

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

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at 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 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. The Excel should be submitted via 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 - dated August 2019 the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office: NEGROS ORIENTAL STATE UNIVERSITY
 Region: REGION VII
 Address: KAGAWASAN AVENUE, DUMAGUETE CITY, NEGROS ORIENTAL

Agency Account Code: _____
 Organization Type: SUC

Contact Person: GLENN D. LUMJOD
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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
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	0	67	0	67	9,337.12	0	33	0	33	4,598.88	0	45	0	45	6,271.20	0	31	0	31	4,320.16	176.00	139.36	24,527.36
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	0	161	0	161	7,082.71	0	109	0	109	4,795.13	0	152	0	152	6,686.78	0	98	0	98	4,311.22	520.00	43.992	22,875.84
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	0	173	0	173	4,260.51	0	36	0	36	886.58	0	59	0	59	1,453.00	0	35	0	35	861.95	303.00	24.6272	7,462.04
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	17	0	17	12,533.00	0	20	0	20	14,744.70	0	18	0	18	13,270.23	0	15	0	15	11,058.53	70.00	737.2352	51,606.46
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	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	208.52	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
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	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	208.52	0.00
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	14	0	14	1,018.91	0	9	0	9	655.01	0	12	0	12	873.35	0	8	0	8	582.23	43.00	72.7792	3,129.51
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	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	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	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	1029.6	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	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	1300	0.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	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	765.44	0.00
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	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	596.804	0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	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	1034.8	0.00
14	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	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	670.696	0.00
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	256	0	256	8,248.12	0	124	0	124	3,995.18	0	128	0	128	4,124.06	0	116	0	116	3,737.43	624.00	32.2192	20,104.78
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	198	0	198	11,099.09	0	96	0	96	5,381.38	0	125	0	125	7,007.00	0	86	0	86	4,820.82	505.00	56.056	28,308.28
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	194	0	194	8,050.22	0	92	0	92	3,817.63	0	218	0	218	9,046.13	0	83	0	83	3,444.17	587.00	41.496	24,358.15
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	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	12.0432	0.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	229	0	229	30,313.00	0	145	0	145	19,193.82	0	172	0	172	22,767.85	0	145	0	145	19,193.82	691.00	132.3712	91,468.50
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	371	0	371	57,412.99	0	286	0	286	44,259.07	0	316	0	316	48,901.63	0	290	0	290	44,878.08	1,263.00	154.752	195,451.78
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	0	534	0	534	61,150.69	0	325	0	325	37,217.18	0	474	0	474	54,279.83	0	327	0	327	37,446.21	1,660.00	114.5144	190,093.90
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	0	1079	0	1049	136,348.18	0	598	0	598	77,727.56	0	963	0	963	125,169.97	0	580	0	580	75,387.94	3,190.00	129.9792	414,633.65
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	200	0	200	3,469.44	0	110	0	110	1,908.19	0	129	0	129	2,237.79	0	115	0	115	1,994.93	554.00	17.3472	9,610.35
24	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	0	80	0	80	7,696.00	0	21	0	21	2,020.20	0	58	0	58	5,579.60	0	34	0	34	3,270.80	193.00	96.2	18,566.60
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	0	10	0	10	487.76	0	10	0	10	487.76	0	10	0	10	487.76	0	10	0	10	487.76	40.00	48.776	1,951.04
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	138	0	138	9,759.36	0	88	0	88	6,223.36	0	143	0	143	10,112.96	0	83	0	83	5,869.76	452.00	70.72	31,965.44
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	188	0	188	19,160.96	0	69	0	69	7,032.48	0	156	0	156	15,899.52	0	63	0	63	6,420.96	476.00	101.92	48,513.92
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0.00	65.416	0.00
Batteries and Cells and Accessories																										
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	113	0	113	2,229.35	0	97	0	97	1,913.69	0	82	0	82	1,617.76	0	66	0	66	1,302.10	358.00	19.7288	7,062.91
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	62	0	62	1,209.00	0	43	0	43	838.50	0	44	0	44	858.00	0	45	0	45	877.50	194.00	19.5	3,783.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	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	88.4	0.00
Manufacturing Components and Supplies																										
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	210	0	210	10,042.03	0	66	0	66	3,156.07	0	103	0	103	4,925.38	0	71	0	71	3,395.16	450.00	47.8192	21,518.64
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	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	20.6752	0.00

