

Republic of the Philippines  
CAMARINES NORTE WATER DISTRICT  
Vinzons Avenue, Daet, Camarines Norte

**Annual Procurement Plan  
For FY 2022**

Code (PAP)	Procurement Program/Project	PMO/ User	End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program/Project)	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO		
	<i>ICT EQUIPMENT</i> 1 unit Laptop Computer	BOD		Small Value Procurement	Within the Calendar Year of 2022				GOP	48,000.00		✓	
	<i>OFFICE EQUIPMENT</i> 1 unit Split Type Aircon	GMO		Small Value Procurement	Within the Calendar Year of 2022				GOP	65,000.00		✓	
	Common Office Supplies and Equipment	GMO/BOD/Admin/Eng'g/HR/Cashier/PR/Accounting/ GSO/Watershed/BAC		PS-DBM/Shopping/Small Value Procurement/Direct Contracting	Within the Calendar Year of 2022				GOP	313,135.76	✓		
	Fuel, Oil and Lubricants	GSO		Small Value Procurement	Within the Calendar Year of 2022				GOP	441,300.00	✓		
	Procurement of Clothing and Fieldwork Uniform	HR		Small Value Procurement	Within the Calendar Year of 2022				GOP	94,000.00	✓		
	Postage and Courier Services	GMO/BOD/Admin/Accounting/BAC/HR		Small Value Procurement	Within the Calendar Year of 2022				GOP	35,000.00	✓		
	Procurement for Telephone Expense	GMO/BOD		Small Value Procurement	Within the Calendar Year of 2022				GOP	300,000.00	✓		
	Various Procurement for Travelling Expense	BOD/HR		Small Value Procurement	Within the Calendar Year of 2022				GOP	1,958,500.00	✓		
	Various Procurement for Advertising, Promotional and Marketing Expense	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	20,000.00	✓		
	<i>Various Procurement for Miscellaneous Exp.</i>												
	<i>Communication/Information Program</i>												
	Water Information Board	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	3,500.00	✓		
	Water Info Exchange	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	35,000.00	✓		
	<i>Educational Programs</i>												
	Water Symposia	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	5,000.00	✓		
	Lakbay Tubig	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	5,000.00	✓		
	Mga Kabataan Para sa Baybaying Kagubatan	PR		Small Value Procurement	Within the Calendar Year of 2022				GOP	10,000.00	✓		
	<i>Internal Public</i>												
	Foundation Anniversary Celebration	HR		Small Value Procurement	Within the Calendar Year of 2022				GOP	150,000.00	✓		
	Year-End Assessment	HR		Small Value Procurement	Within the Calendar Year of 2022				GOP	100,000.00	✓		

Code (PAP)	Procurement Program/Project	PMO/ User	End-	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program/ Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
	No Smoking Campaign	HR		Small Value Procurement					GOP	6,000.00	✓	
	Family Day	HR		Small Value Procurement					GOP	50,000.00	✓	
	Team Building Activities	HR		Small Value Procurement					GOP	180,000.00	✓	
	<i>External Public</i> Provision of Handwashing Sinks	PR		Small Value Procurement					GOP	96,000.00	✓	
	<i>Gender and Development Program</i> Women's Day Celebration											
	Umbrella	HR		Small Value Procurement					GOP	25,000.00	✓	
	Eco bag with print	HR		Small Value Procurement					GOP	15,000.00	✓	
	T-shirt	HR		Small Value Procurement					GOP	8,250.00	✓	
	18-day Campaign to End Violence Against Women											
	Umbrella	HR		Small Value Procurement					GOP	25,000.00	✓	
	T-shirt	HR		Small Value Procurement					GOP	8,250.00	✓	
	Fitness and Wellness Program	HR		Small Value Procurement					GOP	44,400.00	✓	
	Spiritual Retreat	HR		Small Value Procurement					GOP	10,000.00	✓	
	<i>Implementation of Prime HRM</i> Various Tokens	HR		Small Value Procurement					GOP	10,000.00	✓	
	Loyalty Pin	HR		Small Value Procurement					GOP	10,000.00	✓	
	Implementation of RA 11032	HR		Small Value Procurement					GOP	5,000.00	✓	
	CSC Month Celebration	HR		Small Value Procurement					GOP	20,000.00	✓	
	BOD Meetings	BOD		Small Value Procurement					GOP	60,000.00	✓	
	Other Miscellaneous Expense	BOD/GMO		Small Value Procurement					GOP	146,984.00	✓	
	Various Procurement for Extraordinary Expense	GMO		Small Value Procurement					GOP	45,600.00	✓	
	<i>Printing and Binding</i> Printing of Letterhead	GMO		Small Value Procurement					GOP	3,500.00	✓	
	Bookbinding of Ledgers	Accounting		Small Value Procurement					GOP	2,000.00	✓	
	Bookbinding of BOD Resolutions and Minutes of Meetings	BOD/GMO		Small Value Procurement					GOP	3,000.00	✓	
	Registration of CNWD vehicles	GSO		Agency to Agency					GOP	9,000.00	✓	
	Insurance of CNWD vehicles	GSO		Agency to Agency					GOP	19,000.00	✓	
	Donations	PR		Small Value Procurement					GOP	20,000.00	✓	
	Legal Services of Retained Lawyer	Admin		Negotiated Procurement- Highly Technical Consultant					GOP	255,555.53	✓	

