ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

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

Reminders:

1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
2.0 All information must be provided accurately.
3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable
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 through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the ***Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022,*** *the APP-CSE for FY 2023 must be submitted on or before* ***30 September 2022.***

Department/Bureau/Office: SUGAR REGULATORY ADMINISTRA
Region: VI
Address: Araneta St., Brgy. Singcang, Bacolod
Agency Code/UACS:
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		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	20	5	77	102	4,880.70	32	5	9	46	2,201.10	20	5	9	34	1,626.90	20	5	9	34	1,626.90	216	47.85	10,335.60
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	40	6	13	59	19,502.45	3	1	0	4	1,322.20	40	0	1	41	13,552.55	0	1	0	1	330.55	105	330.55	34,707.75
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	3	3	98.73	4	0	0	4	131.64	0	0	0	0	0.00	0	0	0	0	0.00	7	32.91	230.37
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	5	0	23	28	1,018.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	36.36	1,018.08
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	10	0	17	27	120.69	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	4.47	120.69
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	33	45	323	401	8,902.20	45	17	25	87	1,931.40	33	15	27	75	1,665.00	25	17	25	67	1,487.40	630	22.20	13,986.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	5	10	250	265	5,883.00	25	0	10	35	777.00	5	0	10	15	333.00	5	0	10	15	333.00	330	22.20	7,326.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	100	100	2,220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	22.20	2,220.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	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	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	1	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,623.60	23,623.60
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	1	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
BATTERIES AND CELLS AND ACCESSORIES																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	8	10	53	71	1,454.79	20	0	3	23	471.27	8	11	2	21	430.29	0	1	2	3	61.47	118	20.49	2,417.82
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	8	5	43	56	1,027.04	30	0	3	33	605.22	8	6	2	16	293.44	0	1	2	3	55.02	108	18.34	1,980.72
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	23	23	2,212.60	0	0	10	10	962.00	0	0	1	1	96.20	0	0	0	0	0.00	34	96.20	3,270.80
CLEANING EQUIPMENT AND SUPPLIES																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	60	4	127	191	15,593.24	8	5	6	19	1,551.16	61	5	6	72	5,878.08	8	4	7	19	1,551.16	301	81.64	24,573.64
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	30	0	46	76	10,354.24	2	1	1	4	544.96	30	1	1	32	4,359.68	2	1	1	4	544.96	116	136.24	15,803.84
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	28	0	49	77	1,754.06	2	0	0	2	45.56	30	0	0	30	683.40	2	0	0	2	45.56	111	22.78	2,528.58
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	46	7	154	207	8,611.20	6	7	6	19	790.40	46	8	6	60	2,496.00	6	7	6	19	790.40	305	41.60	12,688.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	5	6	86	97	2,320.24	5	6	7	18	430.56	5	7	7	19	454.48	5	6	7	18	430.56	152	23.92	3,635.84
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	47	0	94	141	1,170.30	5	0	1	6	49.80	47	0	1	48	398.40	5	0	1	6	49.80	201	8.30	1,668.30
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	5	4	99	108	5,840.64	5	3	3	11	594.88	5	3	3	11	594.88	5	4	3	12	648.96	142	54.08	7,679.36
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	46	5	204	255	35,671.95	25	5	5	35	4,896.15	45	7	5	57	7,973.73	15	5	5	25	3,497.25	372	139.89	52,039.08
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	9	0	21	30	829.20	0	0	1	1	27.64	9	0	1	10	276.40	0	0	1	1	27.64	42	27.64	1,160.88
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	5	5	1,548.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	309.76	1,548.80
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	54	2	106	162	19,459.44	23	2	4	29	3,483.48	53	2	4	59	7,087.08	11	2	4	17	2,042.04	267	120.12	32,072.04
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	58	7	292	357	15,333.15	16	12	8	36	1,546.20	58	7	13	78	3,350.10	16	7	8	31	1,331.45	502	42.95	21,560.90
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	2	1	8	11	25,168.00	0	0	0	0	0.00	0	5	1	6	13,728.00	0	0	0	0	0.00	17	2,288.00	38,896.00
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	24	0	19	43	5,366.40	0	0	1	1	124.80	21	0	0	21	2,620.80	0	0	1	1	124.80	66	124.80	8,236.80
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	45	1	21	67	8,208.17	1	1	1	3	367.53	43	1	1	45	5,512.95	1	1	1	3	367.53	118	122.51	14,456.18
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	5	26	31	1,647.34	0	0	1	1	53.14	0	5	1	6	318.84	0	0	1	1	53.14	39	53.14	2,072.46
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	3	2	32	37	2,141.41	1	1	3	5	289.65	3	2	2	7	405.51	1	2	2	5	289.65	54	57.93	3,128.22
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	104	5	246	355	53,134.20	9	4	5	18	2,592.72	104	5	4	113	16,276.52	4	5	4	13	1,872.52	499	144.04	71,875.96
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	4	0	18	22	702.02	0	0	1	1	31.91	0	0	1	1	31.91	0	0	1	1	31.91	25	31.91	797.75
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	5	12	17	34	982.94	2	0	0	2	57.82	1	8	1	10	289.10	0	0	0	0	0.00	46	28.91	1,329.86
CONSUMER ELECTRONICS																											
35	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	7,339.16	0.00
FACE MASK																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	63	10	324	397	30,767.50	21	14	9	44	3,410.00	21	19	9	49	3,797.50	20	9	9	38	2,945.00	528	77.50	40,920.00
FILMS																											
37	13111203-AC-F01	ACETATE, 50 meters	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	969.88	0.00
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	2	0	2	4	884.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	221.00	884.00
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	6	2	8	16	3,816.64	0	0	0	0	0.00	5	0	0	5	1,192.70	0	0	0	0	0.00	21	238.54	5,009.34
FIRE FIGHTING EQUIPMENT																											
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	5	0	39	44	50,336.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	44	1,144.00	50,336.00
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	1	1	5,613.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,613.25	5,613.25
FLAG OR ACCESSORIES																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	2	0	1	3	854.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	284.84	854.52
FURNITURE AND FURNISHINGS																											
43	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	40	0	40	13,896.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	347.41	13,896.40
44	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	344.92	0.00
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	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	1,248.00	0.00
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	10	0	10	12,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,248.00	12,480.00