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34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	244	0	244	4,892.49	0	241	0	241	4,832.34	0	176	0	176	3,529.01	0	140	0	140	2,807.17	801.00	20.0512	16,061.01	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	23	0	23	418.60	0	28	0	28	509.60	0	11	0	11	200.20	0	14	0	14	254.80	76.00	18.2	1,383.20	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	0	159	0	159	8,764.08	0	70	0	70	3,858.40	0	202	0	202	11,134.24	0	67	0	67	3,693.04	498.00	55.12	27,449.76	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	0	129	0	129	13,751.40	0	54	0	54	5,756.40	0	81	0	81	8,634.60	0	53	0	53	5,649.80	317.00	106.6	33,792.20	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	153	0	153	2,784.60	0	64	0	64	1,164.80	0	100	0	100	1,820.00	0	64	0	64	1,164.80	381.00	18.2	6,934.20	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	233	0	233	2,120.30	0	152	0	152	1,383.20	0	161	0	161	1,465.10	0	122	0	122	1,110.20	668.00	9.1	6,078.80	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	264	0	264	4,804.80	0	186	0	186	3,385.20	0	102	0	102	1,856.40	0	79	0	79	1,437.80	631.00	18.2	11,484.20	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	31	0	31	1,579.76	0	3	0	3	152.88	0	12	0	12	611.52	0	3	0	3	152.88	49.00	50.96	2,497.04	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal 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	974.48	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal 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	1192.88	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, 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	1006.3872	0.00	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, 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	669.656	0.00	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	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	40.56	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in Individual box	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	72.488	0.00	
Measuring and Observing and Testing Equipment																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	90	0	90	1,392.77	0	56	0	56	866.61	0	39	0	39	603.53	0	35	0	35	541.63	220.00	15.4752	3,404.54	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	0	133	0	133	11,445.98	0	107	0	107	9,208.42	0	90	0	90	7,745.40	0	83	0	83	7,142.98	413.00	86.06	35,542.78	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	0	94	0	94	12,220.00	0	25	0	25	3,250.00	0	70	0	70	9,100.00	0	32	0	32	4,160.00	221.00	130	28,730.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	26	0	26	794.98	0	9	0	9	275.18	0	12	0	12	366.91	0	10	0	10	305.76	57.00	30.576	1,742.83	
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	78	0	78	3,244.80	0	38	0	38	1,580.80	0	50	0	50	2,080.00	0	38	0	38	1,580.80	204.00	41.6	8,486.40	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	0	89	0	89	2,128.88	0	29	0	29	693.68	0	42	0	42	1,004.64	0	31	0	31	741.52	191.00	23.92	4,568.72	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0.00	8.008	0.00	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	93	0	93	3,480.95	0	47	0	47	1,759.19	0	54	0	54	2,021.20	0	45	0	45	1,684.33	239.00	37.4296	8,945.67	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	99	0	99	12,175.02	0	57	0	57	7,009.86	0	66	0	66	8,116.68	0	53	0	53	6,517.94	275.00	122.98	33,819.50	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	52	0	52	1,291.43	0	15	0	15	372.53	0	23	0	23	571.21	0	13	0	13	322.86	103.00	24.8352	2,558.03	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	41	0	41	11,043.76	0	55	0	55	14,814.80	0	31	0	31	8,350.16	0	31	0	31	8,350.16	158.00	269.36	42,558.88	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	50	0	50	4,368.00	0	28	0	28	2,446.08	0	32	0	32	2,795.52	0	30	0	30	2,620.80	140.00	87.36	12,230.40	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	28	0	28	53,508.00	0	6	0	6	11,466.00	0	8	0	8	15,288.00	0	7	0	7	13,377.00	49.00	1911	93,639.00	