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
	<i>Consultancy Services</i>											
	Mining and Environmental Consultant	Watershed		Negotiated Procurement-Highly Technical Consultant		Within the Calendar Year of 2022		GOP	133,333.32	✓		
	Human Resource Information Consultancy	HR		Negotiated Procurement-Highly Technical Consultant		Within the Calendar Year of 2022		GOP	198,000.00	✓		
	ISO Consultant	HR		Negotiated Procurement-Small Value Procurement		Within the Calendar Year of 2022		GOP	200,000.00	✓		
	<i>Other Professional Services</i>											
	ISO Audit	HR		Negotiated Procurement-Small Value Procurement		Within the Calendar Year of 2022		GOP	100,000.00	✓		
	Repair and Maintenance	Admin/BOD		Small Value Procurement/Procurement/Direct Contracting		Within the Calendar Year of 2022		GOP	1,156,000.00	✓		
	<i>Other Maintenance and Operating Expenses</i>											
	Information and Education Campaign	PR		Small Value Procurement		Within the Calendar Year of 2022		GOP	5,000.00			
	Implementation of Solid Waste Management Program	PR		Small Value Procurement		Within the Calendar Year of 2022		GOP	10,000.00	✓		
	Environmental Initiatives/Clean-up Drive and Tree Growing	Watershed		Small Value Procurement		Within the Calendar Year of 2022		GOP	100,000.00			
	Pulot Plastic para sa Pabakod Program	PR		Small Value Procurement		Within the Calendar Year of 2022		GOP	20,000.00	✓		
	<b>GRAND TOTAL</b>								<b>6,583,308.61</b>			

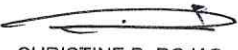
Prepared by:


  
MARICEL A. VILLAROSA  
BAC Secretariat

Recommending Approval: BIDS AND AWARDS COMMITTEE

  
FROILINDA H. VILLALUZ  
Chairperson

  
MARY ANTONETTE J. RAMORES  
Vice-Chairperson

  
CHRISTINE B. ROJAS  
Member

  
JEANNE M. MONTES  
Member

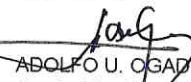
Certified Funds Available:

  
MA. LEAH P. PUSO  
Sr. Financial Planning Specialist

Noted by:

  
ONOFRE D. GARING, JR.  
General Manager B

Approved by:

  
ADOLFO U. OGAD  
Head of the Procuring Entity (HoPE)  
Chairman of the Board of Directors

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

## Introduction:

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

## Reminders:

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

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

Department/Bureau/Office: Camarines Norte Water District

Region: V

Address: Vinzons Avenue, Brgy. Lag-on

Daet, Camarines Norte

Agency Code/UACS: \_\_\_\_\_

Organization Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone/Mobile Nos: \_\_\_\_\_

Froilindo I. Villaluz

Department Manager B

[cnwd1974@yahoo.com](mailto:cnwd1974@yahoo.com)

