

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

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 shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

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.

must be provided accurately. CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items. , or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.

r other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.

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 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 in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.

ence or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: DEPARTMENT OF EDUCATION- SDO NUEVA VIZCAYA

Region: 02

Address: QUEZON ST. DON DOMINGO MADDELA, BAYOMBONG, NUEVA VIZCAYA

Agency Code/UACS: NATIONAL GOVERNMENT

Organization Type: NATIONAL GOVERNMENT

Contact Person: GAYE D. CASTILLO

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| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | |
|--|-----------------|------------------------------|-----|-----|-----------|-----------|-----|------|-----------|-----------|-----|------|-----------|-----------------------------|---------------------------------------|---------------------------|-----|-----------|--------|-----------|----------|---------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | | Oct | Nov | Dec | Q4 AMOUNT | | |
| PS-DBM (MAIN WAREHOUSE AND DEPOTS) | | | | | | | | | | | | | | | | | | | | | | |
| ESSENTIALS | | | | | | | | | | | | | | | | | | | | | | |
| INSECTICIDE, aerosol type | can | 15 | 0 | 0 | 15 | 2,090.40 | 15 | 0 | 15 | 2,090.40 | 15 | 0 | 15 | 2,090.40 | 15 | 0 | 15 | 2,090.40 | 60.00 | 139.36 | 8361.60 | |
| OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | |
| LIQUID HAND SANITIZER, 500ml | bottle | 15 | 0 | 0 | 15 | 2,271.45 | 15 | 0 | 15 | 2,271.45 | 15 | 0 | 15 | 2,271.45 | 15 | 0 | 15 | 2,271.45 | 60.00 | 151.43 | 9085.80 | |
| USED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | |
| ALCOHOL, Ethyl, 68%-72%, 500 ml | bottle | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 66.56 | 0.00 | |
| ALCOHOL, ethyl, 68%-72%, 1 Gallon | gallon | 50 | 0 | 0 | 50 | 19,396.00 | 50 | 0 | 50 | 19,396.00 | 50 | 0 | 50 | 19,396.00 | 50 | 0 | 50 | 19,396.00 | 200.00 | 387.92 | 77584.00 | |
| ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml) | bottle | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 43.58 | 0.00 | |
| ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters | gallon | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 455.00 | 0.00 | |
| POVIDONE IODINE, 10 % solution, 120 ml | gallon | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 207.75 | 0.00 | |
| DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | |
| INK, for stamp pad | bottle | 10 | 0 | 0 | 10 | 315.20 | 10 | 0 | 10 | 315.20 | 10 | 0 | 10 | 315.20 | 10 | 0 | 10 | 315.20 | 40.00 | 31.52 | 1260.80 | |
| PRODUCTS | | | | | | | | | | | | | | | | | | | | | | |
| ACETATE | roll | 1 | 0 | 0 | 1 | 847.82 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 1 | 0 | 0 | 1 | 847.82 | 2.00 | 847.82 | 1695.64 |
| CARBON FILM, A4 | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 221.00 | 0.00 | |