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	2	2	2,219.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,109.68	2,219.36
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	10	5	1	16	13,709.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	856.86	13,709.76
50	40101604-EF-W01	ELECTRIC FAN, wall mount	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	768.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211507-DSK001	DESKTOP, for Basic Users	unit	0	0	5	5	123,968.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	24,793.60	123,968.00
52	43211507-DSK002	DESKTOP, for Mid-Range Users	unit	1	4	18	23	974,979.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	23	42,390.40	974,979.20
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	4	2	9	15	41,886.00	0	0	0	0	0.00	0	0	1	1	2,792.40	0	0	0	0	0.00	16	2,792.40	44,678.40
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	1	0	17	18	762,840.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	42,380.00	762,840.00
55	43211503-LAP002	LAPTOP, Lightweight	unit	1	1	22	24	#######	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	46,800.00	1,123,200.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	4	0	10	14	2,096.64	0	0	1	1	149.76	0	0	1	1	149.76	0	0	0	0	0.00	16	149.76	2,396.16
57	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	38,100.97	0.00
58	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	1	0	0	1	10,189.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,189.92	10,189.92
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	1	0	0	1	2,636.89	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,636.89	2,636.89
LIGHTING AND FIXTURES AND ACCESSORIES																											
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	50	50	3,780.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	75.61	3,780.50
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	100	100	20,582.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	205.82	20,582.00
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	11	0	49	60	4,243.20	14	3	1	18	1,272.96	6	3	1	10	707.20	4	0	1	5	353.60	93	70.72	6,576.96
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	2	6	13	21	473.55	7	1	1	9	202.95	2	1	1	4	90.20	2	1	1	4	90.20	38	22.55	856.90
64	31151804-SW-S01	STAPLE WIRE, standard	box	11	1	101	113	2,684.88	12	11	2	25	594.00	11	1	2	14	332.64	7	1	2	10	237.60	162	23.76	3,849.12
65	31201502-TA-E01	TAPE, electrical	roll	30	3	17	50	972.50	10	0	0	10	194.50	30	0	0	30	583.50	10	0	1	11	213.95	101	19.45	1,964.45
66	31201503-TA-M01	TAPE, masking, 24mm	roll	1	3	49	53	3,279.64	6	8	1	15	928.20	1	3	1	5	309.40	1	3	1	5	309.40	78	61.88	4,826.64
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	14	4	42	60	7,269.60	5	4	1	10	1,211.60	5	5	1	11	1,332.76	0	5	1	6	726.96	87	121.16	10,540.92
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	10	0	52	62	1,386.32	10	1	0	11	245.96	1	0	1	2	44.72	1	0	0	1	22.36	76	22.36	1,699.36
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	18	13	45	76	849.68	13	8	3	24	268.32	9	8	3	20	223.60	6	3	3	12	134.16	132	11.18	1,475.76
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	6	4	41	51	1,151.07	6	2	1	9	203.13	1	4	1	6	135.42	4	0	1	5	112.85	71	22.57	1,602.47
71	31151507-TW-P01	TWINE, plastic	roll	13	2	120	135	8,993.70	10	0	0	10	666.20	10	0	1	11	732.82	10	0	0	10	666.20	166	66.62	11,058.92
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	7	5	13	25	416.00	2	3	0	5	83.20	0	0	0	0	0.00	0	0	0	0	0.00	30	16.64	499.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	5	0	39	44	652.08	5	0	0	5	74.10	0	0	0	0	0.00	0	0	1	1	14.82	50	14.82	741.00
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	3	3	28,604.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9,534.72	28,604.16
75	44101807-CA-C01	CALCULATOR, Compact	unit	10	5	22	37	9,850.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	37	266.24	9,850.88
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	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	32.97	0.00
77	44122105-BF-C01	CLIP, backfold, 19mm	box	7	2	22	31	270.32	2	2	2	6	52.32	2	2	2	6	52.32	2	2	2	6	52.32	49	8.72	427.28
78	44122105-BF-C02	CLIP, backfold, 25mm	box	13	2	52	67	988.25	2	2	3	7	103.25	8	2	3	13	191.75	2	2	3	7	103.25	94	14.75	1,386.50
79	44122105-BF-C03	CLIP, backfold, 32mm	box	10	3	51	64	1,635.84	10	3	0	13	332.28	5	3	0	8	204.48	0	3	0	3	76.68	88	25.56	2,249.28
80	44122105-BF-C04	CLIP, backfold, 50mm	box	8	3	39	50	2,802.00	13	6	3	22	1,232.88	3	3	3	9	504.36	3	3	3	9	504.36	90	56.04	5,043.60
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	52	22	567	641	7,390.73	47	17	17	81	933.93	52	22	17	91	1,049.23	32	17	17	66	760.98	879	11.53	10,134.87
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	7	4	16	27	902.61	0	0	1	1	33.43	0	0	0	0	0.00	0	0	1	1	33.43	29	33.43	969.47
83	44111515-DF-B01	DATA FILE BOX	piece	15	4	26	45	3,474.00	15	0	0	15	1,158.00	0	0	0	0	0.00	0	0	0	0	0.00	60	77.20	4,632.00
84	44122011-DF-F01	DATA FOLDER	piece	5	0	0	5	343.20	15	0	0	15	1,029.60	5	0	0	5	343.20	5	0	0	5	343.20	30	68.64	2,059.20
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	2	6	3	11	4,993.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	453.96	4,993.56
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	5	1	51	57	43,570.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	57	764.40	43,570.80
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	12	1	56	69	67,669.68	0	0	0	0	0.00	5	0	0	5	4,903.60	0	0	0	0	0.00	74	980.72	72,573.28
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	7	0	29	36	26,582.40	0	0	0	0	0.00	3	0	0	3	2,215.20	0	0	0	0	0.00	39	738.40	28,797.60
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	34	10	112	156	4,756.44	10	10	10	30	914.70	0	10	0	10	304.90	10	0	0	10	304.90	206	30.49	6,280.94
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	2	12	12	26	11,245.52	0	2	0	2	865.04	2	0	0	2	865.04	1	0	0	1	432.52	31	432.52	13,408.12
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	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	488.80	0.00
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	6	6	68.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	11.41	68.46
93	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	5,642.00	0.00
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	23	2	54	79	7,476.56	15	0	3	18	1,703.52	8	0	1	9	851.76	0	0	1	1	94.64	107	94.64	10,126.48
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	5	0	0	5	426.00	0	0	0	0	0.00	0	0	0	0	0.00	5	85.20	426.00
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, 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	11.13	0.00
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, 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	14.23	0.00
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	2	0	0	2	540.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	270.40	540.80
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	7	0	10	17	4,870.84	0	0	0	0	0.00	2	0	0	2	573.04	0	0	0	0	0.00	19	286.52	5,443.88
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	5	2	0	7	1,312.78	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	187.54	1,312.78
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	20	0	18	38	9,065.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	38	238.57	9,065.66