(054) 885-0913 / 571-2315

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	139.36	0.00
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	4	0	0	4	605.72	0	0	0	0	0.00	0	4	0	4	605.72	0	0	0	0	0.00	8.00	151.43	1211.44
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	66.55	0.00
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	7	0	0	7	2,715.44	0	0	0	0	0.00	0	5	0	5	1,939.60	0	0	0	0	0.00	12.00	387.92	4655.04
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	12	0	0	12	5,460.00	0	0	0	0	0.00	0	12	0	12	5,460.00	0	0	0	0	0.00	24.00	455.00	10920.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	31.52	0	0	0	0	0.00	1.00	31.52	31.52
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	847.62	0.00
10	13111201-CF-P01	CARBON FILM, A4	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	221.00	0.00
11	13111201-CF-P02	CARBON FILM, legal	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
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	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	83.72	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
13	14111505-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	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	882.55	0.00	
14	14111505-CF-L12	COMPUTER 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	1029.60	0.00	
15	14111505-CF-L22	COMPUTER CONTINUOUS FORM, 2 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	1528.60	0.00	
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	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	906.36	0.00	
17	14111505-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	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	884.00	0.00	
18	14111505-CF-L32	COMPUTER CONTINUOUS FORM, 3 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	1508.00	0.00	
19	14111609-LL-C01	LCOSELEAF COVER, 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	794.96	0.00	
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.05	0.00	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	2	0	0	2	118.56	0	0	0	0	0.00	0	2	0	2	118.56	0	0	0	0	0.00	4.00	59.28	237.12	
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	1	0	0	1	54.08	0	0	0	0	0.00	0	1	0	1	54.08	0	0	0	0	0.00	2.00	54.08	108.16	
23	14111514-NB-S01	NOTEBOOK, stenographer	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	12.04	0.00	
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	18	0	0	18	2,459.88	0	0	0	0	0.00	0	15	0	15	2,049.90	0	0	0	0	0.00	33.00	136.66	4509.78	
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	29	0	0	29	3,703.59	0	0	0	0	0.00	0	30	0	30	3,831.30	0	0	0	0	0.00	59.00	127.71	7534.89	
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	2	0	0	2	196.52	0	0	0	0	0.00	0	2	0	2	196.52	0	0	0	0	0.00	4.00	98.26	393.04	
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	16	0	0	16	1,895.36	0	0	0	0	0.00	0	18	0	18	2,132.28	0	0	0	0	0.00	34.00	118.46	4027.64	
28	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.12	0.00	
29	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	98.05	0.00	
30	14111818-TH-P02	Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	0.00	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	70.72	0.00	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	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	101.92	0.00	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	10	0	0	10	858.40	0	0	0	0	0.00	0	9	0	9	781.56	0	0	0	0	0.00	19.00	86.84	1649.56	
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	23	0	0	23	801.32	0	0	0	0	0.00	0	23	0	23	801.32	0	0	0	0	0.00	46.00	34.84	1602.64	
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	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	33.60	0.00	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	4	0	0	4	145.20	0	0	0	0	0.00	0	2	0	2	72.60	0	0	0	0	0.00	6.00	36.30	217.60	
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	33	0	0	33	651.09	0	0	0	0	0.00	0	22	0	22	434.06	0	0	0	0	0.00	55.00	19.73	1085.15	
38	26111702-BT-A03	BATTERY, dry Cell, size D	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	96.20	0.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
39	31201610-GL-J01	GLUE, all purpose	jar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	71.50	0.00	
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 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	19.76	0.00	
41	31151804-SW-S01	STAPLE WIRE, standard	box	4	0	0	4	89.64	0	0	0	0	0.00	0	4	0	4	89.64	0	0	0	0	0.00	8.00	22.41	179.28	
42	31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	37.34	0	0	0	0	0.00	2.00	18.67	37.34	
43	31201503-TA-M01	TAPE, masking, 24mm	roll	1	0	0	1	54.60	0	0	0	0	0.00	0	2	0	2	109.20	0	0	0	0	0.00	3.00	54.60	163.60	
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	1	0	0	1	106.60	0	0	0	0	0.00	0	1	0	1	106.60	0	0	0	0	0.00	2.00	106.60	213.20	
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	22.36	0	0	0	0	0.00	1.00	22.36	22.36	
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	20	0	0	20	201.80	0	0	0	0	0.00	0	13	0	13	131.17	0	0	0	0	0.00	33.00	10.09	332.97	
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	2	0	0	2	39.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	19.97	39.94	
48	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	58.24	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2022)	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>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68	0.00	
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	2	0	0	2	2,739.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1369.68	2739.36	
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	1	0	0	1	856.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	856.86	856.86	
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	674.96	0.00	
<b>MEDICAL THERMOMETERS AND ACCESSORIES</b>																											
53	41112224-TG-T02	THERMOGUN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2532.40	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	205.82	0.00	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	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	82.16	0.00	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
56	41111604-RU-P02	RULER, plastic, 450mm	piece	1	0	0	1	17.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	17.68	17.68	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	3	0	0	3	270.66	0	0	0	0	0.00	0	2	0	2	180.44	0	0	0	0	0.00	5.00	90.22	451.10	
58	47131604-BR-S01	BROOM, soft, tambo	piece	3	0	0	3	408.72	0	0	0	0	0.00	0	2	0	2	272.48	0	0	0	0	0.00	5.00	136.24	681.20	
59	47131604-BR-T01	BROOM, stick, ting-ting	piece	3	0	0	3	54.60	0	0	0	0	0.00	0	2	0	2	36.40	0	0	0	0	0.00	5.00	18.20	91.00	
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	5	0	0	5	208.00	0	0	0	0	0.00	0	4	0	4	166.40	0	0	0	0	0.00	9.00	41.60	374.40	
61	47131805-CL-P01	CLEANSER, scouring powder	can	3	0	0	3	71.76	0	0	0	0	0.00	0	3	0	3	71.76	0	0	0	0	0.00	6.00	23.92	143.52	
62	47131811-DE-B02	DETERGENT BAR, 140g	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	8.30	0.00	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	7	0	0	7	378.56	0	0	0	0	0.00	0	5	0	5	270.40	0	0	0	0	0.00	12.00	54.03	648.96	
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	128.96	0.00	
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	2	0	0	2	49.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	24.83	49.66	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	131.25	0.00	
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	10	0	0	10	1,029.60	0	0	0	0	0.00	0	4	0	4	411.84	0	0	0	0	0.00	14.00	102.96	1441.44	
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	309.76	0.00	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	2	0	0	2	240.24	0	0	0	0	0.00	0	2	0	2	240.24	0	0	0	0	0.00	4.00	120.12	460.48	
70	47121804-MP-B01	MCP BUCKET, heavy duty, hard plastic	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2288.00	2288.00	
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	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	124.80	0.00	
72	47131619-MP-R01	MOPHEAD, made of rayon	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	123.76	0.00	
73	47131501-RG-C01	RAGS, all cotton	bundle	3	0	0	3	161.46	0	0	0	0	0.00	0	3	0	3	161.46	0	0	0	0	0.00	6.00	53.82	322.92	
74	47131602-SC-N01	SCOURING PAD	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	112.32	0.00	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	6	0	0	6	808.08	0	0	0	0	0.00	0	4	0	4	538.72	0	0	0	0	0.00	10.00	134.68	1346.80	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	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	27.96	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
77	43211507-DSK001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.60	0.00	
78	43211507-DSK002	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42,390.40	0.00	
79	43211503-LAP001	LAPTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41,392.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	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	2598.84	0.00	
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	1	0	0	1	167.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	167.44	167.44	
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	111.30	0.00	
83	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	1	0	0	1	154.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	154.00	154.00	
84	43212102-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 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	38100.97	0.00	
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	0.00	
86	43212105-PR-L01	PRINTER, laser, monochrome	unit	0	0	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	
87	43212105-PR-L02	PRINTER, laser, colored	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	7899.00	0.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
88	44121710-CH-W01	CHALK, white enamel	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	29.64	0.00	
89	44122105-BF-C01	CLIP, backfold, 19mm	box	9	0	0	9	78.84	0	0	0	0	0.00	0	2	0	2	17.52	0	0	0	0	0.00	11.00	8.76	96.36	
90	44122105-BF-C02	CLIP, backfold, 25mm	box	11	0	0	11	167.42	0	0	0	0	0.00	0	4	0	4	60.88	0	0	0	0	0.00	15.00	15.22	228.30	
91	44122105-BF-C03	CLIP, backfold, 32mm	box	8	0	0	8	178.88	0	0	0	0	0.00	0	1	0	1	22.36	0	0	0	0	0.00	9.00	22.36	201.24	
92	44122105-BF-C04	CLIP, backfold, 50mm	box	5	0	0	5	273.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	54.60	273.00	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	31	0	0	31	362.08	0	0	0	0	0.00	0	30	0	30	350.40	0	0	0	0	0.00	61.00	11.68	712.48	
94	44111515-DF-B01	DATA FILE BOX	piece	2	0	0	2	154.40	0	0	0	0	0.00	0	2	0	2	154.40	0	0	0	0	0.00	4.00	77.20	308.80	
