448.50		5				5	97.50	56.00	19.5		1,092.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00							0	0.00									0	0.00	0.00	88.4		0.00	
<b>Manufacturing Components and Supplies</b>																															
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		15		15	717.29			11	11	526.01				11	11	526.01						1						
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box		8		8	165.40							0	0.00					2				2	2	41.35	10.00	20.6752		206.75
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box		38		38	761.95			22	22	441.13				10	10	200.51		7				7	140.36	77.00	20.0512		1,543.94	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll		7		7	127.40			3	3	54.60				3	3	54.60		2				2	36.40	15.00	18.2		273.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll		22		22	1,212.64			21	21	1,157.52				10	10	551.20		5				5	275.60	58.00	55.12		3,196.96	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll		15		15	1,599.00							0	0.00					1				1	106.60	16.00	106.6		1,705.60	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		14		14	254.80			5	5	91.00				7	7	127.40		5				5	91.00	31.00	18.2		564.20	



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39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		48		48	436.80			21	21	191.10			19	19	172.90		11		11	100.10	99.00	9.1	900.90	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		8		8	145.60			1	1	18.20			3	3	54.60		1		1	18.20	13.00	18.2	236.60	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll		20		20	1,019.20			0	0	0.00			0	0	0.00				0	0.00	20.00	50.96	1,019.20	
<b>Heating and Ventilation and Air Circulation</b>																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	974.48	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	1192.88	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit		1		1	1,006.39					0	0.00				0	0.00			0	0.00	1.00	1006.3872	1,006.39	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	669.656	0.00	
<b>Lighting and Fixtures and Accessories</b>																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece		15		15	608.40			5	5	202.80			5	5	202.80		5		5	202.80	30.00	40.56	1,216.80	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece		2		2	144.98					0	0.00				0	0.00			0	0.00	2.00	72.488	144.98	
<b>Measuring and Observing and Testing Equipment</b>																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece		14		14	216.65					0	0.00				0	0.00			0	0.00	14.00	15.4752	216.65	
<b>Cleaning Equipment and Supplies</b>																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can		29		29	2,495.74			22	22	1,893.32			18	18	1,549.08		17		17	1,463.02	86.00	86.06	7,401.16	
50	47131604-BR-S01	BROOM, soft (tambo)	piece		8		8	1,040.00			7	7	910.00			6	6	780.00		5		5	650.00	26.00	130	3,380.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece		5		5	152.88			5	5	152.88			5	5	152.88		5		5	152.88	20.00	30.576	611.52	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle		17		17	707.20			17	17	707.20			17	17	707.20		22		22	915.20	73.00	41.6	3,036.80	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	23.92	0.00	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar		9		9	72.07			9	9	72.07			9	9	72.07		9		9	72.07	36.00	8.008	288.29	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack		11		11	411.73			11	11	411.73			15	15	561.44		11		11	411.73	48.00	37.4296	1,796.62	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		16		16	1,967.68			15	15	1,844.70			10	10	1,229.80		9		9	1,106.82	50.00	122.98	6,149.00	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece		12		12	298.02					0	0.00				0	0.00			0	0.00	12.00	24.8352	298.02	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	269.36	0.00	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can		27		27	2,358.72			18	18	1,572.48			20	20	1,747.20		13		13	1,135.68	78.00	87.36	6,814.08	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit		5		5	9,555.00					0	0.00				0	0.00			0	0.00	5.00	1911	9,555.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece		2		2	291.20					0	0.00				0	0.00			0	0.00	2.00	145.6	291.20	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece		3		3	330.72			2	2	220.48			2	2	220.48				2	220.48	9.00	110.24	992.16	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle		42		42	2,087.03			23	23	1,142.90			29	29	1,441.04		23		23	1,142.90	117.00	49.6912	5,813.87	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack		3		3	308.88					0	0.00				0	0.00			0	0.00	3.00	102.96	308.88	
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll		41		41	5,735.08			40	40	5,595.20			35	35	4,895.80		30		30	4,196.40	146.00	139.88	20,422.48	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece		4		4	94.35					0	0.00				0	0.00			0	0.00	4.00	23.5872	94.35	



