

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 23 August 2011 and 23 September 2011, respectively, 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 Modernized Philippine Procurement System (mPhilGEPs) 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).

- 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 mPhilGEPs and Downloads page of PS-DBM website (www.ps-phillipsa.gov.ph).
 - 2.0 All information must be provided accurately.
 - 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillipsa.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 - 4.0 Do not delete, add, or revise any items or rows on this form. Otherwise the form will be deemed invalid.
 - 5.0 For items not included on the list of PART 1, a separate file, with the name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillipsa.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqo>. Instructions on how to fill-out is included in the reminders 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 mPhilGEPs account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
 - 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPs 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 the mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse@ps-phillipsa.gov.ph, or visit the PS-DBM website (www.ps-phillipsa.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Department of Trade and Industry
 Region: 12
 Address: Arroyo Building, Government Center
 Organization Type: National Government Agency
 Agency Code/UNCS: 210010078939
 Organization Name: National Government Agency
 Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
 Contact Person: Sarah Jane T. Toledo
 Position: Supply Officer/Administrative Officer III
 Telephone/Mobile No: 9360314269

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | |
|-----------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|-----------------------------|-------|---------------------------|------|----|-----------|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | | | | Sept | Q3 | Q3 AMOUNT |

ALCOHOL OR ACETONE BASED ANTISEPTICS

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|--------------------------|--------|----|----|----|-----|-----------|----|----|----|-----|-----------|----|----|----|-----|-----------|----|----|----|-----|-----------|-----|--------|-----------|
| 1 | 1219101-46-034 | ALCOHOL, Ethyl, 500 mL | bottle | 20 | 55 | 65 | 140 | 7,060.20 | 20 | 55 | 65 | 140 | 7,060.20 | 20 | 55 | 65 | 140 | 7,060.20 | 20 | 55 | 65 | 140 | 7,060.20 | 560 | 50.43 | 28,240.80 |
| 2 | 1219101-46-003 | ALCOHOL, Ethyl, 1 Gallon | gallon | 3 | 29 | 18 | 50 | 17,854.50 | 3 | 29 | 18 | 50 | 17,854.50 | 3 | 29 | 18 | 50 | 17,854.50 | 3 | 29 | 18 | 50 | 17,854.50 | 200 | 357.09 | 71,418.00 |

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|----------------|---------------------------------|-------|----|----|----|-----|-----------|----|----|-----|-----|-----------|--------|----|-----|----------|-----------|--------|----|-----|-----|-----------|----------|--------|-----------|----------|
| 3 | 6012413-CB-F01 | CLEARBOOK, A4 size | piece | 0 | 25 | 10 | 35 | 1,250.60 | 0 | 0 | 15 | 15 | 527.40 | 0 | 15 | 15 | 30 | 1,024.80 | 0 | 0 | 15 | 15 | 30 | 1,024.80 | 95 | 35.16 | 3,340.20 |
| 4 | 6012413-CB-F02 | CLEARBOOK, legal size | piece | 0 | 40 | 10 | 50 | 1,818.00 | 0 | 0 | 15 | 15 | 545.40 | 15 | 15 | 45 | 1,656.20 | 0 | 0 | 15 | 15 | 30 | 1,656.20 | 125 | 36.96 | 4,545.00 | |
| 5 | 6012154-ER-F01 | ERASER, plastic/foam | piece | 0 | 5 | 15 | 20 | 165.20 | 0 | 0 | 20 | 15 | 35 | 288.18 | 0 | 0 | 20 | 20 | 165.20 | 0 | 0 | 20 | 20 | 40 | 95 | 8.26 | 784.70 |
| 6 | 6012154-EP-Q01 | SIGN PEN, Extra Fine Tip, Black | piece | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 300 | 22.20 | 6,660.00 | |
| 7 | 6012154-EP-Q04 | SIGN PEN, Fine Tip, Black | piece | 25 | 85 | 95 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 820 | 44.72 | 36,670.40 | |
| 8 | 6012154-EP-Q07 | SIGN PEN, Medium Tip, Black | piece | 20 | 32 | 90 | 142 | 8,122.40 | 20 | 20 | 102 | 142 | 8,122.40 | 20 | 20 | 102 | 142 | 8,122.40 | 20 | 20 | 102 | 142 | 8,122.40 | 568 | 57.20 | 32,489.60 | |
| 9 | 6012154-EP-Q02 | SIGN PEN, Extra Fine Tip, Blue | piece | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 5 | 5 | 65 | 75 | 1,665.00 | 300 | 22.20 | 6,660.00 | |
| 10 | 6012154-EP-Q05 | SIGN PEN, Fine Tip, Blue | piece | 25 | 85 | 95 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 25 | 25 | 115 | 205 | 9,167.60 | 820 | 44.72 | 36,670.40 | |
| 11 | 6012154-EP-Q08 | SIGN PEN, Medium Tip, Blue | piece | 24 | 94 | 94 | 202 | 11,554.40 | 24 | 24 | 134 | 202 | 11,554.40 | 24 | 24 | 134 | 202 | 11,554.40 | 24 | 24 | 134 | 202 | 11,554.40 | 808 | 57.20 | 46,213.60 | |
| 12 | 6012154-EP-Q03 | SIGN PEN, Extra Fine Tip, Red | piece | 12 | 12 | 19 | 43 | 954.60 | 12 | 12 | 19 | 43 | 954.60 | 12 | 12 | 19 | 43 | 954.60 | 12 | 12 | 19 | 43 | 954.60 | 172 | 22.20 | 3,818.40 | |
| 13 | 6012154-EP-Q06 | SIGN PEN, Fine Tip, Red | piece | 5 | 5 | 12 | 22 | 1,006.72 | 5 | 5 | 12 | 22 | 1,006.72 | 5 | 5 | 12 | 22 | 1,006.72 | 5 | 5 | 12 | 22 | 1,006.72 | 88 | 45.76 | 4,026.88 | |
| 14 | 6012154-EP-Q09 | SIGN PEN, Medium Tip, Red | piece | 0 | 0 | 7 | 7 | 400.40 | 0 | 0 | 7 | 7 | 400.40 | 0 | 0 | 7 | 7 | 400.40 | 0 | 0 | 7 | 7 | 400.40 | 28 | 57.20 | 1,601.60 | |
| 15 | 6012124-WR-F01 | WRAPPING PAPER | pack | 0 | 0 | 12 | 12 | 1,934.40 | 0 | 0 | 14 | 14 | 2,256.80 | 0 | 0 | 14 | 14 | 2,256.80 | 0 | 0 | 14 | 14 | 2,256.80 | 54 | 151.20 | 8,164.80 | |

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|----------------|----------------------|------|---|---|---|---|------|---|---|---|---|------|---|---|---|---|-----------|---|---|---|---|-----------|---|-----------|-----------|
| 16 | 4511211-70-C03 | DOCUMENT CAMERA | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 1 | 2 | 47,287.20 | 0 | 0 | 2 | 2 | 47,287.20 | 4 | 23,623.60 | 94,910.80 |
| 17 | 4511609-4M-F01 | MULTIMEDIA PROJECTOR | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 1 | 2 | 33,176.00 | 0 | 0 | 2 | 2 | 66,352.00 | 6 | 16,988.00 | 99,528.00 |