95	44122011-DF-F01	DATA FOLDER	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	68.64	0.00	
96	44121506-EN-D01	ENVELOPE, documentary, A4	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	673.09	0.00	
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	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	927.16	0.00	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	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	738.40	0.00	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	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	30.49	0.00	
100	44121506-EN-M02	ENVELOPE, mailing	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	378.20	0.00	
101	44121504-EN-W02	ENVELOPE, mailing, with window	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	433.68	0.00	
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	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	10.30	0.00	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	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	83.41	0.00	
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	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	86.04	0.00	
105	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	11.13	0.00	
106	44122018-FT-D02	FILE TAB DIVIDER, 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	14.23	0.00	
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	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	270.40	0.00	
108	44122011-FO-F02	FOLDER, fancy, with slide, 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	311.88	0.00	
109	44122011-FO-L01	FOLDER, L-type, A4	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	171.43	0.00	
110	44122011-FO-L02	FOLDER, L-type, legal	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	243.24	0.00	
111	44122027-FO-P01	FOLDER, pressboard	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	952.64	0.00	
112	44122011-FO-T03	FOLDER, with tab, A4	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	279.00	0.00	
113	44122011-FO-T04	FOLDER, with tab, legal	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	321.35	0.00	
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	5	0	0	5	283.40	0	0	0	0	0.00	0	5	0	5	283.40	0	0	0	0	0.00	10.00	56.68	556.80	
115	44111515-MF-B02	MAGAZINE FILE BOX, large	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	41.60	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
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116	44121716-MA-F01	MARKER, fluorescent	set	1	0	0	1	36.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	36.65	36.65	
117	44121708-MW-B01	MARKER, whiteboard, black	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	13.38	0.00	
118	44121708-MW-B02	MARKER, whiteboard, blue	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	13.38	0.00	
119	44121708-MW-B03	MARKER, whiteboard, red	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	13.38	0.00	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	8.98	0	0	0	0	0.00	1.00	8.98	8.98	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	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	8.98	0.00	
122	44121708-MP-B03	MARKER, permanent, red, bullet type	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	8.98	0.00	
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	27	0	0	27	209.52	0	0	0	0	0.00	0	22	0	22	170.72	0	0	0	0	0.00	49.00	7.76	350.24	
124	44122104-PC-G02	PAPER CLIP, vinyl/plastic coated, 50mm	box	17	0	0	17	234.26	0	0	0	0	0.00	0	11	0	11	151.58	0	0	0	0	0.00	28.00	13.78	385.84	
125	44121706-PE-L01	PENCIL, lead, with eraser	box	1	0	0	1	20.79	0	0	0	0	0.00	0	1	0	1	20.79	0	0	0	0	0.00	2.00	20.79	41.58	
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	1	0	0	1	239.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	239.79	239.79	
127	44122101-RU-E01	RUBBER BAND, No. 18	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	100.05	0.00	
128	44121905-SP-F01	STAMP PAD, felt	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	34.95	0	0	0	0	0.00	1.00	34.95	34.95	
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	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	14.82	0.00	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	2	0	0	2	66.86	0	0	0	0	0.00	0	1	0	1	33.43	0	0	0	0	0.00	3.00	33.43	100.29	
131	44103202-DS-M01	DATING AND STAMPING MACHINE	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	453.95	0.00	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	202.67	0	0	0	0	0.00	1.00	202.67	202.67	
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	150.80	0	0	0	0	0.00	1.00	150.80	150.80	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	1	0	0	1	40.56	0	0	0	0	0.00	0	2	0	2	81.12	0	0	0	0	0.00	3.00	40.55	121.68	
135	44121615-ST-S01	STAPLER, standard type	piece	1	0	0	1	140.40	0	0	0	0	0.00	0	1	0	1	140.40	0	0	0	0	0.00	2.00	140.40	280.80	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	914.22	0.00	
137	44121613-SR-F01	STAPLE REMOVER, plier type	piece	1	0	0	1	24.50	0	0	0	0	0.00	0	1	0	1	24.50	0	0	0	0	0.00	2.00	24.50	49.00	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	64.20	0	0	0	0	0.00	1.00	64.20	64.20	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacit	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	9534.72	0.00	
140	44101807-CA-C01	CALCULATOR, compact	unit	2	0	0	2	693.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	346.85	693.70	
141	44101714-FX-M01	FACSIMILE MACHINE	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	5642.00	0.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	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	9297.50	0.00	
143	44101603-PS-M01	PAPER SHREDDER	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	5699.20	0.00	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES</b>																											
144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	0.00	
145	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	0.00	
146	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	0.00	
147	44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	0.00	
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
152	44103103-SA-B03	TONER CART, SAMSUNG ML-D28503, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	0.00
153	44103105-CA-CD4	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	0.00
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
155	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00
156	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00
157	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	17	0	0	17	4,243.20	0	0	0	0	0.00	0	21	0	21	5,241.60	0	0	0	0	0.00	38.00	249.60	9484.80
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	12	0	0	12	2,995.20	0	0	0	0	0.00	0	10	0	10	2,496.00	0	0	0	0	0.00	22.00	249.60	5491.20
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	12	0	0	12	2,995.20	0	0	0	0	0.00	0	10	0	10	2,496.00	0	0	0	0	0.00	22.00	249.60	5491.20
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	12	0	0	12	2,995.20	0	0	0	0	0.00	0	10	0	10	2,496.00	0	0	0	0	0.00	22.00	249.60	5491.20
161	44103105-HP-B40	Ink Cartridge, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	0.00
162	44103105-HP-T40	Ink Cartridge, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	950.56	0.00
163	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	0.00
164	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	0.00
165	44103105-HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
166	44103105-HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
167	44103105-HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
168	44103105-HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
169	44103105-HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
170	44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00
171	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	0.00
172	44103105-HP-T17	INK CART, HP CC643WA, (HP60), 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	915.20	0.00
173	44103105-HP-B35	INK CART, HP CD897AA, (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	366.08	0.00
174	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	366.08	0.00
175	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	641.68	0.00
176	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	641.68	0.00
177	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	641.68	0.00
178	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	1346.80	0.00
179	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	756.08	0.00
180	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	931.84	0.00
181	44103105-HP-B49	Ink Cartridge, HP CH565A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	0.00
182	44103105-HP-C49	Ink Cartridge, HP CH566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
183	44103105-HP-M49	Ink Cartridge, HP CH567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
184	44103105-HP-Y49	Ink Cartridge, HP CH568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
185	44103105-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	1786.72	0.00
186	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	1326.00	0.00
187	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	1326.00	0.00
188	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	1326.00	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			
189	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
190	44103105-HP-T35	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
191	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
192	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
193	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	312.00	0.00
194	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
195	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
196	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	256.88	0.00
197	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	405.60	0.00
198	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) 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	405.60	0.00
199	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) 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	995.75	0.00
200	44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) 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	995.75	0.00
201	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) 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	995.75	0.00
202	44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) 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	4956.60	0.00
203	44103105-HX-C4E	Ink Cartridge, HP L0S63AA (HP955XL) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
204	44103105-HX-M4E	Ink Cartridge, HP L0S66AA (HP955XL) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