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<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																																		
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00						0	0.00						0	0.00	0.00	39208	0.00									
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece		10		10	27,248.00						0	0.00						0	0.00	0.00	39208	0.00									
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece		30		30	8,299.20						19	19	5,256.16					2	2	5,449.60	0	0.00	12.00	2724.8	32,697.60						
71	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00						0	0.00						13	13	3,596.32	9	9	2,489.76	71.00	276.64	19,641.44					
72	43211708-MO-001	MOUSE, optical, USB connection type	unit		41		41	5,534.67						0	0.00								0	0.00	0.00	45754	0.00							
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00						1	1	134.99						1	1	134.99	1	1	134.99	44.00	134.992	5,939.65				
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00						0	0.00								0	0.00	0.00	33131.28	0.00							
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00						0	0.00								0	0.00	0.00	7995.52	0.00							
<b>Office Equipment and Accessories and Supplies</b>																																		
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00						0	0.00								0	0.00	0.00	25.6776	0.00							
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		13		13	98.43						6	6	45.43								0	0.00	0.00	7.5712	287.71						
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		16		16	214.32						7	7	93.77								13	13	98.43	6	6	45.43	38.00	7.5712	287.71		
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		18		18	369.91						7	7	143.85								12	12	160.74	6	6	80.37	41.00	13.3952	549.20		
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		13		13	513.76						7	7	276.64								13	13	267.16	7	7	143.85	45.00	20.5504	924.77		
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece		115		115	2,018.85						48	48	842.65								13	13	513.76	7	7	276.64	40.00	39.52	1,580.80		
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece		15		15	1,046.76						5	5	348.92								56	56	983.09	33	33	579.32	252.00	17.5552	4,423.91		
83	44122011-DF-F01	DATA FOLDER, made of chipboard, tagila lock	piece		12		12	823.68						5	5	343.20								10	10	686.40	5	5	343.20	32.00	69.784	3,140.28		
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box		2		2	816.28						0	0.00										1	1	408.14	0	0.00	3.00	408.1376	1,224.41		
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box		1		1	518.08						0	0.00										1	1	518.08	0	0.00	2.00	518.076	1,036.15		
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		5		5	3,692.00						3	3	2,215.20										4	4	2,953.60	3	3	2,215.20	15.00	738.4	11,076.00
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		25		25	762.32						0	0.00										5	5	152.46	0	0.00	30.00	30.4928	914.78		
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0	0.00						0	0.00											0	0.00	0.00	0.00	328.64	0.00			
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00						0	0.00											0	0.00	0.00	0.00	410.8	0.00			
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece		1		1	11.11						0	0.00											0	0.00	0.00	1.00	11.1072	11.11			
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box		25		25	1,972.88						7	7	552.41										6	6	473.49	6	6	473.49	44.00	78.9152	3,472.27
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00						0	0.00											0	0.00	0.00	0.00	70.6056	0.00			
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00						0	0.00											0	0.00	0.00	0.00	12.48	0.00			
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set		4		4	66.56						0	0.00											0	0.00	0.00	0.00	16.64	66.56			
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle		3		3	759.88						0	0.00											0	0.00	0.00	4.00	16.64	66.56			
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle		3		3	873.60						0	0.00											0	0.00	0.00	3.00	253.292	759.88			
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		3		3	513.24						0	0.00											0	0.00	0.00	3.00	291.2	873.60			
														0	0.00											0	0.00	0.00	3.00	171.08	513.24			