| CARBON FILM, legal | box | 0 | 0 | 0 | 0 | 0.00 | 5 | 0 | 5 | 1,042.60 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 5.00 | 208.52 | 1042.60 | |
| CARTOLINA, assorted colors | pack | 10 | 0 | 0 | 10 | 837.20 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 10 | 0 | 10 | 837.20 | 20.00 | 83.72 | 1674.40 | |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|-----------|-----|------|-----------|------|-----|------|-----------|-----------------------------|---------------------------------------|---------------------------|-----|-----------|----------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | | Oct | Nov | Dec | Q4 AMOUNT | |
| COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 882.55 | 0.00 |
| COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1029.60 | 0.00 |
| COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1528.80 | 0.00 |
| COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 906.36 | 0.00 |
| COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 884.00 | 0.00 |
| COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1508.00 | 0.00 |
| DOSELEAF COVER, legal | bundle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 794.96 | 0.00 |
| OTE PAD, stick on, 50mm x 76mm (2" x 3") min | pad | 50 | 0 | 0 | 50 | 1,853.00 | 50 | 0 | 0 | 0 | 0 | 50 | 1,853.00 | 50 | 0 | 0 | 50 | 1,853.00 | 200.00 | 37.06 | 7412.00 |
| OTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | 50 | 0 | 0 | 50 | 2,964.00 | 50 | 0 | 0 | 0 | 0 | 50 | 2,964.00 | 50 | 0 | 0 | 50 | 2,964.00 | 200.00 | 59.28 | 11856.00 |
| OTE PAD, stick on, 3" x 3" | pad | 50 | 0 | 0 | 50 | 2,704.00 | 50 | 0 | 0 | 0 | 0 | 50 | 2,704.00 | 50 | 0 | 0 | 50 | 2,704.00 | 200.00 | 54.08 | 10816.00 |
| OTEBOOK, stenographer | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 12.04 | 0.00 |
| PAPER, MULTICOPY, A4, 80 gsm | reams | 200 | 0 | 0 | 200 | 27,332.00 | 200 | 0 | 0 | 0 | 0 | 200 | 27,332.00 | 200 | 0 | 0 | 200 | 27,332.00 | 800.00 | 136.66 | 109328.00 |
| PAPER, MULTICOPY, Legal, 80gsm | reams | 100 | 0 | 0 | 100 | 12,771.00 | 100 | 0 | 0 | 0 | 0 | 100 | 12,771.00 | 100 | 0 | 0 | 100 | 12,771.00 | 400.00 | 127.71 | 51064.00 |
| PAPER, Multi-Purpose, A4, 70 gsm | reams | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 98.26 | 0.00 |
| PAPER, multi-purpose, legal, 70gsm | reams | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 118.46 | 0.00 |
| PAD PAPER, ruled | pad | 20 | 0 | 0 | 20 | 582.40 | 20 | 0 | 0 | 0 | 0 | 20 | 582.40 | 20 | 0 | 0 | 20 | 582.40 | 80.00 | 29.12 | 2329.60 |
| PAPER, parchment | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 98.05 | 0.00 |
| Thermal Paper, 56GSM (-5%), 1/2 Core, 216mm x 30m | roll | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 55.64 | 0.00 |
| RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 100 | 0 | 0 | 100 | 7,072.00 | 100 | 0 | 0 | 0 | 0 | 100 | 7,072.00 | 100 | 0 | 0 | 100 | 7,072.00 | 400.00 | 70.72 | 28288.00 |
| RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | 100 | 0 | 0 | 100 | 10,192.00 | 100 | 0 | 0 | 0 | 0 | 100 | 10,192.00 | 100 | 0 | 0 | 100 | 10,192.00 | 400.00 | 101.92 | 40768.00 |