205	44103105-HX-Y4E	Ink Cartridge, HP L0S69AA (HP955XL) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1212.64	0.00
206	44103105-HX-B4E	Ink Cartridge, HP L0S72AA (HP955XL) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1644.24	0.00
207	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
208	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
209	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.62	0.00
210	44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	741.28	0.00
211	44103112-EP-R05	RIBBON CART, EPSON C135015516 (#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	77.43	0.00
212	44103112-EP-R07	RIBBON CART, EPSON C135015531 (S015085), 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	736.32	0.00
213	44103112-EP-R13	RIBBON CART, EPSON C135015632, 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	77.94	0.00
214	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
215	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1892.60	0.00
216	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2685.28	0.00
217	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3567.20	0.00
218	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5002.40	0.00
219	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3360.00	0.00
220	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3337.36	0.00
221	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00
222	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3952.00	0.00
223	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3432.00	0.00
224	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	2614.55	0.00
225	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	2542.80	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
226	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	2542.80	0.00
227	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	2542.80	0.00
228	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2916.16	0.00
229	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
230	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
231	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	0.00
232	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8476.00	0.00
233	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6900.40	0.00
234	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
235	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
236	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	0.00
237	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4201.60	0.00
238	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	0.00
239	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	6011.20	0.00
240	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	6011.20	0.00
241	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	4466.80	0.00
242	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	7332.00	0.00
243	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	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	3044.08	0.00
244	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5787.60	0.00
245	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00	0.00
246	44103103-HP-B51	TONER CART, HP CF280XC, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9004.32	0.00
247	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8605.00	0.00
248	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3241.70	0.00
249	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83XC) Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4056.00	0.00
250	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00	0.00
251	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13156.00	0.00
252	44103103-HP-B50	Toner Cartridge, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2501.60	0.00
253	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
254	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
255	44103103-HP-M50	Toner Cartridge, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	0.00
256	44103103-HP-B51	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7056.40	0.00
257	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
258	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
259	44103103-HP-M51	Toner Cartridge, HP CF363A (HP508A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	0.00
260	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78	0.00
261	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00
262	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
263	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.63	0.00	
264	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4440.50	0.00	
265	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7441.20	0.00	
266	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00	
267	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00	
268	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00	
269	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00	
270	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00	
271	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40	0.00	
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3900.00	0.00	
273	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	4399.20	0.00	
274	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	3405.00	0.00	
275	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	2350.40	0.00	
276	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2454.40	0.00	
277	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3360.00	0.00	
278	44103103-SA-B14	TONER CART, Samsung MLT-D106S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2875.58	0.00	
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7259.20	0.00	
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3458.00	0.00	
281	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	6442.80	0.00	
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7321.14	0.00	
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3952.24	0.00	
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D5555A, 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	4056.40	0.00	
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6370.00	0.00	
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13399.36	0.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																											
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23623.60	0.00	
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17472.00	0.00	
<b>FLAG OR ACCESSORIES</b>																											
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	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	284.81	0.00	
<b>PRINTED PUBLICATIONS</b>																											
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th 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	37.21	0.00	
<b>FIRE FIGHTING EQUIPMENT</b>																											
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	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	1144.00	0.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5613.25	0.00	
<b>CONSUMER ELECTRONICS</b>																											
293	52161535-DV-R01	DIGITAL VOICE RECORDER	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	6415.64	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
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294	56101504-CM-E01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	303.68	0.00	
295	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	0.00	
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1235.52	0.00	
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1063.88	0.00	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	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	37.04	0.00	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	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	38.41	0.00	
300	60121534-ER-P01	ERASER, plastic/rubber	piece	1	0	0	1	4.37	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4.37	4.37	
301	60121524-SP-G01	SIGN PEN, black	piece	5	0	0	5	101.30	0	0	0	0	0.00	0	5	0	5	101.30	0	0	0	0	0.00	10.00	20.26	202.60	
302	60121524-SP-G02	SIGN PEN, blue	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	20.26	0.00	
303	60121524-SP-G03	SIGN PEN, red	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	20.26	0.00	
304	60121124-WR-P01	WRAPPING PAPER, kraft	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	154.84	0.00	
<b>FACE MASK</b>																											
305	46182008-KN-M01	KN95 FACE MASK	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	104.00	0.00	
306	42131713-SM-M05	SURGICAL MASK, 3 ply	piece	1900	0	0	1900	2,945.00	0	0	0	0	0.00	0	1900	0	1900	2,945.00	0	0	0	0	0.00	3,800.00	1.55	5890.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
14	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	
3	44111905-WB-N01	White Board				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	
4	44111911-WB-D01	White Board, Digital				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
5	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
6	52161520-MC-M01	Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
7	52161512-SP-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13	45121505-VC-C01	Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14	39112102-LB-B01	LED bulb					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
15	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
16	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
17	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
18	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
19	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
20	43222609-NR-001	Network Routers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
21	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
22	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
24	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
26	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
27	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
28	53121601-GB-C01	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
29	60104701-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
32	46181502-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
33	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
34	40161513-FF-001	Fuel Filters					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
35	48101710-DW-F01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
36	26111729-AB-001	Auto Battery					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>OFFICE SUPPLIES</b>																											
1		BOOK PAPER, short, 90gsm	ream	2			2	600.00				0	0.00	3			3	900.00	0			0	0.00	5.00	300.00	1500.00	