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the Year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		3		3	641.16				0	0.00				0	0.00				0	0.00	3.00	213.72	641.16	
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		15		15	11,200.80			4	4	2,986.88			13	13	9,707.36		2		2	1,493.44	34.00	746.72	25,388.48	
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		2		2	434.72					0	0.00			0	0.00				0	0.00	2.00	217.36	434.72	
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack		21		21	5,872.34			5	5	1,398.18			4	4	1,118.54		3		3	838.91	33.00	279.6352	9,227.96	
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box		5		5	259.38			5	5	259.38			3	3	155.63		3		3	155.63	16.00	51.8752	830.00	
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00					0	0.00			0	0.00				0	0.00	0.00	41.6	0.00	
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set		8		8	297.86			15	15	558.48				0	0.00				0	0.00	0.00	23.00	37.232	856.34
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		8		8	82.45			1	1	10.31			1	1	10.31		1		1	10.31	11.00	10.3064	113.37	
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00					0	0.00			0	0.00				0	0.00	0.00	10.3064	0.00	
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00					0	0.00			0	0.00				0	0.00	0.00	10.3064	0.00	
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		108		108	1,042.33			112	112	1,080.93			48	48	463.26		43		43	415.00	311.00	9.6512	3,001.52	
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece		22		22	212.33			17	17	164.07			17	17	164.07		16		16	154.42	72.00	9.6512	694.89	
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece		17		17	164.07			12	12	115.81			12	12	115.81		12		12	115.81	53.00	9.6512	511.51	
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		14		14	83.72			8	8	47.84			9	9	53.82		8		8	47.84	39.00	5.98	233.22	
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		23		23	293.02			14	14	178.36			2	2	25.48		2		2	25.48	41.00	12.74	522.34	
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		23		23	478.16			11	11	228.69			11	11	228.69		9		9	187.11	54.00	20.7896	1,122.64	
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00					0	0.00			0	0.00				0	0.00	0.00	201.6352	0.00	
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box		15		15	1,450.80					0	0.00			0	0.00				0	0.00	15.00	96.72	1,450.80	
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		2		2	55.33					0	0.00			0	0.00				0	0.00	2.00	27.664	55.33	
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece		2		2	23.55					0	0.00			0	0.00				0	0.00	2.00	11.7728	23.55	
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece		10		10	274.04			3	3	82.21			3	3	82.21		3		3	82.21	19.00	27.404	520.68	
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00					0	0.00			0	0.00				0	0.00	0.00	478.3792	0.00	
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece		1		1	187.20					0	0.00			0	0.00				0	0.00	1.00	187.2	187.20	
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece		16		16	2,111.28					0	0.00			0	0.00				0	0.00	16.00	131.9552	2,111.28	
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair		47		47	733.20					0	0.00			2	2	31.20			0	0.00	49.00	15.6	764.40	
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		14		14	1,150.24					0	0.00			0	0.00				0	0.00	14.00	82.16	1,150.24	
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit		1		1	878.80					0	0.00			0	0.00				0	0.00	1.00	878.8	878.80	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece		8		8	145.43					0	0.00			0	0.00				0	0.00	8.00	18.1792	145.43	
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		4		4	223.31					0	0.00			0	0.00				0	0.00	4.00	55.8272	223.31	
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00					0	0.00			0	0.00				0	0.00	0.00	10400	0.00	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit		16		16	2,163.20			2	2	270.40			0	0.00					0	0.00	18.00	135.2	2,433.60	
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00					0	0.00			0	0.00				0	0.00	0.00	4711.2	0.00	



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00							0	0.00					0	0.00	0.00	8088.08	0.00	
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit		1		1	5,699.20							0	0.00					0	0.00	1.00	5699.2	5,699.20	
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00							0	0.00					0	0.00	0.00	0	0.00	
<b>Printer or Facsimile or Photocopier Supplies</b>																										
133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00							0	0.00					0	0.00	0.00	6864	0.00	
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00							0	0.00					0	0.00	0.00	1001.52	0.00	
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00							0	0.00					0	0.00	0.00	1029.6	0.00	
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00							0	0.00					0	0.00	0.00	754	0.00	
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00							0	0.00					0	0.00	0.00	780	0.00	
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		59		59	15,033.20			26	26	6,624.80				27	27	6,879.60		18	18	4,586.40	130.00	254.8	33,124.00
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		33		33	8,408.40			14	14	3,567.20				15	15	3,822.00		6	6	1,528.80	68.00	254.8	17,326.40
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		31		31	7,898.80			14	14	3,567.20				13	13	3,312.40		6	6	1,528.80	64.00	254.8	16,307.20
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		32		32	8,153.60			15	15	3,822.00				14	14	3,567.20		7	7	1,783.60	68.00	254.8	17,326.40
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00							0	0.00					0	0.00	0.00	0	0.00	
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00							0	0.00					0	0.00	0.00	0	0.00	
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00							0	0.00					0	0.00	0.00	658.32	0.00	
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00							0	0.00					0	0.00	0.00	745.68	0.00	
146	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00							0	0.00					0	0.00	0.00	1492.4	0.00	
147	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00							0	0.00					0	0.00	0.00	1996.8	0.00	
148	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	1996.8	0.00	
149	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	1996.8	0.00	
150	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	1996.8	0.00	
151	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00							0	0.00					0	0.00	0.00	1996.8	0.00	
152	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00							0	0.00					0	0.00	0.00	3016	0.00	
153	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00							0	0.00					0	0.00	0.00	650	0.00	
154	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00							0	0.00					0	0.00	0.00	766.48	0.00	
155	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00							0	0.00					0	0.00	0.00	339.04	0.00	
156	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00							0	0.00					0	0.00	0.00	339.04	0.00	
157	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	629.2	0.00	
158	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	629.2	0.00	
159	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	629.2	0.00	
160	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00							0	0.00					0	0.00	0.00	1242.8	0.00	