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61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	29	0	29	4,222.40	0	9	0	9	1,310.40	0	11	0	11	1,601.60	0	9	0	9	1,310.40	58.00	145.6	8,444.80	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	33	0	33	3,637.92	0	13	0	13	1,433.12	0	16	0	16	1,763.84	0	12	0	12	1,322.88	74.00	110.24	8,157.76	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	62	0	35	1,739.19	0	23	0	23	1,142.90	0	57	0	57	2,832.40	0	19	0	19	944.13	134.00	49.6912	6,658.62	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0		0	0	0.00	0.00	102.96	0.00	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	0	87	0	87	12,169.56	0	43	0	43	6,014.84	0	68	0	68	9,511.84	0	48	0	48	6,714.24	246.00	139.88	34,410.48	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	78	0	78	1,839.80	0	21	0	21	495.33	0	36	0	36	849.14	0	17	0	17	400.98	152.00	23.5872	3,585.25	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	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	39208	0.00	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	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	2724.8	0.00	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	0	72	0	72	19,918.08	0	26	0	26	7,192.64	0	41	0	41	11,342.24	0	24	0	24	6,639.36	163.00	276.64	45,092.32	
71	43211503-LCT-02	Laptop Computer, branded	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	35916.4	0.00	
72	43211708-MO-C01	MOUSE, optical, USB connection type	unit	0	48	0	48	6,479.62	0	37	0	37	4,994.70	0	27	0	27	3,644.78	0	22	0	22	2,969.82	134.00	134.992	18,088.93	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	33131.28	0.00	
74	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	7995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	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	724.88	0.00	
Office Equipment and Accessories and Supplies																											
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0		0	0	0.00	0	0	0	0	0.00	0		0	0	0.00	0.00	25.6776	0.00	
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	86	0	86	651.12	0	88	0	88	666.27	0	85	0	85	643.55	0	82	0	82	620.84	341.00	7.5712	2,581.78	
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	0	133	0	133	1,781.56	0	96	0	96	1,285.94	0	126	0	126	1,687.80	0	100	0	100	1,339.52	455.00	13.3952	6,094.82	
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	0	136	0	136	2,794.85	0	98	0	98	2,013.94	0	115	0	115	2,363.30	0	117	0	117	2,404.40	466.00	20.5504	9,576.49	
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	0	101	0	101	3,991.52	0	103	0	103	4,070.56	0	93	0	93	3,675.36	0	106	0	106	4,189.12	403.00	39.52	15,926.56	
81	44121801-CT-R01	CORRECTION TAPE, film base type, 1/2" 6m min	piece	0	424	0	424	7,443.40	0	245	0	245	4,301.02	0	297	0	297	5,213.89	0	235	0	235	4,125.47	1,201.00	17.5552	21,083.80	
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	540	0	540	37,683.36	0	209	0	209	14,584.86	0	274	0	274	19,120.82	0	170	0	170	11,863.28	1,193.00	69.784	83,252.31	
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglla lock	piece	0	350	0	350	24,024.00	0	94	0	94	6,452.16	0	160	0	160	10,982.40	0	99	0	99	6,795.36	703.00	68.64	48,253.92	
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	43	0	43	17,549.92	0	20	0	20	8,162.75	0	32	0	32	13,060.40	0	19	0	19	7,754.61	114.00	408.1376	46,527.69	
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	62	0	62	32,120.71	0	31	0	31	16,060.36	0	46	0	46	23,831.50	0	32	0	32	16,578.43	171.00	518.076	88,591.00	
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	0	43	0	43	31,751.20	0	25	0	25	18,460.00	0	52	0	52	38,396.80	0	19	0	19	14,029.60	139.00	738.4	102,637.60	
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	84	0	84	2,561.40	0	56	0	56	1,707.60	0	60	0	60	1,829.57	0	55	0	55	1,677.10	255.00	30.4928	7,775.66	
88	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	0	33	0	33	10,845.12	0	15	0	15	4,929.60	0	53	0	53	17,417.92	0	9	0	9	2,957.76	110.00	328.64	36,150.40	
89	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	0	19	0	19	7,805.20	0	10	0	10	4,108.00	0	17	0	17	6,983.60	0	6	0	6	2,464.80	52.00	410.8	21,361.60	
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	121	0	121	1,343.97	0	44	0	44	488.72	0	45	0	45	499.82	0	51	0	51	566.47	261.00	11.1072	2,898.98	