BATTERIES AND CELLS AND ACCESSORIES

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|-----------------|-----------------------------|------|----|----|----|----|----------|----|----|----|----|----------|----|----|----|----|----------|----|----|----|----|----------|-----|-------|----------|
| 18 | 26111702-BT-F02 | BATTERY, dry cell, size AA | pack | 12 | 20 | 32 | 64 | 1,311.36 | 12 | 20 | 32 | 64 | 1,311.36 | 12 | 20 | 32 | 64 | 1,311.36 | 12 | 20 | 32 | 64 | 1,311.36 | 286 | 20.49 | 5,845.14 |
| 19 | 26111702-BT-F01 | BATTERY, dry cell, size AAA | pack | 10 | 18 | 30 | 58 | 1,063.72 | 10 | 18 | 30 | 58 | 1,063.72 | 10 | 18 | 30 | 58 | 1,063.72 | 10 | 18 | 30 | 58 | 1,063.72 | 232 | 18.34 | 4,254.88 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | 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 | |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 471312-1-F-01 | AIR FRESHNER | can | 19 | 19 | 64 | 102 | 6,805.62 | 19 | 19 | 64 | 102 | 6,805.62 | 19 | 19 | 64 | 102 | 6,805.62 | 19 | 19 | 64 | 102 | 6,805.62 | 408 | 87.21 | 35,831.48 |
| 21 4713104-RB-01 | BROOM (White Tangle) | piece | 2 | 7 | 7 | 16 | 1,482.80 | 2 | 7 | 4 | 13 | 1,422.40 | 5 | 7 | 4 | 16 | 1,995.80 | 2 | 7 | 7 | 15 | 1,905.60 | 51 | 124.80 | 7,618.80 |
| 22 4713104-RB-01 | BROOM (White Tangle) | piece | 0 | 5 | 3 | 8 | 208.00 | 0 | 5 | 1 | 6 | 156.00 | 2 | 5 | 1 | 8 | 208.00 | 0 | 5 | 1 | 6 | 156.00 | 28 | 26.00 | 728.00 |
| 23 4713129-TB-01 | CLEANER, Toilet Bowl and Urinal | bottle | 13 | 13 | 49 | 75 | 3,120.00 | 13 | 13 | 49 | 75 | 3,120.00 | 13 | 13 | 49 | 75 | 3,120.00 | 13 | 13 | 49 | 75 | 3,120.00 | 300 | 41.60 | 12,480.00 |
| 24 4713105-C-01 | CLEANER, Scouring Powder | plastic container | 8 | 8 | 43 | 59 | 1,411.28 | 8 | 8 | 43 | 59 | 1,411.28 | 8 | 8 | 43 | 59 | 1,411.28 | 8 | 8 | 43 | 59 | 1,411.28 | 236 | 23.92 | 5,644.12 |
| 25 4713111-0E-02 | DETERGENT BAR | piece | 12 | 12 | 17 | 41 | 382.94 | 12 | 12 | 17 | 41 | 382.94 | 12 | 12 | 17 | 41 | 382.94 | 12 | 12 | 17 | 41 | 382.94 | 164 | 9.34 | 1,531.76 |
| 26 4713111-0E-02 | DETERGENT POWDER, all purpose | pouch | 15 | 15 | 50 | 80 | 4,326.40 | 15 | 15 | 50 | 80 | 4,326.40 | 15 | 15 | 50 | 80 | 4,326.40 | 15 | 15 | 50 | 80 | 4,326.40 | 320 | 54.88 | 17,580.80 |
| 27 4713103-05-01 | DISINFECTANT SPRAY | can | 21 | 21 | 63 | 105 | 14,688.45 | 21 | 21 | 63 | 105 | 14,688.45 | 21 | 21 | 63 | 105 | 14,688.45 | 21 | 21 | 63 | 105 | 14,688.45 | 420 | 139.89 | 58,758.80 |
| 28 4713101-0J-01 | DUST PAN | piece | 2 | 5 | 7 | 14 | 655.20 | 0 | 2 | 5 | 7 | 327.60 | 2 | 2 | 5 | 9 | 421.20 | 0 | 2 | 5 | 7 | 327.60 | 37 | 46.80 | 1,731.60 |
| 29 4713102-2W-03 | FLOOR WAX, paste type, red | can | 0 | 0 | 1 | 1 | 309.76 | 0 | 0 | 1 | 1 | 309.76 | 0 | 0 | 1 | 1 | 309.76 | 0 | 0 | 1 | 1 | 309.76 | 4 | 309.76 | 1,239.04 |
| 30 4713100-FC-01 | FURNITURE CLEANER | can | 17 | 17 | 59 | 93 | 13,149.27 | 17 | 17 | 59 | 93 | 13,149.27 | 17 | 17 | 59 | 93 | 13,149.27 | 17 | 17 | 59 | 93 | 13,149.27 | 372 | 141.39 | 52,597.08 |
| 31 721012-1H-01 | HAND SOAP, liquid, 500ml | bottle | 19 | 19 | 66 | 104 | 4,466.80 | 19 | 19 | 66 | 104 | 4,466.80 | 19 | 19 | 66 | 104 | 4,466.80 | 19 | 19 | 66 | 104 | 4,466.80 | 416 | 42.95 | 17,867.20 |
| 32 4712104-HP-01 | MOP BUCKET | unit | 0 | 3 | 3 | 6 | 13,728.00 | 2 | 1 | 2 | 5 | 11,440.00 | 0 | 1 | 1 | 4 | 9,152.00 | 2 | 1 | 2 | 5 | 11,440.00 | 20 | 2,288.00 | 45,760.00 |
| 33 4713104-AG-01 | MSS | kilo | 7 | 6 | 20 | 23 | 1,597.81 | 5 | 8 | 8 | 21 | 1,458.87 | 7 | 6 | 10 | 23 | 1,597.81 | 5 | 8 | 8 | 21 | 1,458.87 | 88 | 69.47 | 6,113.36 |
| 34 4713102-SC-01 | SCOURING PAD | pack | 6 | 6 | 16 | 28 | 2,397.64 | 6 | 6 | 16 | 28 | 2,397.64 | 6 | 6 | 16 | 28 | 2,397.64 | 6 | 6 | 16 | 28 | 2,397.64 | 112 | 85.63 | 9,596.56 |
| 35 4712101-TB-04 | TRASHBAG, XXL size | roll/pack | 24 | 24 | 27 | 75 | 9,750.00 | 24 | 24 | 27 | 75 | 9,750.00 | 24 | 24 | 27 | 75 | 9,750.00 | 24 | 24 | 27 | 75 | 9,750.00 | 300 | 130.00 | 39,000.00 |
| 36 4712101-TB-05 | TRASHBAG, Large size | roll/pack | 25 | 25 | 61 | 111 | 6,580.08 | 25 | 25 | 61 | 111 | 6,580.08 | 25 | 25 | 61 | 111 | 6,580.08 | 25 | 25 | 61 | 111 | 6,580.08 | 444 | 59.28 | 26,320.32 |
| 37 4712102-TB-06 | TRASHBAG, XL size | roll/pack | 15 | 15 | 21 | 51 | 4,720.56 | 15 | 15 | 21 | 51 | 4,720.56 | 15 | 15 | 21 | 51 | 4,720.56 | 15 | 15 | 21 | 51 | 4,720.56 | 204 | 92.56 | 18,882.24 |
| 38 4712102-WB-01 | WASTEBASKET | piece | 0 | 6 | 26 | 32 | 1,397.76 | 5 | 2 | 2 | 9 | 393.12 | 0 | 2 | 6 | 8 | 349.44 | 5 | 2 | 2 | 22 | 29 | 78 | 43.68 | 3,407.04 |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 1217103-SI-01 | INK, for stamp pad | bottle | 0 | 5 | 16 | 21 | 604.59 | 0 | 0 | 7 | 7 | 201.59 | 4 | 0 | 7 | 11 | 316.69 | 0 | 1 | 5 | 6 | 172.74 | 45 | 28.79 | 1,293.55 |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 5216131F-02 | DIGITAL VOICE RECORDER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 7,239.16 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 7,239.16 | 2 | 7,239.16 | 14,478.32 |
| FILMS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41 1311201-KC-01 | ACETATE | roll | 0 | 0 | 10 | 10 | 12,438.40 | 0 | 0 | 10 | 10 | 12,438.40 | 1 | 0 | 10 | 11 | 13,682.24 | 0 | 0 | 10 | 10 | 12,438.40 | 41 | 1,263.64 | 50,997.44 |
| 42 1311201-CF-02 | CARBON FILM, legal size | box | 0 | 2 | 4 | 6 | 2,110.98 | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 3 | 5 | 1,759.15 | 0 | 0 | 1 | 1 | 351.83 | 12 | 351.83 | 4,231.96 |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 4619101-FE-01 | FIRE EXTINGUISHER, dry chemical | unit | 1 | 9 | 6 | 16 | 18,304.00 | 1 | 1 | 12 | 14 | 16,018.00 | 6 | 1 | 1 | 8 | 9,152.00 | 1 | 3 | 2 | 6 | 6,864.00 | 44 | 1,144.00 | 50,356.00 |
| FLAG OR ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44 5812105-PH-01 | PHILIPPINE NATIONAL FLAG | piece | 0 | 0 | 11 | 11 | 3,133.24 | 0 | 0 | 3 | 3 | 854.52 | 0 | 0 | 1 | 1 | 284.84 | 0 | 0 | 2 | 2 | 569.68 | 17 | 284.84 | 4,848.28 |
| FURNITURE AND FURNISHINGS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 5610104-CH-01 | MONOBLOC CHAIR, beige | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 26 | 36 | 12,280.32 | 0 | 0 | 30 | 30 | 10,253.60 | 0 | 10 | 30 | 40 | 13,644.80 | 106 | 341.12 | 36,158.72 |
| 46 5610104-CH-01 | MONOBLOC CHAIR, white | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 3,411.20 | 0 | 0 | 30 | 30 | 10,253.60 | 0 | 10 | 36 | 46 | 15,691.52 | 86 | 341.12 | 29,386.32 |
| HEATING AND VENTILATION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47 4010104-FE-01 | 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 4010104-FE-01 | ELECTRIC FAN, industrial, ground type | unit | 0 | 2 | 0 | 2 | 2,219.36 | 0 | 1 | 1 | 2 | 2,219.36 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 1,109.68 | 5 | 1,109.68 | 5,548.40 |
| 49 4010104-FE-01 | ELECTRIC FAN, stand type | unit | 0 | 2 | 0 | 2 | 3,120.00 | 0 | 1 | 3 | 4 | 6,240.00 | 1 | 0 | 0 | 1 | 1,560.00 | 0 | 2 | 1 | 3 | 4,680.00 | 10 | 1,560.00 | 15,600.00 |
| 50 4010104-FE-01 | ELECTRIC FAN, wall mount | unit | 0 | 0 | 1 | 1 | 901.68 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 901.68 | 2 | 901.68 | 1,803.36 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | 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 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 | 421107-DE003 | DESKTOP, for Basic Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 24,793.60 | 74,380.80 |
| 52 | 421107-CH004 | DESKTOP, for Mid-range Users | unit | 0 | 0 | 0 | 0 | 0.00 | 1 | 0 | 0 | 1 | 42,390.40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 127,712.00 | 211,992.00 |
| 53 | 420027-CH-002 | EXTERNAL HARD DRIVE | unit | 0 | 0 | 5 | 5 | 15,074.80 | 0 | 4 | 7 | 11 | 33,164.56 | 0 | 0 | 7 | 21,104.72 | 0 | 2 | 2 | 4 | 12,029.84 | 27 | 81,403.92 | 81,403.92 | |
| 54 | 420010-FL-004 | FLASH DRIVE | piece | 5 | 5 | 22 | 32 | 4,897.68 | 10 | 5 | 22 | 37 | 5,651.38 | 5 | 5 | 22 | 4,897.68 | 10 | 7 | 20 | 37 | 5,651.38 | 138 | 157,74 | 21,078.12 | |
| 55 | 421103-LAP004 | LAPTOP COMPUTER, for Mid-range Users | unit | 0 | 0 | 1 | 1 | 42,380.00 | 2 | 0 | 1 | 3 | 127,140.00 | 0 | 0 | 1 | 42,380.00 | 0 | 1 | 3 | 4 | 169,520.00 | 9 | 42,380.00 | 381,420.00 | |
| 56 | 421103-LAP003 | LAPTOP COMPUTER, Lightweight | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 93,600.00 | 3 | 46,800.00 | 140,400.00 | |
| 57 | 421108-ND-002 | COMPUTER MOUSE, Wireless | unit | 3 | 5 | 13 | 21 | 3,400.32 | 3 | 5 | 41 | 49 | 7,934.08 | 3 | 3 | 13 | 19 | 3,076.48 | 4 | 5 | 10 | 19 | 3,076.48 | 108 | 161,92 | 17,487.36 |
| 58 | 421205-PR-001 | PRINTER, Laser, Monochrome | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 2 | 2 | 5,272.78 | 0 | 0 | 2 | 2 | 5,272.78 | 4 | 2,636.89 | 10,547.56 |
| LIGHTING AND FIXTURES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 59 | 391028-LE-001 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts | piece | 3 | 3 | 36 | 32 | 2,419.52 | 3 | 3 | 16 | 22 | 1,655.42 | 13 | 13 | 22 | 2,419.52 | 3 | 3 | 16 | 22 | 1,663.42 | 108 | 75.61 | 8,165.88 | |
| 60 | 391028-LT-001 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts | piece | 0 | 0 | 11 | 11 | 2,264.02 | 0 | 2 | 11 | 13 | 2,675.66 | 0 | 2 | 11 | 13 | 2,675.66 | 0 | 2 | 11 | 13 | 2,675.66 | 50 | 205.82 | 10,291.00 |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | 312060-GI-002 | GLUE, all-purpose | bottle | 4 | 9 | 47 | 60 | 3,728.40 | 4 | 9 | 37 | 50 | 3,107.00 | 4 | 9 | 47 | 60 | 3,728.40 | 4 | 12 | 44 | 60 | 3,728.40 | 230 | 621.4 | 14,262.20 |