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
161	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	644.8	0.00
162	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	826.8	0.00
163	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1872	0.00
164	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1300	0.00
165	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1300	0.00
166	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1300	0.00
167	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1554.8	0.00
168	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1175.2	0.00
169	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1180.4	0.00
170	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1180.4	0.00
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	339.04	0.00
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	339.04	0.00
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	339.04	0.00
174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	339.04	0.00
175	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	366.08	0.00
176	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	249.6	0.00
177	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	249.6	0.00
178	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	249.6	0.00
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	403.832	0.00
180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	403.832	0.00
181	44103105-HP-C50	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	0	0.00
182	44103105-HP-M50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	0	0.00
183	44103105-HP-Y50	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	0	0.00
184	44103105-HP-B50	INK CART, HP L0S60AA (HP955) Black Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	0	0.00
185	44103105-HX-C48	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1277.7648	0.00
186	44103105-HX-M48	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1277.7648	0.00
187	44103105-HX-Y48	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1277.7648	0.00
188	44103105-HX-B48	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1737.0184	0.00
189	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	453.6168	0.00
190	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	453.6168	0.00
191	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	453.6168	0.00
192	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00			0	0.00				0	0.00	0.00	741.2808	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
193	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	0.00
194	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	0.00
195	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	0.00
196	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	0.00
197	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	0.00
198	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	76.752	0.00	0.00
199	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88	0.00	0.00
200	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	75.92	0.00	0.00
201	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2556.32	0.00	0.00
202	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1820	0.00	0.00
203	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2615.6	0.00	0.00
204	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2941.952	0.00	0.00
205	44103103-HP-B12	TONER CART, HP CB435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4288.544	0.00	0.00
206	44103103-HP-B14	TONER CART, HP CB540A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2857.92	0.00	0.00
207	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3312.4	0.00	0.00
208	44103103-HP-B21	TONER CART, HP CE278A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6791.2	0.00	0.00
209	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3179.28	0.00	0.00
210	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2386.8	0.00	0.00
211	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2490.8	0.00	0.00
212	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2490.8	0.00	0.00
213	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2490.8	0.00	0.00
214	44103103-HP-B24	TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2490.8	0.00	0.00
215	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2854.8	0.00	0.00
216	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3010.8	0.00	0.00
217	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3010.8	0.00	0.00
218	44103103-HP-B25	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7690.8	0.00	0.00
219	44103103-HP-B26	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6754.8	0.00	0.00
220	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9978.8	0.00	0.00
221	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9978.8	0.00	0.00
222	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9978.8	0.00	0.00
223	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9978.8	0.00	0.00
224	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3868.8	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0.00	5512	0.00	0.00



Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
225	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5512	0.00
226	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5512	0.00
227	44103103-HP-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4079.92	0.00
228	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7213.44	0.00
229	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2932.8	0.00
230	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
231	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
232	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
233	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6962.8	0.00
234	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8640.8504	0.00
235	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3241.7008	0.00
236	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3946.8	0.00
237	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10051.6	0.00
238	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
239	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
240	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
241	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
242	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13156	0.00
243	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2901.6	0.00
244	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2943.2	0.00
245	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2943.2	0.00
246	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2943.2	0.00
247	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7389.2	0.00
248	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
249	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9474.4	0.00
250	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
251	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9474.4	0.00
252	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
253	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9474.4	0.00
254	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
255	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00
256	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
257	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00							0	0.00						0	0.00	0.00	0	0.00	
258	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00							0	0.00						0	0.00	0.00	0	0.00	
259	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00							0	0.00						0	0.00	0.00	4440.8	0.00	
260	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00							0	0.00						0	0.00	0.00	7441.2	0.00	
261	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00							0	0.00						0	0.00	0.00	5049.2	0.00	
262	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00							0	0.00						0	0.00	0.00	7472.4	0.00	
263	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00							0	0.00						0	0.00	0.00	5049.2	0.00	
264	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00							0	0.00						0	0.00	0.00	7472.4	0.00	
265	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00							0	0.00						0	0.00	0.00	5049.2	0.00	
266	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00							0	0.00						0	0.00	0.00	7472.4	0.00	
267	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00							0	0.00						0	0.00	0.00	3164.72	0.00	
268	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00							0	0.00						0	0.00	0.00	7482.8	0.00	
269	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00							0	0.00						0	0.00	0.00	3972.8	0.00	
270	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00							0	0.00						0	0.00	0.00	8874.32	0.00	
271	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00							0	0.00						0	0.00	0.00	9630.4	0.00	
272	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2641.6	0.00	
273	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2912	0.00	
274	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2444	0.00	
275	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2787.2	0.00	
276	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00						1	1	2,787.20						0	0.00	1.00	2787.2	2,787.20	
277	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2745.6	0.00	
278	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart		2		2	9,235.20							0	0.00						0	0.00	0.00	7124	0.00	
279	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00			1	1	4,617.60									2	2	9,235.20	5.00	4617.6	23,088.00
280	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00							0	0.00						0	0.00	0.00	9464	0.00	
281	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00							0	0.00						0	0.00	0.00	9204	0.00	
282	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00							0	0.00						0	0.00	0.00	5064.8	0.00	
283	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW	cart				0	0.00							0	0.00						0	0.00	0.00	4357.6	0.00	
284	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00							0	0.00						0	0.00	0.00	6069.44	0.00	
<b>Audio and Visual Equipment and Supplies</b>																											
285	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00							0	0.00						0	0.00	0.00	28860	0.00	
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit		1		1	18,616.00							0	0.00						0	0.00	1.00	18616	18,616.00	
<b>Flag or Accessories</b>																											



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		5		5	1,596.40				0	0.00							0	0.00	5.00	319.28	1,596.40			
<b>Printed Publications</b>																											
288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book		1		1	46.28				0	0.00							0	0.00	1.00	46.28	46.28			
<b>Fire Fighting Equipment</b>																											
289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00							0	0.00	0.00	1144	0.00			
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00							0	0.00	0.00	4992	0.00			
<b>Consumer Electronics</b>																											
291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit		1		1	6,828.14				0	0.00							0	0.00	1.00	6828.1408	6,828.14			
<b>Furniture and Furnishings</b>																											
<b>Arts and Crafts Equipment and Accessories and Supplies</b>																											
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece		15		15	596.70			30	30	1,193.40			2	2	79.56			0	0.00	47.00	39.78	1,869.66		
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		17		17	720.46			30	30	1,271.40			2	2	84.76			0	0.00	49.00	42.38	2,076.62		
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		3		3	13.26					0	0.00		5	5	22.10			0	0.00	8.00	4.42	35.36		
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		106		106	3,668.79			55	55	1,903.62			59	59	2,042.06		45	45	1,557.50	265.00	34.6112	9,171.97		
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		37		37	1,280.61			18	18	623.00			10	10	346.11		6	6	207.67	71.00	34.6112	2,457.40		
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		18		18	623.00			3	3	103.83			3	3	103.83		3	3	103.83	27.00	34.6112	934.50		
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00					0	0.00							0	0.00	0.00	129.6672	0.00		
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
5	43232202-SFT-005	Content management software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
6	43232304-SFT-006	Data management and query software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
7	43232402-SFT-007	Development software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
8	43232505-SFT-008	Educational or reference software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
9	43232603-SFT-009	Industry specific software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
10	43232701-SFT-010	Network applications software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
11	43232802-SFT-011	Network management software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
12	43232905-SFT-012	Networking software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		
13	43233004-SFT-013	Operating environment software	license				0	0.00					0	0.00							0	0.00	0.00		0.00		