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
2	CERTIFICATE FRAME, short	piece	10			10	1,000.00				0	0.00				0	0.00	0			0	0.00	10.00	100.00	1000.00
3	COIN ENVELOPE	piece	1			1	190.00				0	0.00				0	0.00	0			0	0.00	1.00	190.00	190.00
4	COLUMNAR NOTEBOOK, 6 columns	piece	2			2	70.00				0	0.00				0	0.00	0			0	0.00	2.00	35.00	70.00
5	COLUMNAR NOTEBOOK, 16 columns	piece	1			1	60.00	1			1	60.00	1			1	60.00	1			1	60.00	4.00	60.00	240.00
6	CORK BOARD	piece	3			3	960.00				0	0.00				0	0.00	0			0	0.00	3.00	320.00	960.00
7	DESK TRAY, 3-layer	piece	3			3	1,590.00				0	0.00				0	0.00	0			0	0.00	3.00	530.00	1590.00
8	ENVELOPE, Kraft, short	piece	40			40	70.00				0	0.00	15			15	26.25	0			0	0.00	55.00	1.75	96.25
9	EXPANDING ENVELOPE, long	piece	35			35	385.00				0	0.00	30			30	330.00	0			0	0.00	65.00	11.00	715.00
10	FOLDER, MOROCCO, long, blue	piece	29			29	261.00	1			1	9.00	29			29	261.00	1			1	9.00	60.00	9.00	540.00
11	FOLDER, MOROCCO, short, blue	piece	29			29	232.00	1			1	8.00	29			29	232.00	1			1	8.00	60.00	8.00	480.00
12	FOLDER, long, blue	piece	50			50	400.00				0	0.00				0	0.00	0			0	0.00	50.00	8.00	400.00
13	FOLDER, short, blue	piece	20			20	140.00				0	0.00				0	0.00	0			0	0.00	20.00	7.00	140.00
14	FOLDER, long, red	piece	6			6	48.00				0	0.00	6			6	48.00	0			0	0.00	12.00	8.00	96.00
15	FOLDER, long, green	piece	24			24	192.00				0	0.00				0	0.00	0			0	0.00	24.00	8.00	192.00
16	FOLDER, short, green	piece	24			24	168.00				0	0.00				0	0.00	0			0	0.00	24.00	7.00	168.00
17	FOLDER, thick, short, white	piece	51			51	229.50	58			58	261.00	27			27	121.50	8			8	36.00	144.00	4.50	648.00
18	FOLDER, thick, long, white	piece	162			162	810.00	13			13	65.00	138			138	690.00	13			13	65.00	326.00	5.00	1630.00
19	LETTER ENVELOPE, white	piece	20			20	30.00				0	0.00				0	0.00	0			0	0.00	20.00	1.50	30.00
20	PAPER FASTENER, plastic	box	17			17	595.00				0	0.00	11			11	385.00	0			0	0.00	28.00	35.00	980.00
21	PAPER, short, subs. 20, 500 pages	ream	31			31	5,580.00	5			5	900.00	30			30	5,400.00	5			5	900.00	71.00	180.00	12780.00
22	PASTE, redstone	container	2			2	90.00				0	0.00	3			3	135.00	0			0	0.00	5.00	45.00	225.00
23	PLASTIC ACETATE (PVC) short, 100 pcs/pack	pack	1			1	500.00	1			1	500.00				0	0.00	0			0	0.00	2.00	500.00	1000.00
24	PLASTIC ACETATE (PVC), long, 100pcs/pack	pack	1			1	650.00				0	0.00				0	0.00	0			0	0.00	1.00	650.00	650.00
25	RECORD BOOK, 500 pages	piece	2			2	220.00				0	0.00	1			1	110.00	1			1	110.00	4.00	110.00	440.00
26	RECORD BOOK, 300 PAGES	piece	10			10	700.00				0	0.00	2			2	140.00	6			6	420.00	18.00	70.00	1260.00
27	RECORD BOOK, 200 PAGES	piece	9			9	495.00				0	0.00				0	0.00	5			5	275.00	14.00	55.00	770.00
28	RECORD BOOK, 150 PAGES	piece	7			7	301.00				0	0.00				0	0.00	1			1	43.00	8.00	43.00	344.00
29	RECORD BOOK, 200 PAGES, Smythe Sewn	piece	7			7	329.00				0	0.00				0	0.00	1			1	47.00	8.00	47.00	376.00
30	RING BINDER, 1/2", blue	piece	11			11	99.00				0	0.00	4			4	36.00	0			0	0.00	15.00	9.00	135.00
31	RING BINDER, 3/4"	piece	7			7	126.00	3			3	54.00	4			4	72.00	0			0	0.00	14.00	18.00	252.00
32	RING BINDER, 1 1/4"	piece	7			7	252.00				0	0.00	4			4	144.00	0			0	0.00	11.00	35.00	395.00
33	RING BINDER, 2"	piece	4			4	200.00				0	0.00	3			3	150.00	0			0	0.00	7.00	50.00	350.00
34	RING BINDER, 5/8"	piece	3			3	51.00				0	0.00	3			3	51.00	0			0	0.00	6.00	17.00	102.00