| 62 | 311590-SW-003 | STAPLE WIRE, heavy duty (brider type), 23/13 | box | 0 | 10 | 40 | 50 | 1,820.00 | 2 | 10 | 40 | 52 | 1,892.80 | 0 | 12 | 40 | 52 | 1,892.80 | 2 | 10 | 40 | 52 | 1,892.80 | 206 | 36.40 | 7,488.40 |
| 63 | 311590-SW-001 | STAPLE WIRE, standard | box | 6 | 21 | 36 | 63 | 1,496.88 | 6 | 21 | 36 | 63 | 1,496.88 | 6 | 21 | 36 | 63 | 1,496.88 | 6 | 21 | 36 | 63 | 1,496.88 | 232 | 23.76 | 5,997.52 |
| 64 | 312010-2A-002 | TAPE, electrical | roll | 0 | 7 | 8 | 15 | 291.75 | 1 | 7 | 8 | 16 | 311.20 | 1 | 7 | 8 | 16 | 311.20 | 3 | 5 | 8 | 16 | 311.20 | 63 | 19.45 | 1,225.35 |
| 65 | 312010-3A-001 | TAPE, masking, 20mm | roll | 6 | 12 | 42 | 60 | 3,340.80 | 9 | 15 | 45 | 69 | 3,841.92 | 9 | 15 | 45 | 69 | 3,841.92 | 9 | 15 | 45 | 69 | 3,841.92 | 267 | 55.68 | 14,866.56 |
| 66 | 312010-3A-002 | TAPE, masking, 48 mm | roll | 2 | 6 | 38 | 46 | 5,730.96 | 7 | 11 | 43 | 61 | 7,390.76 | 7 | 11 | 43 | 61 | 7,390.76 | 7 | 11 | 43 | 61 | 7,390.76 | 229 | 121.16 | 27,745.64 |
| 67 | 312010-7A-001 | TAPE, packing, 48 mm | roll | 8 | 13 | 50 | 71 | 1,587.56 | 8 | 13 | 48 | 69 | 1,542.84 | 8 | 13 | 50 | 71 | 1,587.56 | 8 | 13 | 45 | 66 | 1,475.76 | 277 | 22.36 | 6,193.72 |
| 68 | 312010-7A-002 | TAPE, transparent, 24mm | roll | 15 | 20 | 55 | 90 | 1,591.20 | 17 | 20 | 55 | 92 | 1,626.56 | 15 | 20 | 55 | 90 | 1,591.20 | 17 | 20 | 55 | 92 | 1,626.56 | 384 | 17.68 | 6,405.92 |
| 69 | 312010-7A-002 | TAPE, transparent, 48 mm | roll | 8 | 13 | 48 | 69 | 1,557.33 | 9 | 13 | 43 | 65 | 1,467.05 | 8 | 13 | 48 | 69 | 1,557.33 | 9 | 13 | 48 | 70 | 1,579.50 | 273 | 22.57 | 6,143.41 |
| 70 | 311510-7W-001 | TWINE, plastic | roll | 1 | 3 | 4 | 8 | 532.96 | 1 | 3 | 3 | 7 | 466.34 | 1 | 3 | 4 | 8 | 532.96 | 1 | 3 | 4 | 8 | 532.96 | 31 | 66.62 | 2,065.22 |
| MEASURING AND OBSERVING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 71 | 411100-RU-002 | RULER, plastic, 450mm | piece | 30 | 0 | 17 | 27 | 586.11 | 2 | 0 | 2 | 4 | 79.72 | 0 | 0 | 4 | 4 | 79.72 | 15 | 0 | 0 | 15 | 288.95 | 50 | 19.93 | 996.50 |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 72 | 4412612-RE-001 | BLADE, for general purpose cutter/utility knife | tube | 0 | 0 | 2 | 2 | 32.74 | 0 | 0 | 3 | 3 | 49.11 | 0 | 0 | 3 | 3 | 49.11 | 0 | 0 | 3 | 3 | 49.11 | 11 | 16.37 | 180.07 |
| 73 | 44101602-RE-001 | BINDING AND PUNCHING MACHINE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 1 | 2 | 19,066.44 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 2 | 9,534.72 | 15,069.44 |
| 74 | 4412037-RE-020 | BINDING RING/COMB, plastic, 32 mm | bundle | 0 | 1 | 3 | 4 | 1,039.56 | 0 | 4 | 2 | 6 | 1,559.34 | 0 | 6 | 1 | 7 | 1,819.23 | 7 | 1 | 0 | 8 | 2,079.12 | 25 | 258.89 | 6,487.25 |
| 75 | 4401807-CA-001 | CALCULATOR, Compact | unit | 0 | 0 | 6 | 6 | 1,414.62 | 1 | 0 | 3 | 4 | 943.08 | 0 | 3 | 4 | 7 | 1,650.39 | 0 | 0 | 0 | 0 | 0.00 | 17 | 238.77 | 4,008.09 |
| 76 | 4412170-CH-001 | CHALK, white enamel | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 32.97 | 1 | 0 | 0 | 1 | 32.97 | 0 | 0 | 0 | 0 | 0.00 | 2 | 32.97 | 65.94 |
| 77 | 4412100-RE-C01 | CLIP, backfold, 59mm | box | 30 | 30 | 100 | 160 | 1,497.60 | 30 | 30 | 100 | 160 | 1,497.60 | 30 | 30 | 100 | 160 | 1,497.60 | 30 | 30 | 100 | 160 | 1,497.60 | 640 | 9.36 | 5,990.40 |
| 78 | 4412100-RE-C02 | CLIP, backfold, 25mm | box | 45 | 45 | 115 | 205 | 3,198.00 | 45 | 45 | 115 | 205 | 3,198.00 | 45 | 45 | 115 | 205 | 3,198.00 | 45 | 45 | 115 | 205 | 3,198.00 | 820 | 15.60 | 12,792.00 |
| 79 | 4412100-RE-C03 | CLIP, backfold, 32mm | box | 53 | 53 | 103 | 209 | 6,955.52 | 53 | 53 | 103 | 209 | 6,955.52 | 53 | 53 | 103 | 209 | 6,955.52 | 53 | 53 | 103 | 209 | 6,955.52 | 836 | 33.28 | 27,822.08 |
| 80 | 4412100-RE-C04 | CLIP, backfold, 59mm | box | 22 | 22 | 62 | 106 | 6,393.92 | 22 | 22 | 62 | 106 | 6,393.92 | 22 | 22 | 62 | 106 | 6,393.92 | 22 | 22 | 62 | 106 | 6,393.92 | 424 | 60.33 | 25,575.68 |
| 81 | 4412100-CT-002 | CORRECTION TAPE | piece | 28 | 28 | 88 | 144 | 1,944.00 | 28 | 28 | 88 | 144 | 1,944.00 | 28 | 28 | 88 | 144 | 1,944.00 | 28 | 28 | 88 | 144 | 1,944.00 | 576 | 13.50 | 7,776.00 |
| 82 | 4412011-CA-001 | CUTTER/UTILITY KNIFE, for general purpose | piece | 2 | 2 | 3 | 7 | 222.04 | 2 | 2 | 4 | 8 | 253.76 | 2 | 4 | 8 | 8 | 253.76 | 2 | 2 | 4 | 8 | 253.76 | 31 | 31.72 | 983.32 |
| 83 | 4411515-DF-001 | DATA FILE BOX | piece | 3 | 16 | 12 | 31 | 4,522.59 | 3 | 11 | 12 | 26 | 3,793.14 | 3 | 10 | 12 | 31 | 4,522.59 | 3 | 11 | 3 | 17 | 2,480.13 | 105 | 146.89 | 15,318.45 |
| 84 | 4412201-DF-001 | DATA FOLDER | piece | 6 | 6 | 47 | 59 | 4,897.39 | 6 | 6 | 41 | 53 | 4,399.53 | 6 | 6 | 41 | 53 | 4,399.53 | 6 | 6 | 41 | 53 | 4,399.53 | 218 | 83.01 | 18,096.18 |
| 85 | 4410201-DC-001 | DATE STAMP | piece | 3 | 1 | 3 | 7 | 3,044.65 | 2 | 1 | 3 | 6 | 2,689.70 | 1 | 3 | 3 | 7 | 3,044.65 | 1 | 3 | 4 | 8 | 3,479.60 | 28 | 436.85 | 12,178.60 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the Year | Price | 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 | |
| 4412106-EN-001 | ENVELOPE, Documentary, A4 | box | 1 | 1 | 32 | 34 | 28,217.28 | 1 | 2 | 32 | 35 | 28,047.20 | 1 | 1 | 34 | 36 | 29,877.12 | 4 | 1 | 21 | 26 | 29,877.12 | 141 | 829.92 | 117,018.72 |
| 4412106-EN-002 | ENVELOPE, Documentary, legal | box | 1 | 1 | 7 | 9 | 9,518.22 | 1 | 0 | 9 | 10 | 10,575.60 | 1 | 0 | 10 | 11 | 11,633.98 | 1 | 0 | 10 | 11 | 11,633.98 | 41 | 1,057.38 | 43,862.78 |
| 4412106-EN-X01 | ENVELOPE, Expanding, Kraft | box | 11 | 12 | 17 | 40 | 37,998.40 | 11 | 13 | 17 | 41 | 38,537.95 | 11 | 12 | 17 | 40 | 37,998.00 | 11 | 13 | 17 | 41 | 38,537.95 | 152 | 939.95 | 152,271.90 |
| 4412106-EN-X02 | ENVELOPE, Expanding, Plastic | piece | 0 | 0 | 11 | 11 | 305.39 | 0 | 1 | 11 | 12 | 305.98 | 0 | 0 | 11 | 11 | 305.39 | 0 | 0 | 11 | 11 | 305.39 | 45 | 30.49 | 1,372.05 |
| 4412106-EN-M02 | ENVELOPE, Mailing | box | 1 | 0 | 7 | 8 | 3,406.16 | 1 | 0 | 5 | 6 | 2,996.12 | 1 | 0 | 6 | 7 | 3,027.64 | 2 | 0 | 5 | 7 | 3,027.64 | 28 | 432.52 | 121,016.56 |
| 4412104-EN-W02 | ENVELOPE, Mailing, with window | box | 5 | 5 | 10 | 20 | 10,254.40 | 6 | 6 | 10 | 22 | 11,275.84 | 5 | 5 | 10 | 20 | 10,254.40 | 6 | 5 | 10 | 21 | 10,757.12 | 83 | 512.72 | 42,555.76 |
| 4411912-ER-B01 | ERASER, felt, for backboard/whiteboard | piece | 5 | 2 | 0 | 7 | 101.36 | 3 | 2 | 0 | 5 | 72.40 | 3 | 2 | 0 | 5 | 72.40 | 3 | 2 | 0 | 5 | 72.40 | 22 | 14.88 | 318.56 |
| 4412118-FR-R01 | FASTENER | box | 33 | 2 | 41 | 76 | 7,192.64 | 13 | 2 | 41 | 56 | 5,299.84 | 13 | 10 | 23 | 56 | 5,299.84 | 13 | 2 | 41 | 56 | 5,299.84 | 244 | 94.64 | 23,092.16 |
| 4411115-FR-X01 | FILE ORGANIZER, expanding, plastic, legal | piece | 3 | 2 | 42 | 47 | 4,239.40 | 3 | 2 | 42 | 47 | 4,239.40 | 3 | 12 | 32 | 47 | 4,239.40 | 3 | 2 | 32 | 57 | 5,141.46 | 198 | 90.20 | 17,859.60 |
| 4412203-FR-001 | FILE TAB DIVIDER, A4 | set | 0 | 0 | 35 | 35 | 389.55 | 0 | 0 | 35 | 35 | 389.55 | 0 | 0 | 35 | 35 | 389.55 | 0 | 0 | 35 | 35 | 389.55 | 140 | 11.13 | 1,556.30 |
| 4412203-FR-002 | FILE TAB DIVIDER, Legal | set | 10 | 10 | 45 | 65 | 924.95 | 0 | 0 | 35 | 35 | 498.05 | 10 | 10 | 45 | 65 | 924.95 | 0 | 0 | 35 | 35 | 498.05 | 200 | 14.23 | 2,846.00 |
| 4412011-FR-R01 | FOLDER, Fancy with slide, A4 | bundle | 0 | 0 | 11 | 11 | 2,974.40 | 0 | 0 | 11 | 11 | 2,974.40 | 0 | 0 | 11 | 11 | 2,974.40 | 0 | 0 | 11 | 11 | 2,974.40 | 44 | 270.40 | 11,897.60 |
| 4412011-FR-R02 | FOLDER, Fancy with slide, legal | bundle | 0 | 0 | 11 | 11 | 3,203.20 | 0 | 0 | 11 | 11 | 3,203.20 | 0 | 0 | 11 | 11 | 3,203.20 | 0 | 0 | 11 | 11 | 3,203.20 | 44 | 291.20 | 12,812.80 |
| 4412011-FR-L01 | FOLDER, L-type, A4 | pack | 0 | 0 | 1 | 1 | 200.28 | 0 | 0 | 1 | 1 | 200.28 | 0 | 0 | 1 | 1 | 200.28 | 0 | 0 | 1 | 1 | 200.28 | 4 | 200.28 | 801.12 |
| 4412011-FR-L02 | FOLDER, L-type, legal | pack | 20 | 5 | 1 | 26 | 6,476.08 | 20 | 5 | 1 | 26 | 6,476.08 | 0 | 5 | 1 | 6 | 1,494.48 | 0 | 5 | 1 | 6 | 1,494.48 | 64 | 248.08 | 2,681.12 |
| 4412013-FR-001 | FOLDER, presboard | box | 1 | 0 | 7 | 8 | 7,621.12 | 1 | 0 | 7 | 8 | 7,621.12 | 1 | 2 | 5 | 8 | 7,621.12 | 1 | 0 | 5 | 6 | 5,715.84 | 30 | 952.64 | 35,941.20 |
| 4412011-FR-003 | FOLDER with tab, legal | pack | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 20 | 379.60 | 7,592.00 |
| 4412011-FR-002 | FOLDER with tab, legal | pack | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 0 | 0 | 5 | 5 | 1,898.00 | 20 | 379.60 | 7,592.00 |
| 4412008-FR-T01 | INDEX TAB | box | 5 | 8 | 10 | 23 | 1,554.80 | 5 | 8 | 10 | 23 | 1,554.80 | 5 | 8 | 10 | 23 | 1,554.80 | 5 | 8 | 10 | 23 | 1,554.80 | 92 | 67.60 | 6,218.20 |
| 4412126-MA-R01 | MARKER, Fluorescent | set | 0 | 0 | 45 | 45 | 1,399.95 | 0 | 0 | 45 | 45 | 1,399.95 | 0 | 0 | 45 | 45 | 1,399.95 | 0 | 0 | 45 | 45 | 1,399.95 | 180 | 31.11 | 5,598.90 |
| 4412108-MA-B01 | MARKER, Permanent, Black | piece | 32 | 12 | 70 | 114 | 942.78 | 22 | 22 | 60 | 104 | 860.08 | 32 | 12 | 110 | 154 | 1,273.58 | 32 | 12 | 60 | 104 | 860.08 | 476 | 8.27 | 3,936.52 |
| 4412108-MA-B02 | MARKER, Permanent, Blue | piece | 12 | 22 | 60 | 94 | 777.38 | 12 | 22 | 60 | 94 | 777.38 | 12 | 22 | 60 | 94 | 777.38 | 12 | 22 | 60 | 94 | 777.38 | 376 | 8.27 | 3,109.52 |
| 4412108-MA-B03 | MARKER, Permanent, Red | piece | 22 | 12 | 12 | 46 | 380.42 | 22 | 12 | 12 | 46 | 380.42 | 22 | 12 | 12 | 36 | 297.72 | 22 | 12 | 12 | 36 | 297.72 | 144 | 8.27 | 1,386.28 |