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			
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	0	98	0	98	7,733.69	0	59	0	59	4,656.00	0	81	0	81	6,392.13	0	41	0	41	3,235.52	279.00	78.9152	22,017.34
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	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	70.6056	0.00
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	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	12.48	0.00
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	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	16.64	0.00
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	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	253.292	0.00
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	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	291.2	0.00
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	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	171.08	0.00
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	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	213.72	0.00
99	44122027-PO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	0	45	0	45	33,602.40	0	53	0	53	39,576.16	0	39	0	39	29,122.08	0	28	0	28	20,908.16	165.00	746.72	123,208.80
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	0	48	0	48	10,433.28	0	46	0	46	9,998.56	0	41	0	41	8,911.76	0	34	0	34	7,390.24	169.00	217.36	36,733.84
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	0	76	0	76	21,252.28	0	92	0	92	25,726.44	0	63	0	63	17,617.02	0	42	0	42	11,744.68	273.00	279.6352	76,340.41
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	167	0	167	8,663.16	0	136	0	136	7,055.03	0	133	0	133	6,899.40	0	136	0	136	7,055.03	572.00	51.8752	29,672.61
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	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	41.6	0.00
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	0	208	0	208	7,744.26	0	78	0	78	2,904.10	0	123	0	123	4,579.54	0	90	0	90	3,350.88	499.00	37.232	18,578.77
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	194	0	194	1,999.44	0	59	0	59	608.08	0	137	0	137	1,411.98	0	58	0	58	597.77	448.00	10.3064	4,617.27
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	198	0	198	2,040.67	0	79	0	79	814.21	0	129	0	129	1,329.53	0	70	0	70	721.45	476.00	10.3064	4,905.85
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	159	0	159	1,638.72	0	63	0	63	649.30	0	107	0	107	1,102.78	0	59	0	59	608.08	388.00	10.3064	3,998.88
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	0	237	0	237	2,287.33	0	122	0	122	1,177.45	0	144	0	144	1,389.77	0	102	0	102	984.42	605.00	9.6512	5,838.98
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	0	279	0	279	2,692.68	0	163	0	163	1,573.15	0	176	0	176	1,698.61	0	145	0	145	1,399.42	763.00	9.6512	7,363.87
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	0	161	0	161	1,553.84	0	61	0	61	588.72	0	96	0	96	926.52	0	63	0	63	608.03	381.00	9.6512	3,677.11
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	0	209	0	209	1,249.82	0	131	0	131	783.38	0	167	0	167	998.66	0	122	0	122	729.56	629.00	5.98	3,761.42
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	0	164	0	164	2,089.36	0	97	0	97	1,235.78	0	215	0	215	2,739.10	0	87	0	87	1,108.38	563.00	12.74	7,172.62
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	0	102	0	102	2,120.54	0	79	0	79	1,642.38	0	91	0	91	1,891.85	0	51	0	51	1,060.27	323.00	20.7896	6,715.04
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	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	201.6352	0.00
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	0	60	0	60	5,803.20	0	45	0	45	4,352.40	0	40	0	40	3,868.80	0	35	0	35	3,385.20	180.00	96.72	17,409.60
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	0	73	0	73	2,019.47	0	22	0	22	608.61	0	24	0	24	663.94	0	22	0	22	608.61	141.00	27.664	3,900.62
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	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	11.7728	0.00
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	0	79	0	79	2,164.92	0	40	0	40	1,096.16	0	75	0	75	2,055.30	0	36	0	36	986.54	230.00	27.404	6,302.92
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	0	33	0	33	15,786.51	0	17	0	17	8,132.45	0	13	0	13	6,218.93	0	8	0	8	3,827.03	71.00	478.3792	33,964.92
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	25	0	25	4,680.00	0	11	0	11	2,059.20	0	13	0	13	2,433.60	0	3	0	3	561.60	52.00	187.2	9,734.40
121	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	0	53	0	53	6,993.63	0	35	0	35	4,618.43	0	25	0	25	3,298.88	0	19	0	19	2,507.15	132.00	131.9552	17,418.09
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	0	104	0	104	1,622.40	0	70	0	70	1,092.00	0	50	0	50	780.00	0	42	0	42	655.20	266.00	15.6	4,149.60