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
14 43233205-SFT-014 Security and protection software	license		1		1	14,950.00				0	0.00				0	0.00				0	0.00	1.00	14950	14,950.00
15 43233405-SFT-015 Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
16 43233501-SFT-016 Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**PASSENGER AIR TRANSPORTATION**

**Motor Vehicles**

- A. For the Exercise of the Executive Functions
- B. For the Transport of Personnel, Equipment, Supplies, Product and Materials
- C. For the Transport of Sick and/or Injured Persons
- D. For Patrol Operations
- F. For Disaster Response and Rescue/Relief Operations
- H. For Fire Fighting Operations

**PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

**Common Electrical Supplies**

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
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
3		Extension Cord, 10 m	piece	2	2	1,000.00				0	0.00				0	0.00				0	0.00	0.00	500	1,000.00
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Common Office Equipment**

1	44111905-WB-N01	White Board			0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
2 44111911-WB-D01 White Board, Digital					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3 Cork Board with frame, 4x3	piece		2		2	4,000.00				0	0.00				0	0.00				0	0.00	2.00	2000	4,000.00
4					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
6					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
7					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
8					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
9					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
10					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
11					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
12					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Common Office Supplies																									
1 DVD Rewritable	piece		95		95	2,850.00				0	0	0.00			0	0	0.00			0	0	0.00	95.00	30	2,850.00
2 Clear Folder, A4	piece		60		60	900.00				0	0	0.00			0	0	0.00			0	0	0.00	60.00	15	900.00
3 Manila Paper	piece		143		143	572.00				100	100	400.00			100	100	400.00			100	100	400.00	443.00	4	1,772.00
4 Colored Paper, 8.5x11, assorted, 10pcs/pack	pack		20		20	300.00				0	0	0.00			0	0	0.00			0	0	0.00	20.00	15	300.00
5 Specialty Board paper, 10pcs/pack	pack		26		26	650.00				18	18	450.00			18	18	450.00			18	18	450.00	80.00	25	2,000.00
6 Colored Pens, 12pcs/pack	pack		6		6	309.30				0	0	0.00			0	0	0.00			0	0	0.00	6.00	51.55	309.30
7 Retractable G2 Ball Point PEN 2pcs per pack black fine point	pack		3		3	597.00				0	0	0.00			2	2	398.00			0	0	0.00	5.00	199	995.00
8 HBW Matrix Pen og-5	piece		150		150	750.00				120	120	600.00			120	120	600.00			120	120	600.00	510.00	5	2,550.00
9 FASTENER, PLASTIC, 8 1/2	box		6		6	720.00				0	0	0.00			0	0	0.00			0	0	0.00	6.00	120	720.00
10 Photopaper, A4, High Gloss, 10pcs/pack	pack		4		4	600.00				0	0	0.00			0	0	0.00			0	0	0.00	4.00	150	600.00
11 Pilot hi-teccpoit V7 (Green)	piece		12		12	840.00				0	0	0.00			0	0	0.00			0	0	0.00	12.00	70	840.00
12 Pilot Juice Pen 0.7 Violet	piece		3		3	210.00				0	0	0.00			0	0	0.00			0	0	0.00	3.00	70	210.00
13 Certificate Holder	piece		10		10	500.00				0	0	0.00			0	0	0.00			0	0	0.00	10.00	50	500.00
14 Envelope, Plastic, Expanding with Push Lock, long	piece		50		50	2,500.00				0	0	0.00			0	0	0.00			0	0	0.00	50.00	50	2,500.00
15 Sticker Paper, Matte, A4, 10pcs/pack	pack		0		0	0.00				20	20	900.00			0	0	0.00			0	0	0.00	20.00	45	900.00