| 4412108-MA-B02 | MARKER, Whiteboard, Black | piece | 22 | 32 | 57 | 111 | 1,071.15 | 22 | 12 | 42 | 76 | 733.40 | 37 | 12 | 57 | 106 | 1,022.90 | 22 | 12 | 57 | 91 | 878.15 | 384 | 9.65 | 3,705.60 |
| 4412108-MA-B02 | MARKER, Whiteboard, Blue | piece | 12 | 32 | 57 | 91 | 878.15 | 12 | 22 | 42 | 76 | 733.40 | 27 | 22 | 57 | 106 | 1,022.90 | 12 | 22 | 57 | 91 | 878.15 | 384 | 9.65 | 3,705.60 |
| 4412108-MA-R03 | MARKER, Whiteboard, Red | piece | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 144 | 9.65 | 1,389.60 |
| 4412304-FC-001 | PAPEER CLIP, vinyl/plastic coated, 38mm | box | 22 | 22 | 82 | 126 | 1,111.32 | 22 | 22 | 82 | 126 | 1,111.32 | 22 | 22 | 82 | 126 | 1,111.32 | 22 | 22 | 82 | 126 | 1,111.32 | 504 | 8.92 | 4,445.28 |
| 4412214-FC-302 | PAPEER CLIP, vinyl/plastic coated, Junbo, 50mm | box | 26 | 25 | 86 | 138 | 2,685.48 | 26 | 26 | 86 | 138 | 2,685.48 | 26 | 26 | 86 | 138 | 2,685.48 | 26 | 26 | 86 | 138 | 2,685.48 | 532 | 19.46 | 10,741.92 |
| 4410103-FF-W02 | PAPEER SHREDDER | unit | 0 | 0 | 1 | 1 | 18,718.96 | 0 | 0 | 1 | 1 | 18,718.96 | 0 | 0 | 1 | 1 | 18,718.96 | 0 | 1 | 1 | 2 | 37,437.92 | 5 | 18,718.96 | 90,594.80 |
| 4410101-FF-W02 | PAPER TRIMMER/CUTTING MACHINE | unit | 1 | 1 | 1 | 3 | 27,892.80 | 1 | 1 | 2 | 4 | 37,190.40 | 1 | 1 | 1 | 3 | 27,892.80 | 1 | 1 | 1 | 3 | 27,892.80 | 13 | 27,892.80 | 329,668.80 |
| 4412106-FF-L01 | PENCIL, lead/graphite, with eraser | box | 6 | 9 | 59 | 34 | 1,520.14 | 5 | 20 | 12 | 46 | 2,056.66 | 5 | 20 | 13 | 47 | 2,103.37 | 5 | 9 | 24 | 38 | 1,696.98 | 165 | 44.71 | 7,371.15 |
| 4412106-FF-W01 | PENCIL, SHARPER | piece | 0 | 4 | 7 | 11 | 2,396.88 | 1 | 2 | 6 | 9 | 2,124.72 | 0 | 8 | 2 | 10 | 2,386.80 | 1 | 2 | 6 | 9 | 2,124.72 | 39 | 298.08 | 9,207.12 |
| 4410100-RI-R01 | PUNCHER, paper, heavy duty | piece | 0 | 5 | 0 | 5 | 769.60 | 0 | 2 | 5 | 8 | 1,231.36 | 0 | 2 | 4 | 7 | 1,077.44 | 1 | 3 | 0 | 4 | 616.89 | 24 | 153.92 | 3,694.08 |
| 4412301-RI-R01 | RUBBER BAND No. 18 | box | 0 | 2 | 0 | 2 | 270.40 | 0 | 0 | 1 | 1 | 135.20 | 2 | 1 | 1 | 4 | 540.80 | 0 | 0 | 0 | 0 | 0.00 | 7 | 946.40 | 3,916.00 |
| 4412190-SP-R01 | STAMP PAD, felt | piece | 0 | 5 | 6 | 11 | 439.12 | 2 | 5 | 0 | 7 | 279.44 | 2 | 6 | 2 | 10 | 399.20 | 0 | 0 | 0 | 0 | 0.00 | 34 | 38.92 | 1,357.28 |
| 4412168-SS-S01 | SCISSORS, symmetrical/asymmetrical | pair | 2 | 4 | 12 | 18 | 1,179.36 | 2 | 2 | 24 | 28 | 1,834.56 | 2 | 4 | 12 | 18 | 1,179.36 | 2 | 5 | 12 | 19 | 1,244.88 | 83 | 65.52 | 5,398.16 |
| 4412165-ST-501 | STAPLER, standard type | piece | 0 | 3 | 10 | 13 | 2,568.80 | 20 | 0 | 10 | 30 | 5,928.00 | 0 | 0 | 10 | 10 | 1,976.00 | 0 | 3 | 10 | 13 | 2,858.00 | 66 | 197.60 | 13,044.60 |
| 4412165-ST-801 | STAPLER, heavy duty (tinier) | unit | 0 | 0 | 20 | 10 | 6,931.50 | 4 | 0 | 8 | 12 | 8,217.80 | 0 | 0 | 5 | 5 | 3,465.75 | 0 | 1 | 5 | 6 | 4,159.50 | 33 | 693.15 | 22,823.95 |
| 4412163-SB-R02 | STAPLE REMOVER, pier-type | piece | 0 | 15 | 7 | 22 | 1,023.22 | 5 | 5 | 2 | 12 | 558.12 | 0 | 5 | 7 | 12 | 568.12 | 0 | 15 | 2 | 17 | 790.67 | 63 | 46.51 | 2,930.13 |
| 4412160-TD-T01 | TAPE DISPENSER, table top | piece | 0 | 5 | 2 | 7 | 543.06 | 0 | 5 | 9 | 14 | 1,086.12 | 0 | 5 | 2 | 7 | 543.06 | 0 | 5 | 7 | 12 | 930.96 | 40 | 77.58 | 3,103.20 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | | |
|---|---|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|-----|-----------|----|-----------------------------|-------|---------------------------|-----------|----------|-----|-------|----------|-----------|
| | | Jan | Feb | Mar | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | | | | Oct | Nov | Dec | Q4 | | |
| | | Q1 AMOUNT | Q2 AMOUNT | Q3 AMOUNT | Q4 AMOUNT | Q1 AMOUNT | Q2 AMOUNT | Q3 AMOUNT | Q4 AMOUNT | | | | | | | | | | | | | |
| PAPER MATERIALS AND PRODUCTS | | | | | | | | | | | | | | | | | | | | | | |
| 126 141133-C4-A01 | CARTOLINA, assorted colors | pace | 23 | 0 | 3 | 28 | 2,344.16 | 5 | 3 | 10 | 18 | 1,606.96 | 10 | 0 | 0 | 0 | 0 | 1,215.00 | 81 | 83.72 | 6,781.32 | |
| 127 141130-C4-L1 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 |
| 128 141130-C4-L3 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 230mm | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 |
| 129 141131-H4-B02 | NOTEPAD, side-on, 50mm x 70mm | pad | 26 | 26 | 46 | 98 | 3,631.88 | 26 | 26 | 46 | 98 | 3,631.88 | 26 | 26 | 46 | 98 | 3,631.88 | 26 | 26 | 46 | 98 | 3,631.88 |
| 130 141131-H4-B04 | NOTEPAD, side-on, 70mm x 100mm | pad | 26 | 26 | 46 | 98 | 5,809.44 | 26 | 26 | 46 | 98 | 5,809.44 | 26 | 26 | 46 | 98 | 5,809.44 | 26 | 26 | 46 | 98 | 5,809.44 |
| 131 141131-H4-B03 | NOTEPAD, side-on, 70mm x 70mm | pad | 21 | 21 | 41 | 83 | 4,316.00 | 21 | 21 | 41 | 83 | 4,316.00 | 21 | 21 | 41 | 83 | 4,316.00 | 21 | 21 | 41 | 83 | 4,316.00 |
| 132 141131-H4-B02 | STENO NOTEBOOK | piece | 23 | 10 | 20 | 53 | 772.20 | 23 | 10 | 20 | 53 | 772.20 | 23 | 10 | 20 | 53 | 772.20 | 23 | 10 | 20 | 53 | 772.20 |
| 133 141130-P4-A01 | PAPER, MULTICOPI A4 | ream | 60 | 60 | 110 | 230 | 49,174.00 | 60 | 60 | 110 | 230 | 49,174.00 | 60 | 60 | 110 | 230 | 49,174.00 | 60 | 60 | 110 | 230 | 49,174.00 |
| 134 141130-P4-A02 | PAPER, MULTICOPI LEGAL | ream | 50 | 50 | 100 | 200 | 46,592.00 | 50 | 50 | 100 | 200 | 46,592.00 | 50 | 50 | 100 | 200 | 46,592.00 | 50 | 50 | 100 | 200 | 46,592.00 |
| 135 141130-P4-C01 | PAPER, MULTICOPI A4 | ream | 60 | 60 | 110 | 230 | 31,680.20 | 63 | 65 | 115 | 245 | 33,746.30 | 65 | 65 | 115 | 245 | 33,746.30 | 65 | 65 | 115 | 245 | 33,746.30 |
| 136 141130-P4-C02 | PAPER, MULTICOPI LEGAL | ream | 35 | 35 | 65 | 135 | 24,631.05 | 40 | 40 | 90 | 170 | 27,014.70 | 40 | 40 | 90 | 170 | 27,014.70 | 40 | 40 | 90 | 170 | 27,014.70 |
| 137 141130-P4-P01 | PAID PAPER, ruled | pad | 3 | 3 | 3 | 9 | 313.38 | 3 | 3 | 3 | 9 | 313.38 | 3 | 3 | 3 | 9 | 313.38 | 3 | 3 | 3 | 9 | 313.38 |
| 138 141130-P4-A01 | PAPER, parchment | book | 6 | 6 | 11 | 23 | 3,546.83 | 6 | 9 | 11 | 26 | 4,009.46 | 6 | 9 | 12 | 27 | 4,163.67 | 6 | 6 | 11 | 23 | 3,546.83 |
| 139 141131-RE-801 | RECORD BOOK, 300 PAGES | book | 13 | 12 | 25 | 50 | 4,585.00 | 13 | 12 | 5 | 30 | 2,751.00 | 13 | 12 | 5 | 30 | 2,751.00 | 13 | 12 | 25 | 50 | 4,585.00 |
| 140 141131-RE-802 | RECORD BOOK, 500 PAGES | book | 7 | 7 | 20 | 34 | 4,235.04 | 8 | 7 | 10 | 25 | 3,114.00 | 7 | 7 | 10 | 24 | 2,898.44 | 8 | 7 | 20 | 35 | 4,389.60 |
| 141 141130-T4-P04 | TISSUE, INTERFOLDED PAPER TOWEL | pack | 15 | 15 | 30 | 60 | 2,704.00 | 15 | 15 | 30 | 60 | 2,704.00 | 15 | 15 | 30 | 60 | 2,704.00 | 15 | 15 | 30 | 60 | 2,704.00 |
| 142 141130-T4-P02 | TOILET TISSUE PAPER, 2 ply | pack | 67 | 67 | 127 | 261 | 26,058.24 | 69 | 69 | 129 | 267 | 26,657.28 | 74 | 74 | 134 | 282 | 28,154.88 | 74 | 74 | 134 | 282 | 28,154.88 |
| PERFUMES OR COLOGNES OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | |
| 143 531334-S4-B01 | HAND SANITIZER | bottle | 25 | 15 | 55 | 95 | 8,082.60 | 25 | 15 | 55 | 95 | 8,082.60 | 25 | 15 | 55 | 95 | 8,082.60 | 25 | 15 | 55 | 95 | 8,082.60 |
| PESTICIDES OR PEST REPELLENTS | | | | | | | | | | | | | | | | | | | | | | |
| 144 109130-TR-A01 | INSECTICIDE | can | 6 | 6 | 41 | 53 | 7,386.08 | 6 | 6 | 41 | 53 | 7,386.08 | 6 | 6 | 41 | 53 | 7,386.08 | 6 | 6 | 41 | 53 | 7,386.08 |
| PRINTED PUBLICATIONS | | | | | | | | | | | | | | | | | | | | | | |
| 145 53101324-A4-H01 | HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9194 and its IRR) | book | 0 | 1 | 0 | 1 | 37.21 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 |
| PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES) | | | | | | | | | | | | | | | | | | | | | | |
| 1 440310-PR-C05 | DRUM CARTRIDGE, BROTHER DR-365, Black | cart | 0 | 2 | 0 | 2 | 13,894.40 | 0 | 2 | 0 | 2 | 13,894.40 | 0 | 2 | 0 | 2 | 13,894.40 | 0 | 2 | 0 | 2 | 13,894.40 |
| 2 440310-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 | 0.00 | 0 | 0 | 0 | 0.00 |
| 3 440310-CA-C02 | INK CARTRIDGE, CANON CL-811, Colored | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 |
| 4 440310-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 | 0.00 | 0 | 0 | 0 | 0.00 |
| 5 440310-CA-B02 | INK CARTRIDGE, CANON PG-810, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 |
| 6 440310-ER-B17 | INK CARTRIDGE, EPSON C13T64100 (T6641), Black | cart | 15 | 15 | 15 | 45 | 10,435.50 | 15 | 15 | 15 | 45 | 10,435.50 | 15 | 15 | 15 | 45 | 10,435.50 | 15 | 15 | 15 | 45 | 10,435.50 |
| 7 440310-ER-C17 | INK CARTRIDGE, EPSON C13T64100 (T6641), Cyan | cart | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 |
| 8 440310-ER-M17 | INK CARTRIDGE, EPSON C13T64100 (T6641), Magenta | cart | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 |
| 9 440310-ER-Y17 | INK CARTRIDGE, EPSON C13T64100 (T6641), Yellow | cart | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 | 15 | 15 | 15 | 45 | 10,899.00 |
| 10 440310-H4-B40 | INK CARTRIDGE, HP CE700AA (HR82), Black | cart | 0 | 0 | 5 | 5 | 4,264.00 | 0 | 0 | 5 | 5 | 4,264.00 | 0 | 0 | 5 | 5 | 4,264.00 | 0 | 0 | 5 | 5 | 4,264.00 |
| 11 440310-H4-B40 | INK CARTRIDGE, HP CE700AA (HR82), 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 |
| 12 440310-H4-B09 | INK CARTRIDGE, HP CE751AA (HR21), 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 |
| 13 440310-H4-B10 | INK CARTRIDGE, HP CE752AA (HR22), 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 |
| 14 440310-H4-B17 | INK CARTRIDGE, HP CE750AA (HR80), 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 |
| 15 440310-H4-B17 | INK CARTRIDGE, HP CE750AA (HR80), 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 |