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				
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0	55	0	55	4,518.80	0	64	0	64	5,258.24	0	58	0	58	4,765.28	0	31	0	31	2,546.96	208.00	82.16	17,089.28	
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	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	878.8	0.00	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	0	117	0	117	2,126.97	0	33	0	33	599.91	0	28	0	28	509.02	0	25	0	25	454.48	203.00	18.1792	3,690.38	
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	0	49	0	49	2,735.53	0	19	0	19	1,060.72	0	18	0	18	1,004.89	0	7	0	7	390.79	93.00	55.8272	5,191.93	
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	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	10400	0.00	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	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	135.2	0.00	
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	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	4711.2	0.00	
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	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	8088.08	0.00	
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	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	5699.2	0.00	
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	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	0	0.00	
Printer or Facsimile or Photocopier Supplies																											
133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	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	6864	0.00	
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	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	1001.52	0.00	
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	25	0	25	25,740.00	0	21	0	21	21,621.60	0	15	0	15	15,444.00	0	20	0	20	20,592.00	81.00	1029.6	83,397.60	
136	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	0.00	
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	29	0	29	22,620.00	0	25	0	25	19,500.00	0	19	0	19	14,820.00	0	20	0	20	15,600.00	93.00	780	72,540.00	
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	0	188	0	188	47,902.40	0	191	0	191	48,666.80	0	150	0	150	38,220.00	0	126	0	126	32,104.80	655.00	254.8	166,894.00	
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	119	0	119	30,321.20	0	143	0	143	36,436.40	0	104	0	104	26,499.20	0	83	0	83	21,148.40	449.00	254.8	114,405.20	
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	119	0	119	30,321.20	0	143	0	143	36,436.40	0	104	0	104	26,499.20	0	83	0	83	21,148.40	449.00	254.8	114,405.20	
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	119	0	119	30,321.20	0	143	0	143	36,436.40	0	104	0	104	26,499.20	0	83	0	83	21,148.40	449.00	254.8	114,405.20	
142	44103105-HP-B40	INK CART, 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	0	0.00	
143	44103105-HP-T40	INK CART, 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	0	0.00	
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	7	0	7	4,608.24	0	12	0	12	7,899.84	0	7	0	7	4,608.24	0	12	0	12	7,899.84	38.00	658.32	25,016.16	
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	5	0	5	3,728.40	0	10	0	10	7,456.80	0	5	0	5	3,728.40	0	10	0	10	7,456.80	30.00	745.68	22,370.40	
146	44103105-HP-T30	INK CART, HP C9363WA, (HP97), 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	1492.4	0.00	
147	44103105-HP-P48	INK CART, 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	1996.8	0.00	
148	44103105-HP-C48	INK CART, 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	1996.8	0.00	
149	44103105-HP-M48	INK CART, 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	1996.8	0.00	
150	44103105-HP-Y48	INK CART, 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	1996.8	0.00	
151	44103105-HP-G48	INK CART, 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	1996.8	0.00	
152	44103105-HP-B48	INK CART, 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	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
153	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0	3	0	3	1,950.00	0	3	0	3	1,950.00	0	3	0	3	1,950.00	0	3	0	3	1,950.00	12.00	650	7,800.00
154	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	3	0	3	2,299.44	0	3	0	3	2,299.44	0	3	0	3	2,299.44	0	3	0	3	2,299.44	12.00	766.48	9,197.76
155	44103105-HP-B35	INK CART, HP CD887AA, (HP703), 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	339.04	0.00
156	44103105-HP-T35	INK CART, HP CD888AA, (HP703), 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	339.04	0.00
157	44103105-HX-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	629.2	0.00
158	44103105-HX-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	629.2	0.00
159	44103105-HX-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	629.2	0.00
160	44103105-HX-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	1242.8	0.00
161	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	644.8	0.00
162	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	826.8	0.00
163	44103105-HP-B49	INK CART, 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	1872	0.00
164	44103105-HP-C49	INK CART, 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	1300	0.00
165	44103105-HP-M49	INK CART, 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	1300	0.00
166	44103105-HP-Y49	INK CART, 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	1300	0.00
167	44103105-HX-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	1554.8	0.00
168	44103105-HX-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	1175.2	0.00
169	44103105-HX-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	1180.4	0.00
170	44103105-HX-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	1180.4	0.00
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	40	0	40	13,561.60	0	40	0	40	13,561.60	0	40	0	40	13,561.60	0	40	0	40	13,561.60	160.00	339.04	54,246.40
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	35	0	35	11,866.40	0	35	0	35	11,866.40	0	35	0	35	11,866.40	0	35	0	35	11,866.40	140.00	339.04	47,465.60
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	5	0	5	1,695.20	0	10	0	10	3,390.40	0	10	0	10	3,390.40	0	10	0	10	3,390.40	35.00	339.04	11,866.40
174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	5	0	5	1,695.20	0	10	0	10	3,390.40	0	10	0	10	3,390.40	0	10	0	10	3,390.40	35.00	339.04	11,866.40
175	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	366.08	0.00
176	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	249.6	0.00
177	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	249.6	0.00
178	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	249.6	0.00
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	0	12	0	12	4,845.98	0	12	0	12	4,845.98	0	12	0	12	4,845.98	0	12	0	12	4,845.98	48.00	403.832	19,383.94
180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	0	14	0	14	5,653.65	0	14	0	14	5,653.65	0	14	0	14	5,653.65	0	14	0	14	5,653.65	56.00	403.832	22,614.59
181	44103105-HP-C50	INK CART, HP L0551AA (HP955) Cyan Original	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	0	0.00
182	44103105-HP-M50	INK CART, HP L0554AA (HP955) Magenta Original	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	0	0.00
183	44103105-HP-Y50	INK CART, HP L0557AA (HP955) Yellow Original	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	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			
184	44103105-HP-B50	INK CART, HP L0560AA (HP955) Black Original	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	0	0.00
185	44103105-HX-C48	INK CART, HP L0563AA (HP955XL) Cyan Original	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	1277.7648	0.00
186	44103105-HX-M48	INK CART, HP L0566AA (HP955XL) Magenta Original	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	1277.7648	0.00
187	44103105-HX-Y48	INK CART, HP L0569AA (HP955XL) Yellow Original	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	1277.7648	0.00
188	44103105-HX-B48	INK CART, HP L0572AA (HP955XL) Black Original	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	1737.0184	0.00
189	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	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	453.6168	0.00
190	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	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	453.6168	0.00
191	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	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	453.6168	0.00
192	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	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	741.2808	0.00
193	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	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	0	0.00
194	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	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	0	0.00
195	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	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	0	0.00