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35		RUBBING ALCOHOL, 70%, 150ml	bottle	6			6	720.00				0	0.00	6		6	720.00	0		0	0.00	12.00	120.00	1440.00
36		RULER, 12"	piece	3			3	78.00				0	0.00			0	0.00	0		0	0.00	3.00	26.00	78.00
37		SPECIAL PAPER/BOARD, short, white, 200gsm	ream	1			1	210.00				0	0.00			0	0.00	0		0	0.00	1.00	210.00	210.00
38		SPECIAL PAPER/BOARD, long, white, 200gsm	ream	1			1	250.00				0	0.00			0	0.00	0		0	0.00	1.00	250.00	250.00
39		STATIONERY ENVELOPE, powder blue	box	3			3	6,000.00				0	0.00			0	0.00	0		0	0.00	3.00	2,000.00	6000.00
40		STATIONERY PAPER, powder blue, short, 500 pages	box	3			3	6,600.00				0	0.00			0	0.00	0		0	0.00	3.00	2,200.00	6600.00
41		STATIONERY PAPER, powder blue, long, 500 pages	box	2			2	5,000.00				0	0.00			0	0.00	0		0	0.00	2.00	2,500.00	5000.00
42		STATIONERY PAPER, short, 90gsm	pack	2			2	200.00				0	0.00			0	0.00	0		0	0.00	2.00	100.00	200.00
43		STICKER PAPER	pack				0	0.00	2			2	80.00			0	0.00	0		0	0.00	2.00	40.00	80.00
44		TAPE, double-sided, 1"	roll	2			2	40.00				0	0.00			0	0.00	0		0	0.00	2.00	20.00	40.00
<b>Clearing Equipment and Supplies</b>																								
1		BLEACH/DISINFECTANT	bottle	2			2	200.00	0			0	0.00	2		2	200.00			0	0.00	4.00	100.00	400.00
2		DISHWASHING LIQUID, 250ml	bottle	14			14	1,330.00	2			2	190.00	14		14	1,330.00	2		2	190.00	32.00	95.00	3040.00
3		DISINFECTANT SPRAY, 510ml	tin	28			28	13,440.00	5			5	2,400.00	28		28	13,440.00	11		11	5,280.00	72.00	480.00	24580.00
4		FURNITURE CLEANER SPRAY, for wood, 330ml	tin	1			1	300.00				0	0.00	1		1	300.00			0	0.00	2.00	300.00	600.00
5		GARBAGE BAG, black (XXL)	pack	1			1	9.00				0	0.00			0	0.00			0	0.00	1.00	9.00	9.00
6		HAND SOAP	piece	6			6	246.00				0	0.00	6		6	246.00			0	0.00	12.00	41.00	492.00
7		HAND WASHING LIQUID	bottle				0	0.00	2			2	240.00			0	0.00	2		2	240.00	4.00	120.00	480.00
8		GLASS CLEANER SPRAY, 500ml	bottle	6			6	900.00				0	0.00	6		6	900.00			0	0.00	12.00	150.00	1800.00
9		TRASHCAN WITH COVER, plastic	piece	1			1	80.00				0	0.00			0	0.00			0	0.00	1.00	80.00	80.00
10		TOILET BOWL CLEANER, 709ml	bottle	2			2	430.00				0	0.00	2		2	430.00			0	0.00	4.00	215.00	860.00
<b>ICT Equipment and Devices and Accessories</b>																								
1		EXTERNAL HARD DRIVER, 1 tb	piece	1			1	3,750.00				0	0.00	1		1	3,750.00			0	0.00	2.00	3750.00	7500.00
2		PRINTER, 3-in-1	piece	1			1	8,350.00	1			1	8,350.00			0	0.00			0	0.00	2.00	8350.00	16700.00
3		UNINTERRUPTIBLE POWER SUPPLY (UPS)	piece	1			1	3,350.00				0	0.00			0	0.00			0	0.00	1.00	3350.00	3350.00
<b>PPE and Engineering Supplies</b>																								
1		FACE SHIELD	piece	38			38	570.00				0	0.00	38		38	570.00			0	0.00	76.00	15.00	1140.00
2		HARD HAT, white	piece	2			2	700.00				0	0.00			0	0.00			0	0.00	2.00	350.00	700.00
3		REFLECTORIZED VEST, yellow	piece	2			2	700.00				0	0.00			0	0.00			0	0.00	2.00	350.00	700.00
4		STEEL RETRACTABLE MEASURING TAPE	piece	1			1	250.00				0	0.00			0	0.00			0	0.00	1.00	250.00	250.00
<b>Computer or Photocopier Supplies</b>																								