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	0	0	5	5	4,763.20	0	2	0	2	1,905.28	0	1	0	1	952.64	0	0	0	0	0.00	8	952.64	7,621.12
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	7	7	2,023.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	289.12	2,023.84
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	2	0	11	13	4,332.38	0	0	0	0	0.00	2	0	0	2	666.52	0	0	0	0	0.00	15	333.26	4,998.90
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	0	0	19	19	1,199.09	10	0	0	10	631.10	0	0	0	0	0.00	0	0	0	0	0.00	29	63.11	1,830.19
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	15	0	0	15	624.00	0	3	0	3	124.80	0	0	0	0	0.00	0	0	0	0	0.00	18	41.60	748.80
107	44121716-MA-F01	MARKER, Flourescent, 3 colors per set	set	22	2	66	90	3,299.40	12	5	2	19	696.54	22	2	2	26	953.16	2	2	2	6	219.96	141	36.66	5,169.06
108	44121708-MP-B01	MARKER, Permanent, Black	piece	24	4	176	204	1,523.88	7	19	4	30	224.10	9	9	4	22	164.34	9	4	4	17	126.99	273	7,47	2,039.31
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	3	3	56	62	463.14	6	8	3	17	126.99	3	3	3	9	67.23	3	3	3	9	67.23	97	7,47	724.59
110	44121708-MP-B03	MARKER, Permanent, Red	piece	10	0	14	24	179.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	7,47	179.28
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	11	2	82	95	916.75	3	2	0	5	48.25	6	2	0	8	77.20	0	2	0	2	19.30	110	9.65	1,061.50
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	3	0	0	3	28.95	0	0	0	0	0.00	0	0	0	0	0.00	3	9.65	28.95
113	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	9.65	0.00
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	15	9	84	108	952.56	17	2	3	22	194.04	10	7	3	20	176.40	2	2	3	7	61.74	157	8.82	1,384.74
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	15	9	69	93	1,281.54	17	2	3	22	303.16	10	7	3	20	275.60	2	2	3	7	96.46	142	13.78	1,956.76
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	1	1	2	4	37,190.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	9,297.60	37,190.40
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	9	1	49	59	1,226.61	10	0	0	10	207.90	1	1	0	2	41.58	1	0	0	1	20.79	72	20.79	1,496.88
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	8	10	2,128.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	212.87	2,128.70
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	2	3	11	16	2,412.80	0	0	2	2	301.60	0	0	0	0	0.00	0	0	0	0	0.00	18	150.80	2,714.40
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	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	274.23	0.00
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	0	5	1	6	811.20	2	0	0	2	270.40	0	5	1	6	811.20	0	0	0	0	0.00	14	135.20	1,892.80
122	44121905-SP-F01	STAMP PAD, felt	piece	6	2	6	14	558.88	0	0	1	1	39.92	0	0	0	0	0.00	0	0	1	1	39.92	16	39.92	638.72
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	11	0	19	30	1,001.10	2	0	2	4	133.48	0	0	0	0	0.00	0	0	2	2	66.74	36	33.37	1,201.32
124	44121615-ST-S01	STAPLER, standard type	piece	6	5	22	33	4,804.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33	145.60	4,804.80
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	0	3	3	6	5,328.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	888.16	5,328.96
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	8	7	18	33	919.71	3	0	0	3	83.61	0	0	0	0	0.00	0	0	0	0	0.00	36	27.87	1,003.32
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	5	2	8	15	1,092.00	1	0	0	1	72.80	0	0	0	0	0.00	0	0	0	0	0.00	16	72.80	1,164.80
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	6	6	502.32	0	0	0	0	0.00	2	0	0	2	167.44	0	0	0	0	0.00	8	83.72	669.76
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	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	882.55	0.00
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	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	1,166.88	0.00
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	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	1,528.80	0.00
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	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	1,026.48	0.00
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	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	790.40	0.00
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	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	1,508.00	0.00
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	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	794.96	0.00
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	8	3	41	52	1,927.12	23	3	3	29	1,074.74	8	3	3	14	518.84	8	3	3	14	518.84	109	37.06	4,039.54
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	8	3	39	50	2,964.00	23	3	3	29	1,719.12	8	3	3	14	829.92	8	3	3	14	829.92	107	59.28	6,342.96

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	18	11	137	166	8,632.00	22	5	5	32	1,664.00	15	5	5	25	1,300.00	5	5	5	15	780.00	238	52.00	12,376.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	10	0	350	360	4,334.40	10	0	0	10	120.40	0	0	0	0	0.00	0	0	0	0	0.00	370	12.04	4,454.80
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	15	6	123	144	23,853.60	25	1	1	27	4,472.55	11	1	1	13	2,153.45	11	1	1	13	2,153.45	197	165.65	32,633.05
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	37	28	256	321	60,726.78	42	13	11	66	12,485.88	27	11	11	49	9,269.82	19	6	6	31	5,864.58	467	189.18	88,347.06
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	29	4	4	37	5,096.38	7	14	4	25	3,443.50	4	14	4	22	3,030.28	4	4	4	12	1,652.88	96	137.74	13,223.04
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	25	0	0	25	3,972.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	158.91	3,972.75
144	14111531-PP-R01	PAD PAPER, ruled	pad	10	0	2	12	258.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	21.53	258.36
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	2	0	11	13	1,274.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	98.05	1,274.65
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	17	12	121	150	9,360.00	5	2	2	9	561.60	17	2	2	21	1,310.40	5	2	2	9	561.60	189	62.40	11,793.60
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	8	1	47	56	5,824.00	1	1	1	3	312.00	3	1	1	5	520.00	1	1	1	3	312.00	67	104.00	6,968.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	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	55.64	0.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	13	0	33	46	1,554.80	8	0	3	11	371.80	13	0	3	16	540.80	8	3	0	11	371.80	84	33.80	2,839.20
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	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	86.32	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	8	5	51	64	5,174.40	8	5	5	18	1,455.30	10	7	7	24	1,940.40	8	5	5	18	1,455.30	124	80.85	10,025.40
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	45	3	46	94	13,099.84	3	3	3	9	1,254.24	45	3	3	51	7,107.36	3	3	3	9	1,254.24	163	139.36	22,715.68
PRINTED PUBLICATIONS																											
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	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	37.21	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-345S, 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	6,947.20	0.00
2	44103105-BR-B04	INK CARTRIDGE, 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	910.00	0.00
3	44103105-BR-B05	INK CARTRIDGE, 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	1,601.60	0.00