Common Janitorial Supplies																						
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
1	Dishwashing Liquid	bottle	26		26	1,300.00			6	6	300.00			6	6	300.00		6	6	300.00	44.00	50	2,200.00	
2	Scotch Brite with Foam	piece	1		1	40.00			1	1	40.00			1	1	40.00		1	1	40.00	4.00	40	160.00	
3	Kitchen Towel	pack	1		1	100.00			1	1	100.00			1	1	100.00		1	1	100.00	4.00	100	400.00	
4	Fabric Conditioner	bottle	1		1	100.00			1	1	100.00			1	1	100.00		1	1	100.00	4.00	100	400.00	
5	Towel (for drying of utensils)	piece	2		2	100.00			2	2	100.00			2	2	100.00		2	2	100.00	8.00	50	400.00	
6	Floor cleaning Sponge mop	piece	0		0	0.00			0	0	0.00			1	1	250.00		0	0	0.00	1.00	250	250.00	
7	hand wash	bottle	30		30	3,600.00			30	30	3,600.00			25	25	3,000.00		25	25	3,000.00	110.00	120	13,200.00	
8	liquid glass cleaner	bottle	12		12	2,400.00			12	12	2,400.00			11	11	2,200.00		10	10	2,000.00	45.00	200	9,000.00	
9	bar soap	carton	10		10	360.00			5	5	180.00			5	5	180.00		5	5	180.00	25.00	36	900.00	
10	albatross bathroom deodorizer	bar	10		10	260.00			10	10	260.00			12	12	312.00		15	15	390.00	47.00	26	1,222.00	
11	Mr. Muscle	bottle	10		10	1,200.00			10	10	1,200.00			10	10	1,200.00		10	10	1,200.00	40.00	120	4,800.00	
12					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
13					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
14					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
15					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
<b>Office Equipment and Accessories</b>																								
1	Water Dispenser Hot and Cold	unit	1		1	6,500.00			0	0.00				0	0.00			0	0.00	1.00	6500	6,500.00		
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
3					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
4					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
5					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
6					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
7					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
8					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
9					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
10					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
11					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
12					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
13					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
14					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
15					0	0.00			0	0.00				0	0.00			0	0.00	0.00			0.00	
<b>Office Supplies</b>																								



Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT		
1	DATA FILE BOX WITH COVER	piece		4		4	1,200.00				0	0.00				0	0.00				0	0.00	4.00	300	1,200.00		
2	PAPERONE QTO (216x279mm) 80gsm	ream		5		5	1,600.00				0	0.00				0	0.00				0	0.00	5.00	320	1,600.00		
3	Notebook, feeler	piece		50		50	625.00			50	50	625.00			50	50	625.00		50		50	625.00	200.00	12.5	2,500.00		
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
<b>Audio and visual presentation and composing equipment</b>																											
1	52161505-TV-S01	SMART Television				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
2	52161520-MC-M01	Microphone				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
3	52161512-SP-K01	Speakers				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
4	32101514-AM-P01	Amplifier				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
5	52161517-EQ-E01	Equalizer				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
6		Logitech Z200 PC Speakers, 10W (RMS)	unit	1		1	2,900.00				0	0.00				0	0.00				0	0.00	1.00	2900	2,900.00		
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00		