| OILET TISSUE PAPER, 2-ply, 100% recycled | pack | 500 | 0 | 0 | 500 | 43,420.00 | 500 | 0 | 0 | 0 | 0 | 500 | 43,420.00 | 500 | 0 | 0 | 500 | 43,420.00 | 2,000.00 | 86.84 | 173680.00 |
| TISSUE, interfolded paper towel | pack | 500 | 0 | 0 | 500 | 17,420.00 | 500 | 0 | 0 | 0 | 0 | 500 | 17,420.00 | 500 | 0 | 0 | 500 | 17,420.00 | 2,000.00 | 34.84 | 69680.00 |
| OILET TISSUE PAPER, Interfolded Paper Towel | pack | 500 | 0 | 0 | 500 | 16,900.00 | 500 | 0 | 0 | 0 | 0 | 500 | 16,900.00 | 500 | 0 | 0 | 500 | 16,900.00 | 2,000.00 | 33.80 | 67600.00 |
| D ACCESSORIES | | | | | | | | | | | | | | | | | | | | | |
| BATTERY, dry Cell, size AA | pack | 30 | 0 | 0 | 30 | 1,089.00 | 30 | 0 | 0 | 0 | 0 | 30 | 1,089.00 | 30 | 0 | 0 | 30 | 1,089.00 | 120.00 | 36.30 | 4356.00 |
| BATTERY, dry Cell, size AAA | pack | 30 | 0 | 0 | 30 | 591.90 | 30 | 0 | 0 | 0 | 0 | 30 | 591.90 | 30 | 0 | 0 | 30 | 591.90 | 120.00 | 19.73 | 2367.60 |
| BATTERY, dry Cell, size D | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 96.20 | 0.00 | 0.00 |
| INSTRUMENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| GLUE, all purpose | jar | 10 | 0 | 0 | 10 | 715.00 | 10 | 0 | 0 | 0 | 0 | 10 | 715.00 | 10 | 0 | 0 | 10 | 715.00 | 30.00 | 71.50 | 2145.00 |
| TABLE WIRE, heavy duty, binder type, 23/13 | box | 50 | 0 | 0 | 50 | 988.00 | 50 | 0 | 0 | 0 | 0 | 50 | 988.00 | 50 | 0 | 0 | 50 | 988.00 | 200.00 | 19.76 | 3952.00 |
| TABLE WIRE, standard | box | 100 | 0 | 0 | 100 | 2,241.00 | 50 | 0 | 0 | 0 | 0 | 50 | 1,120.50 | 50 | 0 | 0 | 50 | 1,120.50 | 250.00 | 22.41 | 5602.50 |
| TAPE, electrical | roll | 50 | 0 | 0 | 50 | 933.50 | 20 | 0 | 0 | 0 | 0 | 20 | 373.40 | 20 | 0 | 0 | 20 | 373.40 | 90.00 | 18.67 | 1680.30 |
| TAPE, masking, 24mm | roll | 50 | 0 | 0 | 50 | 2,730.00 | 20 | 0 | 0 | 0 | 0 | 20 | 1,092.00 | 20 | 0 | 0 | 20 | 1,092.00 | 90.00 | 54.60 | 4914.00 |
| TAPE, MASKING, 48mm | roll | 50 | 0 | 0 | 50 | 5,330.00 | 20 | 0 | 0 | 0 | 0 | 20 | 2,132.00 | 20 | 0 | 0 | 20 | 2,132.00 | 90.00 | 106.60 | 9594.00 |
| TAPE, packaging, 48mm | roll | 50 | 0 | 0 | 50 | 1,118.00 | 20 | 0 | 0 | 0 | 0 | 20 | 447.20 | 20 | 0 | 0 | 20 | 447.20 | 90.00 | 22.36 | 2012.40 |
| TAPE, transparent, 24mm | roll | 50 | 0 | 0 | 50 | 504.50 | 20 | 0 | 0 | 0 | 0 | 20 | 201.80 | 20 | 0 | 0 | 20 | 201.80 | 90.00 | 10.09 | 908.10 |
| TAPE, transparent, 48mm | roll | 50 | 0 | 0 | 50 | 988.50 | 20 | 0 | 0 | 0 | 0 | 20 | 399.40 | 20 | 0 | 0 | 20 | 399.40 | 90.00 | 19.57 | 1797.30 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2022) | Total Amount for the year | | | | | |
|--|-----------------|------------------------------|-----|-----|-----------|-----------|-----|-----------|-----------|------|-----|------|-----------|---------------------------------------|---------------------------|-----|-----------|--------|-----------|-----------------------------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | Oct | Nov | Dec | Q4 AMOUNT | Total Quantity for the year |
| ION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | |
| WINE, plastic | roll | 10 | 0 | 0 | 10 | 582.40 | 10 | 582.40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 582.40 | 36.00 | 58.24 | 1747.20 |
| LECTRIC FAN, industrial, ground type | unit | 2 | 0 | 0 | 2 | 2,219.36 | 0 | 2,219.36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4.00 | 1109.68 | 4438.72 |