4	44103105-CA-C04	INK CARTRIDGE, 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	1,126.32	0.00
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	1	0	15	16	18,853.12	1	0	0	1	1,178.32	1	0	0	1	1,178.32	1	0	0	1	1,178.32	19	1,178.32	22,388.08
6	44103105-CA-B04	INK CARTRIDGE, 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	861.12	0.00
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	3	0	15	18	16,061.76	0	0	0	0	0.00	3	0	0	3	2,676.96	0	0	0	0	0.00	21	892.32	18,738.72
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	24	3	138	165	41,184.00	24	3	1	28	6,988.80	14	3	1	18	4,492.80	15	0	1	16	3,993.60	227	249.60	56,659.20
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	13	3	85	101	25,209.60	16	3	0	19	4,742.40	8	3	0	11	2,745.60	7	0	0	7	1,747.20	138	249.60	34,444.80
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	13	3	85	101	25,209.60	16	3	0	19	4,742.40	8	3	0	11	2,745.60	7	0	0	7	1,747.20	138	249.60	34,444.80
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	13	3	85	101	25,209.60	16	3	0	19	4,742.40	8	3	0	11	2,745.60	7	0	0	7	1,747.20	138	249.60	34,444.80
12	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	852.80	0.00
13	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	1,048.32	0.00
14	44103105-HP-B09	INK CARTRIDGE, 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	910.00	0.00
15	44103105-HP-T10	INK CARTRIDGE, 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	1,053.52	0.00
16	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	1,996.80	0.00
17	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	1,996.80	0.00
18	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	1,996.80	0.00
19	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	1,996.80	0.00
20	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	1,996.80	0.00
21	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	3,016.00	0.00
22	44103105-HP-B17	INK CARTRIDGE, 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	880.88	0.00
23	44103105-HP-T17	INK CARTRIDGE, 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	1,047.28	0.00
24	44103105-HP-B35	INK CARTRIDGE, 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	419.12	0.00
25	44103105-HP-T35	INK CARTRIDGE, 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	419.12	0.00
26	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), 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	823.68	0.00
27	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), 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	823.68	0.00
28	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), 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	823.68	0.00
29	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), 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	1,541.28	0.00
30	44103105-HP-B20	INK CARTRIDGE, 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	865.28	0.00
31	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), 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	1,066.00	0.00
32	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	935.00	0.00
33	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	740.00	0.00
34	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	740.00	0.00
35	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	740.00	0.00
36	44103105-HX-B43	INK CARTRIDGE, 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	1,970.80	0.00
37	44103105-HX-C43	INK CARTRIDGE, 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	1,517.36	0.00
38	44103105-HX-M43	INK CARTRIDGE, 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	1,517.36	0.00
39	44103105-HX-Y43	INK CARTRIDGE, 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	1,517.36	0.00
40	44103105-HP-B36	INK CARTRIDGE, 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	419.12	0.00
41	44103105-HP-T36	INK CARTRIDGE, 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	419.12	0.00
42	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	1	0	1	2	809.12	1	0	1	2	809.12	0	0	1	1	404.56	0	0	1	1	404.56	6	404.56	2,427.36
43	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	1	1	404.56	0	0	0	0	0.00	0	0	1	1	404.56	0	0	0	0	0.00	2	404.56	809.12
44	44103105-HP-B42	INK CARTRIDGE, 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	312.00	0.00
45	44103105-HP-C33	INK CARTRIDGE, 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	256.88	0.00
46	44103105-HP-M33	INK CARTRIDGE, 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	256.88	0.00
47	44103105-HP-Y33	INK CARTRIDGE, 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	256.88	0.00
48	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	1	1	424.32	0	0	1	1	424.32	0	0	0	0	0.00	0	0	0	0	0.00	2	424.32	848.64
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	1	1	424.32	0	0	1	1	424.32	0	0	1	1	424.32	0	0	1	1	424.32	4	424.32	1,697.28
50	44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (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	982.80	0.00
51	44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (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	982.80	0.00
52	44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (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	982.80	0.00
53	44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (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	1,294.80	0.00
54	44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (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	1,339.52	0.00
55	44103105-HX-M48	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	1,339.52	0.00
56	44103105-HX-Y48	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	1,339.52	0.00
57	44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (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	1,817.92	0.00
58	44103105-HP-C51	INK CARTRIDGE, 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	468.00	0.00
59	44103105-HP-M51	INK CARTRIDGE, 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	468.00	0.00
60	44103105-HP-Y51	INK CARTRIDGE, 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	468.00	0.00
61	44103105-HP-B51	INK CARTRIDGE, 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	774.80	0.00
62	44103112-EP-R05	RIBBON CARTRIDGE, 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	77.43	0.00
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, 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	77.94	0.00
64	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
65	44103109-BR-C06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
66	44103103-BR-B03	TONER CARTRIDGE, 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	2,685.28	0.00
67	44103103-BR-B04	TONER CARTRIDGE, 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	1,892.80	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
68	44103103-BR-B05	TONER CARTRIDGE, 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	2,685.28	0.00
69	44103103-BR-B09	TONER CARTRIDGE, 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	3,567.20	0.00
70	44103103-BR-B11	TONER CARTRIDGE, 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	5,002.40	0.00
71	44103103-BR-B15	TONER CARTRIDGE, 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	5,575.44	0.00