| Item # Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | 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 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 440305-HK-C40 | INK CARTRIDGE, HP C8724A (HP920XL), Cyan | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 823.68 | 0.00 |
| 17 | 440305-HK-M40 | INK CARTRIDGE, HP C8734A (HP920XL), Magenta | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 823.68 | 0.00 |
| 18 | 440305-HK-Y40 | INK CARTRIDGE, HP C8974AA (HP920XL), Yellow | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 823.68 | 0.00 |
| 19 | 440305-HK-940 | INK CARTRIDGE, HP C29734A (HP920XL), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,541.28 | 0.00 |
| 20 | 440305-HP-820 | INK CARTRIDGE, HP C8631XA (HP91XL), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 865.28 | 0.00 |
| 21 | 440305-HP-720 | INK CARTRIDGE, HP C8630XA (HP91XL), Tri-color | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,065.00 | 0.00 |
| 22 | 440305-HK-819 | INK CARTRIDGE, HP C8064A (HP95XL), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,517.36 | 0.00 |
| 23 | 440305-HK-C19 | INK CARTRIDGE, HP C8064A (HP95XL), Cyan | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,517.36 | 0.00 |
| 24 | 440305-HK-M19 | INK CARTRIDGE, HP C8067AA (HP95XL), Magenta | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,517.36 | 0.00 |
| 25 | 440305-HK-Y19 | INK CARTRIDGE, HP C8069AA (HP95XL), Yellow | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,517.36 | 0.00 |
| 26 | 440305-HP-836 | INK CARTRIDGE, HP C8632AA (HP70XL), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 419.12 | 0.00 |
| 27 | 440305-HP-736 | INK CARTRIDGE, HP C8632AA (HP70XL), Tri-color | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 419.12 | 0.00 |
| 28 | 440305-HP-833 | INK CARTRIDGE, HP C2107AA (HP678), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 404.56 | 0.00 |
| 29 | 440305-HP-113 | INK CARTRIDGE, HP C2108AA (HP678), Tri-color | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 404.56 | 0.00 |
| 30 | 440305-HP-T13 | INK CARTRIDGE, HP R0264A (HP880), Tri-color | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 424.32 | 0.00 |
| 31 | 440305-HP-843 | INK CARTRIDGE, HP R0274A (HP880), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 424.32 | 0.00 |
| 32 | 440305-HP-C50 | INK CARTRIDGE, HP U05514A (HP95), Cyan Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 982.80 | 0.00 |
| 33 | 440305-HP-M50 | INK CARTRIDGE, HP U05544A (HP95), Magenta Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 982.80 | 0.00 |
| 34 | 440305-HP-Y50 | INK CARTRIDGE, HP U05574A (HP95), Yellow Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 982.80 | 0.00 |
| 35 | 440305-HP-950 | INK CARTRIDGE, HP U05604A (HP95), Black Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,294.80 | 0.00 |
| 36 | 440305-HP-C46 | INK CARTRIDGE, HP U05634A (HP950XL), Cyan Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,339.52 | 0.00 |
| 37 | 440305-HK-Y46 | INK CARTRIDGE, HP U05664A (HP950XL), Magenta | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,339.52 | 0.00 |
| 38 | 440305-HK-946 | INK CARTRIDGE, HP U05694A (HP950XL), Yellow | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,396.92 | 0.00 |
| 39 | 440305-HK-848 | INK CARTRIDGE, HP U05724A (HP950XL), Black Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1,617.92 | 0.00 |
| 40 | 440305-HP-C32 | INK CARTRIDGE, HP R0169AA (HP90), Cyan Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 468.00 | 0.00 |
| 41 | 440305-HP-M31 | INK CARTRIDGE, HP R0169AA (HP90), Magenta Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 468.00 | 0.00 |
| 42 | 440305-HP-Y31 | INK CARTRIDGE, HP R0169AA (HP90), Yellow Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 468.00 | 0.00 |
| 43 | 440305-HP-931 | INK CARTRIDGE, HP T8011AA (HP90), Black Original | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 774.80 | 0.00 |
| 44 | 440312-EP-803 | RIBBON CARTRIDGE, EPSON C13015516 (8679), Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 77.43 | 0.00 |
| 45 | 440312-EP-R13 | RIBBON CARTRIDGE, EPSON C13015632, Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 77.94 | 0.00 |
| 46 | 440312-EP-R07 | RIBBON CARTRIDGE, EPSON C13015531 (S01596) | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 818.48 | 0.00 |
| 47 | 440302-BR-R09 | TONER CARTRIDGE, BROTHER TN-3300, Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3,567.20 | 0.00 |
| 48 | 440302-BR-B11 | TONER CARTRIDGE, BROTHER TN-3300, Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5,002.40 | 0.00 |
| 49 | 440302-BR-B15 | TONER CARTRIDGE, BROTHER TN-3478, Black | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5,275.44 | 0.00 |
| 50 | 440302-BR-B16 | TONER CARTRIDGE, BROTHER TN-458, High Yield | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4,564.96 | 0.00 |