| LECTRIC FAN, ceiling mount, orbit type | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 1369.68 | 0.00 |
| LECTRIC FAN, stand type | unit | 2 | 0 | 0 | 2 | 1,713.72 | 0 | 1,713.72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4.00 | 856.86 | 3427.44 |
| LECTRIC FAN, wall mount, plastic blade | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 674.96 | 0.00 |
| AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | |
| HERMOGIN | piece | 4 | 0 | 0 | 4 | 10,129.60 | 0 | 0.00 | 4 | 0 | 0 | 4 | 10,129.60 | 0 | 0 | 0 | 0.00 | 8.00 | 2532.40 | 20259.20 |
| AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | |
| LINEAR TUBE, Light Emitting Diode (LED), 18 watts | piece | 75 | 0 | 0 | 75 | 15,436.50 | 0 | 10,291.00 | 50 | 0 | 0 | 50 | 10,291.00 | 50 | 0 | 0 | 10,291.00 | 225.00 | 205.82 | 46309.50 |
| BRIGHT BULB, Light Emitting Diode (LED) | piece | 30 | 0 | 0 | 30 | 2,464.80 | 0 | 2,464.80 | 30 | 0 | 0 | 30 | 2,464.80 | 30 | 0 | 0 | 2,464.80 | 120.00 | 82.16 | 9859.20 |
| ING AND TESTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | |
| RULER, plastic, 450mm | piece | 20 | 0 | 0 | 20 | 353.60 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 20.00 | 17.68 | 353.60 |
| ID SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| UR FRESHENER, aerosol type | can | 100 | 0 | 0 | 100 | 9,022.00 | 100 | 9,022.00 | 100 | 0 | 0 | 100 | 9,022.00 | 100 | 0 | 0 | 9,022.00 | 400.00 | 90.22 | 36088.00 |
| ROOM, soft, tambu | piece | 20 | 0 | 0 | 20 | 2,724.80 | 0 | 0.00 | 15 | 0 | 0 | 15 | 2,043.60 | 15 | 0 | 0 | 2,043.60 | 50.00 | 136.24 | 6812.00 |
| ROOM, stick, ring-ting | piece | 10 | 0 | 0 | 10 | 182.00 | 0 | 0.00 | 10 | 0 | 0 | 10 | 182.00 | 10 | 0 | 0 | 182.00 | 30.00 | 18.20 | 546.00 |
| CLEANER, toilet and urinal | bottle | 50 | 0 | 0 | 50 | 2,080.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 50.00 | 41.60 | 2080.00 |
| CLEANSER, scouring powder | can | 50 | 0 | 0 | 50 | 1,196.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 50.00 | 23.92 | 1196.00 |
| TERGENT BAR, 140g | piece | 10 | 0 | 0 | 10 | 83.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 10.00 | 8.30 | 83.00 |
| TERGENT POWDER, all-purpose, 1kg | pack | 30 | 0 | 0 | 30 | 1,522.40 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 30.00 | 54.08 | 1622.40 |
| DISINFECTANT SPRAY, aerosol type | can | 150 | 0 | 0 | 150 | 19,344.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 150.00 | 128.96 | 19344.00 |
| DUST PAN, non-rigid plastic | piece | 20 | 0 | 0 | 20 | 496.60 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 20.00 | 24.83 | 496.60 |
| SODIUM HYPOCHLORITE, 3.785 liters | gallon | 50 | 0 | 0 | 50 | 6,562.50 | 50 | 6,562.50 | 50 | 0 | 0 | 50 | 6,562.50 | 50 | 0 | 0 | 6,562.50 | 200.00 | 131.25 | 26250.00 |
| LIQUID HAND SOAP, 500mL | bottle | 60 | 0 | 0 | 60 | 6,177.60 | 60 | 6,177.60 | 60 | 0 | 0 | 60 | 6,177.60 | 60 | 0 | 0 | 6,177.60 | 240.00 | 102.96 | 24710.40 |
| FLOOR WAX, paste type, red | can | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 309.76 | 0.00 |
| FURNITURE CLEANER, aerosol type | can | 20 | 0 | 0 | 20 | 2,402.40 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 2,402.40 | 40.00 | 120.12 | 4804.80 |