72	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, 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	4,564.56	0.00
73	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, 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	7,716.80	0.00
74	44103103-BR-M03	TONER CARTRIDGE, 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	7,716.80	0.00
75	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, 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	7,716.80	0.00
76	44103103-CA-B00	TONER CARTRIDGE, 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	13,399.36	0.00
77	44103103-HP-B12	TONER CARTRIDGE, 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	3,099.20	0.00
78	44103103-HP-B14	TONER CARTRIDGE, 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	3,603.60	0.00
79	44103103-HP-B18	TONER CARTRIDGE, 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	6,942.00	0.00
80	44103103-HP-B21	TONER CARTRIDGE, 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	3,741.92	0.00
81	44103103-HP-B22	TONER CARTRIDGE, 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	3,242.72	0.00
82	44103103-HP-B23	TONER CARTRIDGE, 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	2,350.40	0.00
83	44103103-HP-C23	TONER CARTRIDGE, 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	2,610.40	0.00
84	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yelow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
85	44103103-HP-M23	TONER CARTRIDGE, 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	2,610.40	0.00
86	44103103-HP-B24	TONER CARTRIDGE, 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	3,192.80	0.00
87	44103103-HP-C24	TONER CARTRIDGE, 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	3,083.60	0.00
88	44103103-HP-Y24	TONER CARTRIDGE, 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	3,083.60	0.00
89	44103103-HP-M24	TONER CARTRIDGE, 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	3,083.60	0.00
90	44103103-HP-B25	TONER CARTRIDGE, 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	7,872.80	0.00
91	44103103-HP-B26	TONER CARTRIDGE, 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	6,786.00	0.00
92	44103103-HP-C26	TONER CARTRIDGE, 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	10,103.60	0.00
93	44103103-HP-Y26	TONER CARTRIDGE, 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	10,193.04	0.00
94	44103103-HP-M26	TONER CARTRIDGE, 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	10,103.60	0.00
95	44103103-HP-B27	TONER CARTRIDGE, 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	3,837.60	0.00
96	44103103-HP-C27	TONER CARTRIDGE, 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	6,011.20	0.00
97	44103103-HP-Y27	TONER CARTRIDGE, 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	5,460.00	0.00
98	44103103-HP-M27	TONER CARTRIDGE, 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	6,011.20	0.00
99	44103103-HP-B28	TONER CARTRIDGE, 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	4,050.80	0.00
100	44103103-HX-B28	TONER CARTRIDGE, 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	7,332.00	0.00
101	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), 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	2,878.72	0.00
102	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	5,246.80	0.00
103	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	4,690.40	0.00
104	44103103-HP-B51	TONER CARTRIDGE, 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	8,359.52	0.00
105	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	7,800.00	0.00
106	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	3,034.72	0.00
107	44103103-HX-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00
108	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	9,828.00	0.00
109	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	13,728.00	0.00
110	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, 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	2,574.00	0.00
111	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, 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	2,652.00	0.00
112	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, 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	2,652.00	0.00
113	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, 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	2,652.00	0.00
114	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,030.40	0.00
115	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	8,814.00	0.00
116	44103103-HP-Y61	TONER CARTRIDGE, 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	8,814.00	0.00
117	44103103-HP-M61	TONER CARTRIDGE, 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	8,814.00	0.00
118	44103103-HP-B62	TONER CARTRIDGE, 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	3,099.20	0.00
119	44103103-HP-C62	TONER CARTRIDGE, 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	3,660.80	0.00
120	44103103-HP-Y62	TONER CARTRIDGE, 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	3,660.80	0.00
121	44103103-HP-M62	TONER CARTRIDGE, 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	3,660.80	0.00
122	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	3,900.00	0.00
123	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	6,848.40	0.00
124	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	5,038.80	0.00
125	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	8,522.00	0.00
126	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	5,038.80	0.00
127	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	8,522.80	0.00
128	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	5,038.80	0.00
129	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	8,522.80	0.00
130	44103103-HP-B34	TONER CARTRIDGE, 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	3,744.00	0.00
131	44103103-HP-B48	TONER CARTRIDGE, 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	4,680.00	0.00
132	44103103-SA-B03	TONER CARTRIDGE, SAMSUNG ML-D2850B, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,116.80	0.00
133	44103103-SA-B06	TONER CARTRIDGE, 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	3,484.00	0.00
134	44103103-SA-B07	TONER CARTRIDGE, 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	2,689.44	0.00
135	44103103-SA-B08	TONER CARTRIDGE, 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	2,454.40	0.00
136	44103103-SA-B09	TONER CARTRIDGE, 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	3,380.00	0.00
137	44103103-SA-B14	TONER CARTRIDGE, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,289.52	0.00
138	44103103-SA-B21	TONER CARTRIDGE, 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	8,304.40	0.00
139	44103103-SA-B18	TONER CARTRIDGE, 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	3,956.16	0.00
140	44103103-SA-B20	TONER CARTRIDGE, 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	6,442.80	0.00
141	44103103-SA-B12	TONER CARTRIDGE, 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	7,321.14	0.00
142	44103103-SA-B05	TONER CARTRIDGE, 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	4,533.36	0.00
143	44103103-SA-B10	TONER CARTRIDGE, 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	4,066.40	0.00