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 10 April 2021)	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
1	INK FOR EPSON, BLACK, T003	cartridge	9			9	2,700.00	1			1	300.00	2			2	600.00	1			1	300.00	13.00	300.00	3900.00
2	INK FOR EPSON, CYAN, T003	cartridge	5			5	1,500.00	1			1	300.00	2			2	600.00	1			1	300.00	9.00	300.00	2700.00
3	INK FOR EPSON, MAGENTA, T003	cartridge	4			4	1,200.00	1			1	300.00	2			2	600.00	1			1	300.00	8.00	300.00	2400.00
4	INK FOR EPSON, YELLOW, T003	cartridge	4			4	1,200.00	1			1	300.00	2			2	600.00	1			1	300.00	8.00	300.00	2400.00
5	INK for Brother DCP-T310 printer, (BT5000K), Black	cartridge				0	0.00				0	0.00	1			1	395.00	0			0	0.00	1.00	395.00	395.00
6	INK for Brother DCP-T310 printer, (BT5000C), Cyan	cartridge				0	0.00				0	0.00	1			1	395.00	0			0	0.00	1.00	395.00	395.00
7	INK for Brother DCP-T310 printer, (BT5000M), Magenta	cartridge				0	0.00				0	0.00	1			1	395.00	0			0	0.00	1.00	395.00	395.00
8	INK for Brother DCP-T310 printer, (BT5000Y), Yellow	cartridge				0	0.00				0	0.00	1			1	395.00	0			0	0.00	1.00	395.00	395.00
9	TONER, TK 1175, black for Kyocera Copier	drum	2			2	12,000.00	2			2	12,000.00	2			2	12,000.00	0			0	0.00	6.00	6000.00	36000.00


A. TOTAL		P	360,946.47
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	26,094.65
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	26,094.65
D. GRAND TOTAL (A + B + C)		P	313,135.76
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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

Prepared by:

  
 MARICELA VILLAROJA  
 Acting Property/Supply Officer

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

  
 MA. LEAH P. PUSO  
 Accountant / Budget Officer

  
 ONOFRE D. BARING, JR.  
 Head of Office/Agency *mep*

Date Prepared: September 29, 2021