| MOP BUCKET, heavy duty, hard plastic | unit | 10 | 0 | 0 | 10 | 22,880.00 | 0 | 0.00 | 10 | 0 | 0 | 10 | 22,880.00 | 0 | 0 | 0 | 0.00 | 20.00 | 2288.00 | 45760.00 |
| MOPHANDLE, heavy duty, screw type | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 124.80 | 0.00 |
| MOPHEAD, made of rayon | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 123.76 | 0.00 |
| BRAGS, all cotton | bundle | 20 | 0 | 0 | 20 | 1,076.40 | 0 | 0.00 | 20 | 0 | 0 | 20 | 1,076.40 | 0 | 0 | 0 | 0.00 | 40.00 | 53.82 | 2152.80 |
| SCOURING PAD | pack | 50 | 0 | 0 | 50 | 5,616.00 | 0 | 0.00 | 50 | 0 | 0 | 50 | 5,616.00 | 50 | 0 | 0 | 5,616.00 | 150.00 | 112.32 | 16848.00 |
| TRASHBAG, GPP specs, black, 900mmx1016mm | pack | 100 | 0 | 0 | 100 | 13,468.00 | 100 | 13,468.00 | 100 | 0 | 0 | 100 | 13,468.00 | 100 | 0 | 0 | 13,468.00 | 400.00 | 134.68 | 53872.00 |
| WASTEBASKET, non-rigid plastic | piece | 20 | 0 | 0 | 20 | 559.20 | 20 | 559.20 | 20 | 0 | 0 | 20 | 559.20 | 0 | 0 | 0 | 0.00 | 60.00 | 27.96 | 1677.60 |
| MUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | |
| DESKTOP FOR BASIC USERS | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 24,793.60 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2022) | Total Amount for the year | | | | | | | | | | |
|---|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|---------------------------------------|---------------------------|-----------|----|-----------|-----|-----|-----|------|-----------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | | | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | |
| DESKTOP FOR MID-RANGE USERS | unit | 2 | 0 | 0 | 2 | 84,780.80 | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 0 | 2 | 84,780.80 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4.00 | 42,390.40 | 169561.60 |
| LAPTOP FOR MID-RANGE USERS | unit | 2 | 0 | 0 | 2 | 82,784.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 0 | 2 | 82,784.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4.00 | 41,392.00 | 165568.00 |
| EXTERNAL HARD DRIVE, 1 TB | piece | 5 | 0 | 0 | 5 | 12,994.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5.00 | 2598.84 | 12994.20 |
| FLASH DRIVE, 16 GB | piece | 50 | 0 | 0 | 50 | 8,372.00 | 0 | 0 | 0 | 0 | 0.00 | 50 | 0 | 0 | 50 | 8,372.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 100.00 | 167.44 | 16744.00 |
| MOUSE, OPTICAL, USB connection type | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 111.30 | 0.00 |
| MOUSE, WIRELESS, USB | unit | 20 | 0 | 0 | 20 | 3,080.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 20 | 3,080.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 40.00 | 154.00 | 6160.00 |
| 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 | 0.00 | 0.00 | 38100.97 | 0.00 |
| PRINTER, impact, dot matrix, 9 pins, 80 columns | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 9191.52 | 0.00 |
| PRINTER, laser, monochrome | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 724.88 | 0.00 |
| PRINTER, laser, colored | unit | 5 | 0 | 0 | 5 | 39,495.00 | 0 | 0 | 0 | 0 | 0.00 | 5 | 0 | 0 | 5 | 39,495.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 10.00 | 7899.00 | 78990.00 |

| ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|-----|---|---|-----|----------|-----|---|---|---|----------|-----|---|---|-----|----------|-----|---|---|---|---|----------|--------|----------|---------|----------|
| PAINT, white enamel | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 29.64 | 0.00 | |
| STAPLER, backfold, 19mm | box | 30 | 0 | 0 | 30 | 262.80 | 30 | 0 | 0 | 0 | 262.80 | 30 | 0 | 0 | 30 | 262.80 | 30 | 0 | 0 | 0 | 0 | 262.80 | 120.00 | 262.80 | 8.76 | 1051.20 |
| STAPLER, backfold, 25mm | box | 30 | 0 | 0 | 30 | 456.60 | 30 | 0 | 0 | 0 | 456.60 | 30 | 0 | 0 | 30 | 456.60 | 30 | 0 | 0 | 0 | 0 | 456.60 | 120.00 | 456.60 | 15.22 | 1826.40 |
| STAPLER, backfold, 32mm | box | 30 | 0 | 0 | 30 | 670.80 | 30 | 0 | 0 | 0 | 670.80 | 30 | 0 | 0 | 30 | 670.80 | 30 | 0 | 0 | 0 | 0 | 670.80 | 120.00 | 670.80 | 22.36 | 2683.20 |
| STAPLER, backfold, 50mm | box | 30 | 0 | 0 | 30 | 1,638.00 | 30 | 0 | 0 | 0 | 1,638.00 | 30 | 0 | 0 | 30 | 1,638.00 | 30 | 0 | 0 | 0 | 0 | 1,638.00 | 120.00 | 1,638.00 | 54.60 | 6552.00 |
| CORRECTION TAPE, 8m | piece | 200 | 0 | 0 | 200 | 2,336.00 | 200 | 0 | 0 | 0 | 2,336.00 | 200 | 0 | 0 | 200 | 2,336.00 | 200 | 0 | 0 | 0 | 0 | 2,336.00 | 800.00 | 2,336.00 | 11.68 | 9344.00 |
| DATA FILE BOX | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 77.20 | 0.00 |
| DATA FOLDER | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 68.64 | 0.00 |
| ENVELOPE, documentary, A4 | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 673.09 | 0.00 |
| ENVELOPE, DOCUMENTARY, for legal size document | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 927.16 | 0.00 |
| ENVELOPE, expanding, kraft, legal | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 738.40 | 0.00 |
| ENVELOPE, expanding, plastic | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 30.49 | 0.00 |
| ENVELOPE, mailing | box | 10 | 0 | 0 | 10 | 3,782.00 | 5 | 0 | 0 | 5 | 1,891.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 15.00 | 378.20 | 5673.00 | |
| ENVELOPE, mailing, with window | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 433.68 | 0.00 |
| ERASER, FELT, for blackboard/whiteboard | piece | 10 | 0 | 0 | 10 | 103.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 10.00 | 10.30 | 103.00 | |
| FASTENER, metal, non-sharp edges | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 83.41 | 0.00 |
| FILE ORGANIZER, expanding, plastic, legal | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 86.04 | 0.00 |
| FILE TAB DIVIDER, bristol board, for A4 | set | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 11.13 | 0.00 |
| FILE TAB DIVIDER, legal | set | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 14.23 | 0.00 |
| FOLDER, fancy, with slide, A4 | bundle | 5 | 0 | 0 | 5 | 1,352.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5.00 | 270.40 | 1352.00 | |
| FOLDER, fancy, with slide, legal | bundle | 5 | 0 | 0 | 5 | 1,559.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5.00 | 311.88 | 1559.40 | |