| Item # | Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | | | | | | | | | | |
|--------|-----------------------|---|------------------------------|-----|-----|----|-----------|-----------|-----|------|----|-----------|------|-----|-----------------------------|-------|---------------------------|------|----|-----------|-----|-----|-----|----|-----------|---|---|---|---|-----------|-----------|
| | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | | | | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 | 440103-HP-633 | TONER CARTRIDGE, BROTHER TN-633 Cyan, High Yield | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,716.80 | 0.00 |
| 52 | 440103-HP-403 | TONER CARTRIDGE, BROTHER TN-408 Magenta, High Yield | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,716.80 | 0.00 |
| 53 | 440103-HP-133 | TONER CARTRIDGE, BROTHER TN-136 Yellow, High Yield | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,716.80 | 0.00 |
| 54 | 440103-CA-800 | TONER CARTRIDGE, CANON CRG-824 II | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,399.36 | 0.00 |
| 55 | 440103-HP-412 | TONER CARTRIDGE, HP CE315A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,493.28 | 0.00 |
| 56 | 440103-HP-818 | TONER CARTRIDGE, HP CE355A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,705.36 | 0.00 |
| 57 | 440103-HP-821 | TONER CARTRIDGE, HP CE278A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,152.72 | 0.00 |
| 58 | 440103-HP-822 | TONER CARTRIDGE, HP CE385A (HP950A), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,998.40 | 0.00 |
| 59 | 440103-HP-823 | TONER CARTRIDGE, HP CE320A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,608.32 | 0.00 |
| 60 | 440103-HP-823 | TONER CARTRIDGE, HP CE311A, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,897.44 | 0.00 |
| 61 | 440103-HP-123 | TONER CARTRIDGE, HP CE312A, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,897.44 | 0.00 |
| 62 | 440103-HP-123 | TONER CARTRIDGE, HP CE313A, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,897.44 | 0.00 |
| 63 | 440103-HP-828 | TONER CARTRIDGE, HP CE355A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,893.92 | 0.00 |
| 64 | 440103-HP-832 | TONER CARTRIDGE, HP CE317A (HP71A), Black LaserJet | cart | 0 | 0 | 0 | 0 | 6,389.76 | 0 | 0 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3,194.88 | 26,559.04 |
| 65 | 440103-HP-833 | TONER CARTRIDGE, HP CE328A (HP20A), Black LaserJet | cart | 3 | 0 | 0 | 0 | 17,468.88 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,822.96 | 34,937.26 |
| 66 | 440103-HP-835 | TONER CARTRIDGE, HP CE321A (HP91A), Black LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,858.00 | 0.00 |
| 67 | 440103-HP-847 | TONER CARTRIDGE, HP CE328A (HP91A), LaserJet Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,897.52 | 0.00 |
| 68 | 440103-HP-848 | TONER CARTRIDGE, HP CE372A (HP77), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,908.96 | 0.00 |
| 69 | 440103-HP-850 | TONER CARTRIDGE, HP CE390A, Black LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,886.88 | 0.00 |
| 70 | 440103-HP-920 | TONER CARTRIDGE, HP CE351A, Cyan LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,843.20 | 0.00 |
| 71 | 440103-HP-160 | TONER CARTRIDGE, HP CE352A, Yellow LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,943.20 | 0.00 |
| 72 | 440103-HP-160 | TONER CARTRIDGE, HP CE353A, Magenta LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,943.20 | 0.00 |
| 73 | 440103-HP-861 | TONER CARTRIDGE, HP CE390A (HP998A), Black LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,803.12 | 0.00 |
| 74 | 440103-HP-931 | TONER CARTRIDGE, HP CE321A (HP20A), Cyan LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,783.28 | 0.00 |
| 75 | 440103-HP-161 | TONER CARTRIDGE, HP CE322A (HP908A), Yellow LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,783.28 | 0.00 |
| 76 | 440103-HP-161 | TONER CARTRIDGE, HP CE323A (HP908A), Magenta LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,493.28 | 0.00 |
| 77 | 440103-HP-862 | TONER CARTRIDGE, HP CE300A (HP20A), Black LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,063.28 | 0.00 |
| 78 | 440103-HP-642 | TONER CARTRIDGE, HP CE301A (HP20A), Cyan LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,063.28 | 0.00 |
| 79 | 440103-HP-162 | TONER CARTRIDGE, HP CE302A (HP20A), Yellow LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,063.28 | 0.00 |
| 80 | 440103-HP-162 | TONER CARTRIDGE, HP CE303A (HP20A), Magenta LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,063.28 | 0.00 |
| 81 | 440103-HP-863 | TONER CARTRIDGE, HP CE311A (HP10A), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,328.48 | 0.00 |
| 82 | 440103-HP-643 | TONER CARTRIDGE, HP CE312A (HP10A), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,592.08 | 0.00 |
| 83 | 440103-HP-163 | TONER CARTRIDGE, HP CE313A (HP10A), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,592.08 | 0.00 |
| 84 | 440103-HP-163 | TONER CARTRIDGE, HP CE314A (HP10A), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,592.08 | 0.00 |
| 85 | 440103-HP-834 | TONER CARTRIDGE, HP Q651A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,155.84 | 0.00 |
| 86 | 440103-HP-948 | TONER CARTRIDGE, HP Q735A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,690.00 | 0.00 |