196	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	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	0	0.00
197	44109112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), 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	76.752	0.00
198	44109112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), 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	724.88	0.00
199	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	0	6	0	6	455.52	0	6	0	6	455.52	0	6	0	6	455.52	0	6	0	6	455.52	24.00	75.92	1,822.08
200	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	2556.32	0.00
201	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	1820	0.00
202	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	7	0	7	18,309.20	0	5	0	5	13,078.00	0	2	0	2	5,231.20	0	0	0	0	0.00	14.00	2615.6	36,618.40
203	44103103-BR-B09	TONER CART, BROTHER TN-3320, 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	2941.952	0.00
204	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	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	4288.544	0.00
205	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0	6	0	6	17,147.52	0	0	0	0	0.00	0	6	0	6	17,147.52	0	0	0	0	0.00	12.00	2857.92	34,295.04
206	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	3312.4	0.00
207	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	6791.2	0.00
208	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	3179.28	0.00
209	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	0	70	0	70	206,752.00	0	16	0	16	47,257.60	0	69	0	69	203,798.40	0	16	0	16	47,257.60	171.00	2953.6	505,065.60
210	44103103-HP-B23	TONER CART, HP CE310A, 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	2386.8	0.00
211	44103103-HP-C23	TONER CART, HP CE311A, 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	2490.8	0.00
212	44103103-HP-Y23	TONER CART, HP CE312A, 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	2490.8	0.00
213	44103103-HP-M23	TONER CART, HP CE313A, 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	2490.8	0.00
214	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	2854.8	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			
215	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	3010.8	0.00
216	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	3010.8	0.00
217	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	3010.8	0.00
218	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	7690.8	0.00
219	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	6754.8	0.00
220	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	9978.8	0.00
221	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	9978.8	0.00
222	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	9978.8	0.00
223	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	3868.8	0.00
224	44103103-HP-C27	TONER CART, HP CE411A, (HP305), 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	5512	0.00
225	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), 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	5512	0.00
226	44103103-HP-M27	TONER CART, HP CE413A, (HP305), 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	5512	0.00
227	44103103-HP-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	4079.92	0.00
228	44103103-HX-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	7213.44	0.00
229	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	0	12	0	12	35,193.60	0	8	0	8	23,462.40	0	16	0	16	46,924.80	0	8	0	8	23,462.40	44.00	2932.8	129,043.20
230	44103103-HP-B53	TONER CART, 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	0	0.00
231	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) 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	0	0.00
232	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	0	6	0	6	24,000.00	0	6	0	6	24,000.00	0	6	0	6	24,000.00	0	6	0	6	24,000.00	24.00	4000	96,000.00
233	44103103-HP-B51	TONER CART, HP CF280XC	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	6962.8	0.00
234	44103103-HP-B56	TONER CART, 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	8640.8504	0.00
235	44103103-HP-B57	TONER CART, 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	3241.7008	0.00
236	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blik Contract 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	3946.8	0.00
237	44103103-HP-B58	TONER CART, 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	10051.6	0.00
238	44103103-HP-B59	TONER CART, HP CF310AC (HP826) 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	0	0.00
239	44103103-HP-C59	TONER CART, HP CF311AC (HP826) 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	0	0.00
240	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) 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	0	0.00
241	44103103-HP-M59	TONER CART, HP CF313AC (HP826) 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	0	0.00
242	44103103-HX-B52	TONER CART, 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	0.00
243	44103103-HP-B60	TONER CART, 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	2901.6	0.00
244	44103103-HP-C60	TONER CART, 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	2943.2	0.00
245	44103103-HP-Y60	TONER CART, 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	2943.2	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			
246	44103103-HP-M60	TONER CART, 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	2943.2	0.00
247	44103103-HP-B61	TONER CART, 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	7389.2	0.00
248	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract 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	0	0.00
249	44103103-HP-C61	TONER CART, 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	9474.4	0.00
250	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract 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	0	0.00
251	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow 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	9474.4	0.00
252	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract 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	0	0.00
253	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta 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	9474.4	0.00
254	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract 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	0	0.00
255	44103103-HP-B62	TONER CART, HP CF400A (HP201A) 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	0	0.00
256	44103103-HP-C62	TONER CART, HP CF401A (HP201A) 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	0	0.00
257	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow 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	0	0.00
258	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta 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	0	0.00
259	44103103-HP-B63	TONER CART, 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	4440.8	0.00
260	44103103-HX-B54	TONER CART, 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	7441.2	0.00
261	44103103-HP-C63	TONER CART, 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	5049.2	0.00
262	44103103-HX-C54	TONER CART, 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	7472.4	0.00
263	44103103-HP-Y63	TONER CART, 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	5049.2	0.00
264	44103103-HX-Y54	TONER CART, 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	7472.4	0.00
265	44103103-HP-M63	TONER CART, 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	5049.2	0.00
266	44103103-HX-M54	TONER CART, 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	7472.4	0.00
267	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	1	0	1	3,164.72	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3164.72	3,164.72
268	44103103-HP-B39	TONER CART, HP Q5942A, 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	7482.8	0.00
269	44103103-HP-B48	TONER CART, HP Q7553A, 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	3972.8	0.00
270	44103103-LX-B03	TONER CART, LEXMARK E360H11P, 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	8874.32	0.00
271	44103103-LX-B05	TONER CART, LEXMARK T650A11P, 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	9630.4	0.00
272	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, 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	2641.6	0.00
273	44103103-SA-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	2912	0.00
274	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	5	0	5	12,220.00	0	5	0	5	12,220.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	2444	24,440.00
275	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	18	0	18	50,169.60	0	17	0	17	47,382.40	0	3	0	3	8,361.60	0	2	0	2	5,574.40	40.00	2787.2	111,488.00
276	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart	0	17	0	17	46,675.20	0	16	0	16	43,929.60	0	2	0	2	5,491.20	0	1	0	1	2,745.60	36.00	2745.6	98,841.60