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	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	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	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	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	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	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	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	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	0.00	0.00
10	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	0.00	0.00

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
11	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	0.00	0.00
12	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	0.00	0.00
13	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	0.00	0.00
14	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	0.00	0.00
15	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	0.00	0.00
16	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	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
		Envelope, brown, long	Piece	4		70	74	888.00				0	0.00	44			44	528.00				0	0.00	118	12.00	1,416.00
		Envelope, brown, short	Piece			70	70	672.00				0	0.00	15			15	144.00				0	0.00	85	9.60	816.00
		Envelope, plastic, long	Piece			12	12	720.00				0	0.00				0	0.00				0	0.00	12	60.00	720.00
		Folder, short, expanding	Piece			50	50	660.00				0	0.00				0	0.00				0	0.00	50	13.20	660.00
		Folder, long, expanding	Piece			100	100	1,600.00				0	0.00				0	0.00				0	0.00	100	16.00	1,600.00
		Folder, tagboard, long	Piece			100	100	1,440.00				0	0.00				0	0.00				0	0.00	100	14.40	1,440.00
		Folder, tagboard, short	Piece			60	60	792.00				0	0.00				0	0.00				0	0.00	60	13.20	792.00
		Highlighter Marker	Piece	10		18	28	1,642.67				0	0.00				0	0.00				0	0.00	28	58.67	1,642.67
		Marker, permanent, broad, metallic silver	Piece			5	5	200.00				0	0.00				0	0.00				0	0.00	5	40.00	200.00
		Mouse Pad, 18cm x 22cm	Piece			8	8	400.00				0	0.00				0	0.00				0	0.00	8	50.00	400.00
		Page Markers, arrow flag tabs, good quality, assorted colors	Pack			7	7	1,500.00				0	0.00				0	0.00				0	0.00	7	214.29	1,500.00
		Page Markers, index tabs, good quality, assorted colors	Pack			7	7	1,500.00				0	0.00				0	0.00				0	0.00	7	214.29	1,500.00
		Paper Clip Plastic (big)	Box			5	5	240.00				0	0.00				0	0.00				0	0.00	5	48.00	240.00
		Paper Clip Plastic (small)	Box			7	7	105.00				0	0.00				0	0.00				0	0.00	7	15.00	105.00
		Paper, bond (short), 70gsm, S-20	Ream			80	80	20,800.00				0	0.00				0	0.00				0	0.00	80	260.00	20,800.00
		Pencil Sharpener, manual, table top	Unit			2	2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00
		Post It Pad, super sticky, 2"x1/2"	Pack			10	10	250.00				0	0.00				0	0.00				0	0.00	10	25.00	250.00
		Post It Pad, super sticky, 3"x5"	Pack			10	10	600.00				0	0.00				0	0.00				0	0.00	10	60.00	600.00
		Puncher, heavy duty, w/ 2-hole guide	Piece			5	5	1,440.00				0	0.00				0	0.00				0	0.00	5	288.00	1,440.00
		Ring Binder, 1/2"	Piece			12	12	300.00				0	0.00				0	0.00				0	0.00	12	25.00	300.00
		Ring Binder, 3/4"	Piece			12	12	420.00				0	0.00				0	0.00				0	0.00	12	35.00	420.00
		Shoelace	Pair			6	6	144.00				0	0.00				0	0.00				0	0.00	6	24.00	144.00
		Special Paper, long	Pack	20		10	30	1,200.00				0	0.00	20			20	800.00				0	0.00	50	40.00	2,000.00
		Specialty Board, long, 230gsm, 10's	Pack			10	10	450.00				0	0.00				0	0.00				0	0.00	10	45.00	450.00
		Staple Wire Remover Plier type	Piece			10	10	750.00				0	0.00				0	0.00				0	0.00	10	75.00	750.00
		Sticker Paper, non-glossy, A4	Pack			20	20	1,000.00				0	0.00				0	0.00				0	0.00	20	50.00	1,000.00
		Sticker Paper, white, long	Pack			23	23	1,265.00				0	0.00				0	0.00				0	0.00	23	55.00	1,265.00
		Tape, double-sided (1")	Roll			6	6	270.00				0	0.00				0	0.00				0	0.00	6	45.00	270.00
		Air Freshener, aerosol, 280ml..	Bottle			18	18	7,200.00				0	0.00				0	0.00				0	0.00	18	400.00	7,200.00
		Alcohol, rubbing, 1L.., pumping bottle	Bottle			60	60	15,000.00				0	0.00				0	0.00				0	0.00	60	250.00	15,000.00
		Bathroom Soap, 85g.	Bar			20	20	900.00				0	0.00				0	0.00				0	0.00	20	45.00	900.00
		Bath Towel, micro-fiber	Piece			24	24	4,800.00				0	0.00				0	0.00				0	0.00	24	200.00	4,800.00
		Dishwashing Liquid, 250ml..	Bottle	3		92	95	6,650.00	3			3	210.00	3			3	210.00	3			3	210.00	104	70.00	7,280.00
		Fabric Conditioner	Sachet			48	48	480.00				0	0.00				0	0.00				0	0.00	48	10.00	480.00
		Face Towel	Piece			51	51	2,720.00				0	0.00				0	0.00				0	0.00	51	53.33	2,720.00
		Flanael Cloth	Meter	30		20	50	5,000.00				0	0.00	30			30	3,000.00				0	0.00	80	100.00	8,000.00
		Hand Towel	Piece			24	24	2,304.00				0	0.00				0	0.00				0	0.00	24	96.00	2,304.00
		Paper Towel	Roll	31		16	47	3,384.00	25			25	1,800.00	31			31	2,232.00	25			25	1,800.00	128	72.00	9,216.00
		Sando Bag, large, 100pcs/pack	Pack			5	5	2,000.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
		Sando Bag, xL.., 100pcs./pack	Pack			5	5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
		Toilet Tissue (3-ply) pack of 12	Pack	47	18	548	613	183,900.00	42	7	7	56	16,800.00	55	10	10	75	22,500.00	42	7	7	56	16,800.00	800	300.00	240,000.00
		Computer Ink (CISS) Refill	Piece			40	40	14,000.00				0	0.00				0	0.00				0	0.00	40	350.00	14,000.00
		Umbrella, big	Piece			7	7	4,200.00				0	0.00				0	0.00				0	0.00	7	600.00	4,200.00
		Working Jacket	Piece			7	7	14,000.00				0	0.00				0	0.00				0	0.00	7	2,000.00	14,000.00
		Working Clothes	Unit	12		14	26	18,200.00				0	0.00				0	0.00				0	0.00	26	700.00	18,200.00
		Document Scanner	Unit			1	1	14,500.00				0	0.00				0	0.00				0	0.00	1	14,500.00	14,500.00
		Printer, colored, CISS	Unit			2	2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
		Office Desk Organizer, mesh	Unit			2	2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00
		Bond Paper, substance 20, A4	ream			65	65	13,000.00				0	0.00				0	0.00				0	0.00	65	200.00	13,000.00
		Bond Paper, substance 20, 8.5 x 13	ream			225	225	56,250.00				0	0.00				0	0.00				0	0.00	225	250.00	56,250.00
		Photopaper, 20s	pack			15	15	750.00				0	0.00				0	0.00				0	0.00	15	50.00	750.00
		Acetate, 100s	pack			2	2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
		Cloth tape	roll			20	20	1,500.00				0	0.00				0	0.00				0	0.00	20	75.00	1,500.00
		Computer Ink, EPSON T6641	piece	7			7	2,450.00	7			7	2,450.00	7			7	2,450.00	7			7	2,450.00	28	350.00	9,800.00
		Computer Ink, EPSON T6642	piece	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	20	350.00	7,000.00
		Computer Ink, EPSON T6643	piece	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	20	350.00	7,000.00
		Computer Ink, EPSON T6644	piece	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	20	350.00	7,000.00
		Toner Cartridge for Photocopier, Ineo 165e	piece	2			2	10,000.00	2			2	10,000.00	2			2	10,000.00	2			2	10,000.00	8	5,000.00	40,000.00
		ALCOHOL, ISOPROPHYL 70%, 500ML	BOTTLE			80	80	7,200.00				0	0.00				0	0.00				0	0.00	80	90.00	7,200.00
		DISINFECTANT SPRAY, Aerosol type, 510G	CAN			8	8	4,800.00				0	0.00				0	0.00				0	0.00	8	600.00	4,800.00
		DISHWASHING SCRUB, SCOURING PAD	PACK			12	12	1,800.00				0	0.00				0	0.00				0	0.00	12	150.00	1,800.00
		DISHWASHING SPONGE	PACK			12	12	1,440.00				0	0.00				0	0.00				0	0.00	12	120.00	1,440.00
		FACE MASKS, KN95 / KF94, 10 PCS PER BOX/PACK	BOX			50	50	2,500.00				0	0.00				0	0.00				0	0.00	50	50.00	2,500.00