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
<b>Electrical equipment and components and supplies</b>																										
<b>Computer Supplies</b>																										
1		mousepad with wrist rest	piece		12		12	1,200.00			0	0	0.00			0	0	0.00			0	0.00	12.00	100	1,200.00	
2		Logitech K380 keyboard	piece		2		2	1,040.00			0	0	0.00			0	0	0.00			0	0.00	2.00	520	1,040.00	
3		Dymo Labeler D1 tape 9mm	cart		5		5	1,332.50			0	0	0.00			0	0	0.00			0	0.00	5.00	266.5	1,332.50	
4		Cat6 Fully loaded 24 Ports Patch Panel	piece		2		2	7,000.00			0	0	0.00			0	0	0.00			0	0.00	2.00	3500	7,000.00	
5		Cat5 UTP Cable 24awg (305m)	box		1		1	8,500.00			0	0	0.00			0	0	0.00			0	0.00	1.00	8500	8,500.00	
6		RJ45 with anti crosstalk divider and rubber boot (100s)	pack		1		1	4,200.00			0	0	0.00			0	0	0.00			0	0.00	1.00	4200	4,200.00	
7		HDMI Extender via LAN 100meter	set		0		0	0.00			2	2	5,550.00			0	0	0.00			0	0.00	2.00	2775	5,550.00	
8		PC LED Monitor Wide	piece		1		1	5,000.00			0	0	0.00			0	0	0.00			0	0.00	1.00	5000	5,000.00	
9		Wireless Computer Mouse	piece		0		0	0.00			0	0	0.00			2	2	1,000.00			0	0.00	2.00	500	1,000.00	
10							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
11							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
12							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
13							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
14							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
15							0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
<b>Common ICT Equipment</b>																										
1	43212105-LC-P01	PRINTER, LASER, Color					0	0.00					0	0.00				0	0.00			0.00			0.00	
2	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00					0	0.00				0	0.00			0.00			0.00	
3	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00					0	0.00				0	0.00			0.00			0.00	
4	43212105-PP-001	Portable Printer					0	0.00					0	0.00				0	0.00			0.00			0.00	
5	43211509-AT-001	Android Tablet					0	0.00					0	0.00				0	0.00			0.00			0.00	
6	43222610-HS-001	Hub/Switches					1	14,800.00					0	0.00				0	0.00			0	0.00	1.00	14800	14,800.00
7	43222609-NR-001	Network Routers					6	45,000.00					0	0.00				0	0.00			0	0.00	6.00	7500	45,000.00
8	43222640-WA-P01	Wireless Access Point					0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
9	43211711-SF-001	Scanner, Flatbed					0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
10	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00
11	81112306-MF-P01	Multi Function PRINTER	unit				7	52,500.00				1	1	7,500.00				0	0.00			0	0.00	8.00	7500	60,000.00
12	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit				1	2,500.00					0	0.00				0	0.00			0	0.00	1.00	2500	2,500.00
13	43191501-MP-001	Mobile Phone					0	0.00					0	0.00				0	0.00			0	0.00	0.00		0.00



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
14	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
15		Epson L565 Wi-Fi All-in-One Ink Tank Printer	unit	1		1	14,000.00				0	0.00				0	0.00				0	0.00	1.00	14000	14,000.00
16						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
17						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
18						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
19						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
20						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
21						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
22						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
23						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
24						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
25						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
26						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
27						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
28						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
29						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
30						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**OTHER SOFTWARE**

Consumables																							
1	Gestetner MP 2014 ( Toner)	bottle	8	8	29,600.00			4	4	14,800.00			2	2	7,400.00		1	1	3,700.00	15.00	3700	55,500.00	
2	Epson L 303 Ink- BK	cart	13	13	3,900.00			3	3	900.00			0	0	0.00		0	0	0.00	16.00	300	4,800.00	
3	Epson L 303 Ink- C	cart	9	9	2,700.00			3	3	900.00			0	0	0.00		0	0	0.00	12.00	300	3,600.00	
4	Epson L 303 Ink- M	cart	9	9	2,700.00			3	3	900.00			0	0	0.00		0	0	0.00	12.00	300	3,600.00	
5	Epson L 303 Ink- Y	cart	9	9	2,700.00			3	3	900.00			0	0	0.00		0	0	0.00	12.00	300	3,600.00	
6	Ink, Trodat, black	bottle	2	2	500.00			0	0	0.00			0	0	0.00		0	0	0.00	2.00	250	500.00	
7					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00
8					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00
9					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00
10					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00
11					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00
12					0	0.00			0	0.00			0	0	0.00				0	0.00	0.00		0.00




Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
13					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
14					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
15					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
<b>Other Categories</b>															P		893,672.07							
<b>A. TOTAL</b>															P		89,367.21							
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																								
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>															P		983,039.27							
<b>D. GRAND TOTAL (A + B+ C)</b>															P		-							
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>															P		-							
<b>F. MONTHLY CASH REQUIREMENTS</b>																								
G.1 Available at Procurement Service Stores					290,597.00					104,135.46					116,639.31						62,399.50	P		573,771.27
G.2 Other Items not available at PS but regularly purchased from other sources					245,355.80					42,705.00					18,655.00						13,185.00	P		319,900.80
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					535,952.80					146,840.46					135,294.31						75,584.50	P		893,672.07

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

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

Prepared by:   
**SARAH T. TRINIDAD**  
 Administrative Officer IV (Property/Supply)

Certified Funds Available / Certified Appropriate Funds Available:   
**BERNADETTE M. DELA CRUZ**  
 Administrative Officer V (Budget)

Approved by:   
**CAROLINA S. VIOLETA, EdD**  
 OIC-Schools Division Superintendent

Date Prepared: **October 21, 2019**