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				
277	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	7124	0.00	
278	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, 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	4617.6	0.00	
279	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, 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	9464	0.00	
280	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	9204	0.00	
281	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	5064.8	0.00	
282	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	4357.6	0.00	
283	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black, for printer HL-6400DW (4.5-6.0k)	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	6069.44	0.00	
284	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	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																											
285	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	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	28860	0.00	
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	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	18616	0.00	
Flag or Accessories																											
287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	35		35	11,174.80	0	37	0	37	11,813.36	0	18	0	18	5,747.04	0	10	0	10	3,192.80	100.00	319.28	31,928.00	
Printed Publications																											
288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	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	46.28	0.00	
Fire Fighting Equipment																											
289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	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	1144	0.00	
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	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	4992	0.00	
Consumer Electronics																											
291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	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	6828.1408	0.00	
Furniture and Furnishings																											
292	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	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	262.6	0.00	
293	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	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	262.6	0.00	
294	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	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	1326	0.00	
295	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	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	1326	0.00	
Arts and Crafts Equipment and Accessories and Supplies																											
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	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	39.78	0.00	
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	72	0	72	3,051.36	0	121	0	121	5,127.98	0	58	0	58	2,458.04	0	65	0	65	2,754.70	316.00	42.38	13,392.08	
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	182	0	182	804.44	0	43	0	43	190.06	0	101	0	101	446.42	0	45	0	45	198.90	371.00	4.42	1,639.82	
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	378	0	378	13,083.03	0	252	0	252	8,722.02	0	346	0	346	11,975.48	0	247	0	247	8,548.97	1,223.00	34.6112	42,329.50	
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	340	0	340	11,767.81	0	267	0	267	9,241.19	0	305	0	305	10,556.42	0	263	0	263	9,102.75	1,175.00	34.6112	40,668.16	