		FURNITURE CLEANER, 330ml	CAN			2	2	800.00				0	0.00				0	0.00				0	0.00	2	400.00	800.00
		HAND SOAP, 130g bar, 1 pc per box	box			15	15	900.00				0	0.00				0	0.00				0	0.00	15	60.00	900.00
		HAND SOAP, liquid anti bacterial, 250 ml	bottle			50	50	6,000.00				0	0.00				0	0.00				0	0.00	50	120.00	6,000.00
		Rug, floor, cloth	piece			10	10	700.00				0	0.00				0	0.00				0	0.00	10	70.00	700.00
		TONER, INEO 164, TN116	bottle			2	2	7,200.00				0	0.00				0	0.00				0	0.00	2	3,600.00	7,200.00
		FLASH DRIVE, 16GB, USB 3.0, plug and play	piece			17	17	5,950.00				0	0.00				0	0.00				0	0.00	17	350.00	5,950.00
		UPS for desktop computers	unit			2	2	6,000.00				0	0.00				0	0.00				0	0.00	2	3,000.00	6,000.00
		Office Chair	unit			2	2	10,000.00				0	0.00				0	0.00				0	0.00	2	5,000.00	10,000.00
		CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			2	2	1,600.00				0	0.00				0	0.00				0	0.00	2	800.00	1,600.00
		CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece			20	20	1,000.00				0	0.00				0	0.00				0	0.00	20	50.00	1,000.00
		DISPENSER, alcohol, touchless with sensor and power plug	unit			1	1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
		ENVELOPE, DOCUMENTARY, for Legal size document	piece			50	50	500.00				0	0.00				0	0.00				0	0.00	50	10.00	500.00
		FOLDER, expanded, long, color: green	piece			170	170	4,250.00				0	0.00				0	0.00				0	0.00	170	25.00	4,250.00
		FOLDER, white, letter size, 50 pieces pack	pack			2	2	800.00				0	0.00				0	0.00				0	0.00	2	400.00	800.00
		NOTEBOOK, A4 size landscape, padded, 100 leaves	piece			2	2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00
		NOTEBOOK, Large, padded, 100 leaves	piece			2	2	500.00				0	0.00				0	0.00				0	0.00	2	250.00	500.00
		NOTE PAD, stick-on (2"x1/2"), 4 pads per pack	pack			15	15	1,200.00				0	0.00				0	0.00				0	0.00	15	80.00	1,200.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue *(as of 28 July 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			
NOTE PAD, stick-on (3"x3")	pad			60	60	3,000.00				0	0.00				0	0.00				0	0.00	60	50.00	3,000.00
PAPER, Bond, 8 1/2"x11", 80gsm	ream	20		30	50	15,000.00	15			15	4,500.00	15			15	4,500.00	20			20	6,000.00	100	300.00	30,000.00
PAPER, Bond, 8 1/2"x13", 80gsm	ream			30	30	9,000.00				0	0.00				0	0.00				0	0.00	30	300.00	9,000.00
PAPER, Bond, Double A, A4, 80gsm	ream			2	2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
SIGN PEN, 0.5mm, green	piece			144	144	3,600.00				0	0.00				0	0.00				0	0.00	144	25.00	3,600.00
SIGN PEN, 0.5mm, black	piece	15		120	135	3,375.00				0	0.00	15			15	375.00				0	0.00	150	25.00	3,750.00
SIGN PEN, 0.5mm, blue	piece			122	122	3,050.00				0	0.00				0	0.00				0	0.00	122	25.00	3,050.00
SCISSORS, medium size	pair			2	2	160.00				0	0.00				0	0.00				0	0.00	2	80.00	160.00
RULER, 12"	piece			5	5	250.00				0	0.00				0	0.00				0	0.00	5	50.00	250.00
STAPLE WIRE, Heavy duty, #35	box	14		10	24	1,800.00				0	0.00	5			5	375.00				0	0.00	29	75.00	2,175.00
STAPLER, heavy duty #35	piece			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
STORAGE BOX, with cover, hardbound (legal size)	piece			5	5	1,750.00				0	0.00				0	0.00				0	0.00	5	350.00	1,750.00
TAPE, masking, 24mm, 50 meters length	roll			20	20	1,600.00				0	0.00				0	0.00				0	0.00	20	80.00	1,600.00
TAPE, transparent, 24mm, 50 meters length	roll			20	20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
TAPE, transparent, 48mm, 50 meters length	roll			20	20	1,100.00				0	0.00				0	0.00				0	0.00	20	55.00	1,100.00
TAPE, packaging, 48mm, 50 meters length	roll			20	20	1,200.00				0	0.00				0	0.00				0	0.00	20	60.00	1,200.00
CUTTER, heavy duty	pc			2	2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
STORAGE BOX, peerless, large sire	piece			30	30	2,400.00				0	0.00				0	0.00				0	0.00	30	80.00	2,400.00
DATA FILE / MAGAZINE ORGANIZER BOX W/ COVER, LEGAL SIZE	BOX			10	10	2,000.00				0	0.00				0	0.00				0	0.00	10	200.00	2,000.00
Bond Paper, substance 20, 8.5 x 11	ream	35		330	365	91,250.00				0	0.00	35			35	8,750.00	12			12	3,000.00	412	250.00	103,000.00
Diswashing liquid, 1000ml	bottle			20	20	6,000.00				0	0.00				0	0.00				0	0.00	20	300.00	6,000.00
Disinfectant concentrate, 1000ml	bottle	3		64	67	16,750.00	3			3	750.00	3			3	750.00	3			3	750.00	76	250.00	19,000.00
Baby oil, medium	bottle			2	2	100.00				0	0.00				0	0.00				0	0.00	2	50.00	100.00
Doormat, cloth	pc			10	10	500.00				0	0.00				0	0.00				0	0.00	10	50.00	500.00
Ear plugs	pc			10	10	2,000.00				0	0.00				0	0.00				0	0.00	10	200.00	2,000.00
Eye care liquid	pc			3	3	300.00				0	0.00				0	0.00				0	0.00	3	100.00	300.00
Glass cleaner with sprayer (500ml)	bottle			60	60	12,000.00				0	0.00				0	0.00				0	0.00	60	200.00	12,000.00
Glass cleaning brush with spray bottle (long handle)	pc			3	3	600.00				0	0.00				0	0.00				0	0.00	3	200.00	600.00
Insecticide chalk	box			12	12	1,200.00				0	0.00				0	0.00				0	0.00	12	100.00	1,200.00
Paper bags #6	pack			4	4	400.00				0	0.00				0	0.00				0	0.00	4	100.00	400.00
Plastic bags (8 x 14)	pack			4	4	400.00				0	0.00				0	0.00				0	0.00	4	100.00	400.00
Soap holder	pc			2	2	200.00				0	0.00				0	0.00				0	0.00	2	100.00	200.00
Ultra thick bleach (1000ml)	bottle			6	6	600.00				0	0.00				0	0.00				0	0.00	6	100.00	600.00
Velium paper	ream			3	3	5,100.00				0	0.00				0	0.00				0	0.00	3	1,700.00	5,100.00
Printer 3 in 1, continuous ink	pcs			3	3	45,000.00				0	0.00				0	0.00				0	0.00	3	15,000.00	45,000.00
Exhaust fan	pc			1	1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
FOLDER, EXPANDED, LONG, GREEN WITH METAL TAB	Piece	25	150		175	5,775.00				0	0.00	25			25	825.00				0	0.00	200	33.00	6,600.00
PAPER, SHORT, 8 1/2 X 11, 70 GSM	Piece		5		5	1,320.00				0	0.00				0	0.00				0	0.00	5	264.00	1,320.00
TONER TN220 BLACK	Piece		3		3	33,577.50				0	0.00				0	0.00				0	0.00	3	11,192.50	33,577.50
MT TONER TN323	Piece		2		2	16,500.00				0	0.00				0	0.00				0	0.00	2	8,250.00	16,500.00
DRUM DR312 DRUM UNIT	Piece		1		1	10,450.00				0	0.00				0	0.00				0	0.00	1	10,450.00	10,450.00
DEVELOPING UNIT DV312	Piece		1		1	9,900.00				0	0.00				0	0.00				0	0.00	1	9,900.00	9,900.00
TONER TN118 BLACK	Piece		2	2	4	13,750.00				0	0.00				0	0.00				0	0.00	4	3,437.50	13,750.00
INK CC BLACK FOR RISO	Piece		12		12	18,150.00				0	0.00				0	0.00				0	0.00	12	1,512.50	18,150.00
MASTER ROLL	Piece		4		4	12,320.00				0	0.00				0	0.00				0	0.00	4	3,080.00	12,320.00
OFFICE CHAIR	Unit		1		1	19,000.00				0	0.00				0	0.00				0	0.00	1	19,000.00	19,000.00
Computer Ink - Brother DCP - T420 W-D60BK	bot			25	25	12,500.00				0	0.00				0	0.00				0	0.00	25	500.00	12,500.00
Computer Ink - Brother DCP -T 420 W -Cyan BTS000	bot			15	15	7,500.00				0	0.00				0	0.00				0	0.00	15	500.00	7,500.00
Computer Ink - Brother DCP-T420 W - Magenta BTS000	bot			15	15	7,500.00				0	0.00				0	0.00				0	0.00	15	500.00	7,500.00
Computer Ink - Brother DCP- T420 W -Yellow BTS000	bot			15	15	7,500.00				0	0.00				0	0.00				0	0.00	15	500.00	7,500.00
Computer Ink - EPSON -L 120 - T6641 Black	bot	4		10	14	7,000.00				0	0.00				0	0.00				0	0.00	14	500.00	7,000.00
Computer Ink - EPSON L120 -T6642 Cyan	bot	2		6	8	2,800.00				0	0.00				0	0.00				0	0.00	8	350.00	2,800.00
Computer Ink - EPSON T6643 Magenta	bot	2		6	8	2,800.00				0	0.00				0	0.00				0	0.00	8	350.00	2,800.00