| Item # | Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the Year | Price | Total Amount for the Year | | | | | | | | |
|--------|---------------------------------|-----------------|------------------------------|-----------|-----------|-----------|------------|-----|------|----|------|------------|------|----|-----------------------------|-------|---------------------------|-----|-----|-----|----|------------|-----|-----------|--------------|
| | | | Jan | Feb | Mar | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | | | | Oct | Nov | Dec | Q4 | | | | |
| | | | Q1 AMOUNT | Q2 AMOUNT | Q3 AMOUNT | Q4 AMOUNT | | | | | | | | | | | | | | | | | | | |
| 26 | GLUE STICK (PK575) | piece | 0 | 5 | 10 | 15 | 300.00 | 0 | 5 | 10 | 15 | 300.00 | 0 | 5 | 10 | 15 | 300.00 | 0 | 5 | 10 | 15 | 300.00 | 60 | 20.00 | 1,200.00 |
| 27 | GLUE STICK (PK8 GLUE GUN) | pack | 5 | 0 | 10 | 15 | 900.00 | 5 | 2 | 10 | 17 | 1,800.00 | 5 | 0 | 10 | 15 | 900.00 | 5 | 0 | 10 | 15 | 900.00 | 62 | 60.00 | 3,780.00 |
| 28 | DISINFECTANT CANE | piece | 8 | 3 | 3 | 14 | 560.00 | 8 | 3 | 3 | 14 | 560.00 | 8 | 3 | 3 | 14 | 560.00 | 8 | 3 | 3 | 14 | 560.00 | 47 | 40.00 | 1,880.00 |
| 29 | DISINFECTANT GLOVES | box | 2 | 2 | 2 | 6 | 900.00 | 2 | 2 | 2 | 6 | 900.00 | 2 | 2 | 2 | 6 | 900.00 | 2 | 2 | 2 | 6 | 900.00 | 28 | 150.00 | 4,200.00 |
| 30 | OFFICE CHAIR | piece | 0 | 5 | 0 | 5 | 25,000.00 | 0 | 9 | 0 | 9 | 45,000.00 | 0 | 5 | 30 | 35 | 175,000.00 | 0 | 7 | 0 | 7 | 35,000.00 | 56 | 5,000.00 | 280,000.00 |
| 31 | MANILA PAPER | pack | 10 | 0 | 0 | 10 | 100.00 | 10 | 5 | 10 | 25 | 250.00 | 10 | 5 | 0 | 15 | 150.00 | 10 | 0 | 0 | 10 | 100.00 | 60 | 10.00 | 600.00 |
| 32 | AUTOMOTIVE BATTERIES | piece | 0 | 2 | 4 | 6 | 36,000.00 | 0 | 2 | 1 | 3 | 18,000.00 | 0 | 5 | 3 | 8 | 48,000.00 | 0 | 2 | 0 | 2 | 990.00 | 19 | 6,000.00 | 114,000.00 |
| 33 | PAID LOCK | piece | 5 | 0 | 4 | 9 | 990.00 | 5 | 0 | 2 | 7 | 770.00 | 5 | 3 | 2 | 10 | 1,100.00 | 5 | 2 | 2 | 9 | 990.00 | 35 | 110.00 | 3,850.00 |
| 34 | MOBILE PHONE | unit | 1 | 0 | 0 | 1 | 10,000.00 | 1 | 0 | 0 | 1 | 10,000.00 | 1 | 1 | 0 | 2 | 20,000.00 | 1 | 1 | 0 | 2 | 20,000.00 | 6 | 10,000.00 | 60,000.00 |
| 35 | COMPACT DISC | 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 | 0.00 | 0.00 |
| 36 | AMPLIFIER | unit | 0 | 0 | 1 | 1 | 2,500.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 2,500.00 | 2,500.00 |
| 37 | STORAGE BOX | piece | 10 | 0 | 10 | 20 | 16,000.00 | 10 | 7 | 0 | 17 | 13,600.00 | 10 | 2 | 10 | 22 | 17,600.00 | 10 | 5 | 0 | 15 | 12,000.00 | 74 | 800.00 | 59,200.00 |
| 38 | PLASTIC ENVELOPE | piece | 0 | 0 | 20 | 30 | 750.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 25.00 | 750.00 |
| 39 | DOCUMENT SCANNER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 5,000.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 5,000.00 | 5,000.00 |
| 40 | WATER DISPENSER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 15.00 | 0 | 1 | 0 | 1 | 5.00 | 5 | 5.00 | 25.00 |
| 41 | PACKAGING | pack | 12 | 26 | 12 | 50 | 300.00 | 12 | 26 | 12 | 50 | 300.00 | 12 | 26 | 12 | 50 | 300.00 | 12 | 26 | 12 | 50 | 300.00 | 200 | 6.00 | 1,200.00 |
| 42 | GLUE GUN | unit | 2 | 0 | 0 | 2 | 1,000.00 | 2 | 0 | 1 | 3 | 1,500.00 | 2 | 0 | 0 | 2 | 1,000.00 | 2 | 0 | 0 | 2 | 1,000.00 | 9 | 500.00 | 4,500.00 |
| 43 | INKJET PRINTER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 1,500.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,500.00 | 3,000.00 |
| 44 | SPRINKERS | unit | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 1 | 3 | 6,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 2,000.00 | 4 | 2,000.00 | 8,000.00 |
| 45 | PORTABLE DOOR | box | 2 | 0 | 1 | 3 | 660.00 | 2 | 0 | 1 | 3 | 660.00 | 2 | 2 | 1 | 5 | 1,000.00 | 2 | 2 | 1 | 3 | 660.00 | 14 | 220.00 | 3,080.00 |
| 46 | REBOUND | unit | 0 | 0 | 5 | 5 | 5,000.00 | 1 | 3 | 7 | 11 | 11,000.00 | 1 | 2 | 7 | 10 | 10,000.00 | 0 | 0 | 0 | 5 | 5,000.00 | 2 | 40,000.00 | 80,000.00 |
| 47 | OSLR CAMERA | 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 | 1 | 3,000.00 | 3,000.00 |
| 48 | STEEL BACK | set | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 15 | 15 | 225,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 3,000.00 | 3,000.00 |
| 49 | LAMINATING MACHINE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1 | 1 | 3,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 7,700.00 | 7,700.00 |
| 50 | FILE FILTERS | piece | 0 | 0 | 2 | 2 | 1,400.00 | 0 | 0 | 2 | 2 | 1,400.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 11 | 700.00 | 7,700.00 |
| 51 | ADMIINE TICKETS (DOMESTIC) | ticket | 17 | 19 | 20 | 56 | 280,000.00 | 28 | 30 | 26 | 84 | 420,000.00 | 28 | 29 | 26 | 83 | 415,000.00 | 28 | 33 | 26 | 87 | 435,000.00 | 310 | 5,000.00 | 1,550,000.00 |
| 52 | ADMIINE TICKETS (INTERNATIONAL) | ticket | 2 | 2 | 4 | 8 | 80,000.00 | 2 | 2 | 4 | 8 | 80,000.00 | 2 | 2 | 4 | 8 | 80,000.00 | 2 | 2 | 4 | 8 | 80,000.00 | 32 | 10,000.00 | 320,000.00 |
| 53 | CAK (Garden or Hatchback) | 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 | 0.00 | 0.00 |
| 54 | MULTI-PURPOSE VEHICLE (MPV) | 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 | 0.00 | 0.00 |
| 55 | SPORTS UTILITY VEHICLE (SUV) | 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 | 0.00 | 0.00 |
| 56 | PASSENGER VAN | 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 | 0.00 | 0.00 |
| 57 | VAN | 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 | 0.00 | 0.00 |