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	
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	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	34.6112	0.00	
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	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	129.6672	0.00	
SOFTWARE																											
OTHER SOFTWARE																											
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
PASSENGER AIR TRANSPORTATION																											
1	78111501-GFA-001	* Airline Ticket	ticket	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	
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	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	
2	40101701-AC-S01	Air Conditioning Unit, Split Type		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	
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	
Common Office Equipment																											
1	44111905-WB-N01	White Board		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	
2	44111911-WB-D01	White Board, Digital		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	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
							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
Common Office Supplies																										
1		Ballpen, black, heavy duty, needle point, Super smooth ink, 0.5mm line width		0	647	0	647	9,705.00	0	474	0	474	7,110.00	0	598	0	598	8,970.00		428		428	6,420.00	2,147.00	15	32,205.00
2		Ballpen, blue, heavy duty, needle point, Super smooth ink, 0.5mm line width		0	639	0	639	9,585.00	0	468	0	468	7,020.00	0	587	0	587	8,805.00		423		423	6,345.00	2,117.00	15	31,755.00
3		Paper, bond, 8.5" x 11", 70 gsm		0	512	0	512	102,400.00	0	289	0	289	57,800.00	0	553	0	553	110,600.00		279		279	55,800.00	1,633.00	200	326,600.00
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
Common Janitorial Supplies																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Equipment and Accessories																										
Office Supplies																										
Audio and visual presentation and composing equipment																										
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
Photographic or filming or video equipment																										
1	45121500-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Cleaning Equipment and Supplies																										
Paper Materials and Products																										
Lighting and fixtures and accessories																										
Electrical equipment and components and supplies																										
Computer Supplies																										
Common ICT Equipment																										
Consumables																										
Other Categories																										
A. TOTAL																						P	5,148,675.66			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	514,867.57			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																										
D. GRAND TOTAL (A + B+ C)																						P	5,663,543.23			
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P	-			
F. MONTHLY CASH REQUIREMENTS																						P	-			
G.1 Available at Procurement Service Stores						1,634,960.04					1,064,837.86					1,264,595.79					793,721.97		P	4,758,115.66		
G.2 Other Items not available at PS but regularly purchased from other sources						-					-					-					-		P	-		
TOTAL MONTHLY CASH REQUIREMENTS						1,634,960.04					1,064,837.86					1,264,595.79					793,721.97		P	4,758,115.66		

**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:

GLENN D. LUMJOD
Property/Supplier Officer

Date Prepared: 10/25/2019

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

MARIA NIÑA CHRISTY TOBILLA / MARIA JONAMIE T. LIMATOC
Accountant / Local Budget Officer

JOEL P. LIMSON, Ph.D.
Head of Office/Agency