Computer Ink - EPSON T6644 Yellow	bot	2		6	8	2,800.00				0	0.00				0	0.00				0	0.00	8	350.00	2,800.00
RISO INK- F II TYPE- BLACK (FOR RISO SF5250 EII A MACHINE)	BOT			12	12	4,200.00				0	0.00				0	0.00				0	0.00	12	350.00	4,200.00
MASTER ROLL 9 - (MASTER ROLL FOR SF 5250 EII A MACHINE)	ROLL			6	6	3,000.00				0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
3 N 1 COMPUTER PRINTER- INKJET -CMYK COLOR	UNIT			1	1	500.00				0	0.00				0	0.00				0	0.00	1	500.00	500.00
DEVELOP INEO 226 - TONNER - TN223 BLACK	BOT			2	2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
DEVELOP INEO 226 - TONNER - TN 223 MAGENTA	BOT			2	2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
DEVELOP INEO 226 - TONNER - TN 223 CYAN	BOT			2	2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
DEVELOP INEO 226 - TONNER - TN 223 YELLOW	BOT			2	2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
RISO SF 5250 EII A - RISO INK F II TYPE - BLACK	BOT			10	10	50,000.00				0	0.00				0	0.00				0	0.00	10	5,000.00	50,000.00
RISO SF 5250 EII A - MASTER ROLL	ROLL			3	3	10,500.00				0	0.00				0	0.00				0	0.00	3	3,500.00	10,500.00
RISO CV 3323O - MASTER ROLL	ROLL			3	3	15,000.00				0	0.00				0	0.00				0	0.00	3	5,000.00	15,000.00
RISO CV 3230- RISO INK	BOT			6	6	21,000.00				0	0.00				0	0.00				0	0.00	6	3,500.00	21,000.00
FOLDER, short	box	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
FOLDER, long	box	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
Filing Cabinet, 6 layers, sliding glass door, lateral	unit				0	0.00				0	0.00			1	1	12,000.00				0	0.00	1	12,000.00	12,000.00
Ball pen black	piece	81	6	206	293	2,930.00	6	6	6	18	180.00	31	6	6	43	430.00	6	6	6	18	180.00	372	10.00	3,720.00
Ball pen blue	piece	56	6	156	218	2,180.00	6	6	6	18	180.00	6	6	6	18	180.00	6	6	6	18	180.00	272	10.00	2,720.00
Ball pen red	piece	16	6	6	28	280.00	6	6	6	18	180.00	6	6	6	18	180.00	6	6	6	18	180.00	82	10.00	820.00
INK CARTRIDGE, BROTHER LC535XL Black	cart		1		1	450.00	1			1	450.00		1		1	450.00	1			1	450.00	4	450.00	1,800.00
INK CARTRIDGE, BROTHER LC535XL CYAN	cart		1		1	450.00	1			1	450.00		1		1	450.00	1			1	450.00	4	450.00	1,800.00
INK CARTRIDGE, BROTHER LC535XL YELLOW	cart		1		1	450.00	1			1	450.00		1		1	450.00	1			1	450.00	4	450.00	1,800.00
INK CARTRIDGE, BROTHER LC535XL MAGENTA	cart				0	0.00				0	0.00		1		1	450.00	1			1	450.00	2	450.00	900.00
BALLPEN, BLUE	box		1		1	100.00				0	0.00				0	0.00				0	0.00	1	100.00	100.00
Computer Ink - Brother D60BK	bot			100	100	50,000.00				0	0.00				0	0.00				0	0.00	100	500.00	50,000.00
Computer Ink - Brother Cyan BTS000	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00
Computer Ink - Brother Magenta BTS000	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00
Computer Ink - Brother Yellow BTS000	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00
Computer Ink - EPSON T6641 Black	bot			150	150	75,000.00				0	0.00				0	0.00				0	0.00	150	500.00	75,000.00
Computer Ink - EPSON T6642 Cyan	bot			30	30	10,500.00				0	0.00				0	0.00				0	0.00	30	350.00	10,500.00
Computer Ink - EPSON T6643 Magenta	bot			30	30	10,500.00				0	0.00				0	0.00				0	0.00	30	350.00	10,500.00
Computer Ink - EPSON T6644 Yellow	bot			30	30	10,500.00				0	0.00				0	0.00				0	0.00	30	350.00	10,500.00
Computer Ink - EPSON 003 Black	bot			100	100	35,000.00				0	0.00				0	0.00				0	0.00	100	350.00	35,000.00
Computer Ink - EPSON 003 Yellow	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00
Computer Ink - EPSON 003 Cyan	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 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			
		Computer Ink - EPSON 003 Magenta	bot			30	30	15,000.00				0	0.00				0	0.00				0	0.00	30	500.00	15,000.00
		UPS	unit	4		14	18	63,000.00				0	0.00				0	0.00				0	0.00	18	3,500.00	63,000.00
		Toner Ineo 221 Black	tube			7	7	140,000.00				0	0.00				0	0.00				0	0.00	7	20,000.00	140,000.00
		Toner Ineo 221 Cyan	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Toner Ineo 221 Magenta	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Toner Ineo 221 Yellow	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Toner Ineo 226 Black	tube			7	7	140,000.00				0	0.00				0	0.00				0	0.00	7	20,000.00	140,000.00
		Toner Ineo 226 Cyan	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Toner Ineo 226 Magenta	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Toner Ineo 226 Yellow	tube			5	5	100,000.00				0	0.00				0	0.00				0	0.00	5	20,000.00	100,000.00
		Risograph Ink - SF5252E11A	tube			5	5	15,000.00				0	0.00				0	0.00				0	0.00	5	3,000.00	15,000.00
		Risograph Master Roll - SF5252E11A	roll			5	5	12,500.00				0	0.00				0	0.00				0	0.00	5	2,500.00	12,500.00
		Office Table	unit			17	17	340,000.00				0	0.00				0	0.00				0	0.00	17	20,000.00	340,000.00
		Office Chair	unit			18	18	180,000.00				0	0.00				0	0.00				0	0.00	18	10,000.00	180,000.00
		Ballpoint Pen, Black	Piece			100	100	600.00				0	0.00				0	0.00				0	0.00	100	6.00	600.00
		Ballpoint Pen, Red	Piece			50	50	300.00				0	0.00				0	0.00				0	0.00	50	6.00	300.00
		Shoelace, pair	Piece			50	50	3,000.00				0	0.00				0	0.00				0	0.00	50	60.00	3,000.00
		Staple wire, #10	Piece			10	10	400.00				0	0.00				0	0.00				0	0.00	10	40.00	400.00
		Typewritter Ribbon	Piece	3		8	11	440.00				0	0.00	2			2	80.00				0	0.00	13	40.00	520.00
		Tape, double sided	Piece			5	5	300.00				0	0.00				0	0.00				0	0.00	5	60.00	300.00
		Ribbon Cartridge Refill, for Epson LX-300 / 310	Piece			20	20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
		Toner Cartridge, Brother TN-2380	Piece			6	6	18,000.00				0	0.00				0	0.00				0	0.00	6	3,000.00	18,000.00
		Ink, Epson 001 (Black), for Epson L6170	Piece			10	10	4,000.00				0	0.00				0	0.00				0	0.00	10	400.00	4,000.00
		Ink, Epson 001 (Cyan), for Epson L6170	Piece			10	10	4,000.00				0	0.00				0	0.00				0	0.00	10	400.00	4,000.00
		Ink, Epson 001 (Magenta), for Epson L6170	Pack			10	10	4,000.00				0	0.00				0	0.00				0	0.00	10	400.00	4,000.00
		Copier Machine Toner, TN101K (for Konika Minolta bizhub 163)	Pack			2	2	18,000.00				0	0.00				0	0.00				0	0.00	2	9,000.00	18,000.00
		Copier Machine Toner, TN118 (for Iloilo Office) (Develop Ineo 125)	Box			2	2	16,000.00				0	0.00				0	0.00				0	0.00	2	8,000.00	16,000.00
		Wet Wipes, 80 sheets (for cleaning of equipment)	Box			20	20	2,000.00				0	0.00				0	0.00				0	0.00	20	100.00	2,000.00
		Rechargeable UPS Batterym 12 volts 7.0 Amp	Ream			5	5	7,500.00				0	0.00				0	0.00				0	0.00	5	1,500.00	7,500.00
		Mircrofiber Tea Towels	Piece			6	6	900.00				0	0.00				0	0.00				0	0.00	6	150.00	900.00
		Binder Clips, all metal, big 51mm	pcs			100	100	3,000.00				0	0.00				0	0.00				0	0.00	100	30.00	3,000.00
		Security Paper, for Licenses	Piece			200	200	40,000.00				0	0.00				0	0.00				0	0.00	200	200.00	40,000.00

A. TOTAL		**P**	**7,768,420.88**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		**P**	**776,842.09**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		**P**	**-**
D. GRAND TOTAL (A + B+ C)		**P**	**8,545,262.96**
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: **Certified Funds Available / Certified Appropriate Funds Available:** **Approved by:**

Property/Supply Officer **Accountant / Budget Officer** **Head of Office/Agency**

Date Prepared:_____