| Item # Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | 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 |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 80141505-75-939 TR-VHCL, VEHICLE | 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 | 0.00 | 0.00 |
| 51 80141505-75-939 PICK-UP TRUCK | 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 | 0.00 | 0.00 |
| 52 80141505-75-960 ALL-TERRAIN VEHICLE (ATV) | 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 | 0.00 | 0.00 |
| 53 80141505-75-961 ASSEMBLED CHAIR-TYPE JEEP | 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 | 0.00 | 0.00 |
| 59 80241505-75-962 ASSEMBLED PASSENGER JERNEY-TYPE VEHICLE | 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 | 0.00 | 0.00 |
| 51 80141505-75-963 MOTORCYCLE | 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 | 0.00 | 0.00 |
| 52 80141505-75-964 BUS | 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 | 0.00 | 0.00 |
| 53 80141505-75-965 RENT BUS | 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 | 0.00 | 0.00 |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | P | | 8,290,756.20 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | P | | 828,075.62 |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable) | | | | | | | | | | | | | | | | | | | | | | P | | 9,108,831.82 |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | P | | 9,108,831.82 |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | | | | |

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: 
 SARAH JANET TOLEDO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Accountant / Budget Officer: 
 NEIL ANTHONY T. MORALA/CONNIE M. BANNACHERA

Approved by: 
 EFRAIM D. POLITUD-GABINALES, CEO V
 Head of Office/ Agency

Date Prepared: 24-Jul-24