| FOLDER, L-type, A4 | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 171.43 | 0.00 |
| FOLDER, L-type, legal | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 243.24 | 0.00 |
| FOLDER, pressboard | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 952.64 | 0.00 |
| FOLDER, with tab, A4 | pack | 10 | 0 | 0 | 10 | 2,790.00 | 10 | 0 | 0 | 0 | 2,790.00 | 10 | 0 | 0 | 10 | 2,790.00 | 10 | 0 | 0 | 0 | 0 | 2,790.00 | 40.00 | 2,790.00 | 279.00 | 11160.00 |
| FOLDER, with tab, legal | pack | 10 | 0 | 0 | 10 | 3,213.60 | 10 | 0 | 0 | 0 | 3,213.60 | 10 | 0 | 0 | 10 | 3,213.60 | 10 | 0 | 0 | 0 | 0 | 3,213.60 | 40.00 | 3,213.60 | 321.36 | 12854.40 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|-------|-----|------|-----------|------|-----|------|-----------|---------------------------------------|---------------------------|-----|-----|----------|-----------|---------|----------|
| | | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | |
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | Oct | Nov | Dec | Q4 AMOUNT | | |
| INDEX TAB, self-adhesive, transparent | box | 20 | 0 | 0 | 1,133.60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 20.00 | 56.68 | 1133.60 |
| MAGAZINE FILE BOX, large | piece | 20 | 0 | 0 | 832.00 | 20 | 0 | 0 | 832.00 | 20 | 0 | 0 | 20 | 832.00 | 20 | 0 | 0 | 832.00 | 80.00 | 41.60 | 3328.00 |
| MARKER, fluorescent | set | 30 | 0 | 0 | 1,099.80 | 30 | 0 | 0 | 1,099.80 | 30 | 0 | 0 | 30 | 1,099.80 | 30 | 0 | 0 | 1,099.80 | 120.00 | 36.66 | 4399.20 |
| MARKER, whiteboard, black | piece | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 20 | 267.60 | 20 | 0 | 0 | 267.60 | 60.00 | 13.38 | 802.80 |
| MARKER, whiteboard, blue | piece | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 20 | 267.60 | 20 | 0 | 0 | 267.60 | 80.00 | 13.38 | 1070.40 |
| MARKER, whiteboard, red | piece | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 267.60 | 20 | 0 | 0 | 20 | 267.60 | 20 | 0 | 0 | 267.60 | 80.00 | 13.38 | 1070.40 |
| MARKER, permanent, black, bullet type | piece | 100 | 0 | 0 | 898.00 | 100 | 0 | 0 | 898.00 | 100 | 0 | 0 | 100 | 898.00 | 100 | 0 | 0 | 898.00 | 400.00 | 8.98 | 3592.00 |
| MARKER, permanent, blue, bullet type | piece | 100 | 0 | 0 | 898.00 | 100 | 0 | 0 | 898.00 | 100 | 0 | 0 | 100 | 898.00 | 100 | 0 | 0 | 898.00 | 400.00 | 8.98 | 3592.00 |
| MARKER, permanent, red, bullet type | piece | 20 | 0 | 0 | 179.60 | 20 | 0 | 0 | 179.60 | 20 | 0 | 0 | 20 | 179.60 | 20 | 0 | 0 | 179.60 | 80.00 | 8.98 | 718.40 |
| PAPER CLIP, vinyl/plastic coated, 33mm | box | 50 | 0 | 0 | 388.00 | 50 | 0 | 0 | 388.00 | 50 | 0 | 0 | 50 | 388.00 | 50 | 0 | 0 | 388.00 | 200.00 | 7.76 | 1552.00 |
| PAPER CLIP, vinyl/plastic coated, 50mm | box | 30 | 0 | 0 | 413.40 | 30 | 0 | 0 | 413.40 | 30 | 0 | 0 | 30 | 413.40 | 30 | 0 | 0 | 413.40 | 120.00 | 13.78 | 1653.60 |
| PENCIL, lead, with eraser | box | 20 | 0 | 0 | 415.80 | 20 | 0 | 0 | 415.80 | 20 | 0 | 0 | 20 | 415.80 | 20 | 0 | 0 | 415.80 | 80.00 | 20.79 | 1663.20 |
| RING BINDER, plastic, 32mm | bundle | 20 | 0 | 0 | 4,795.80 | 20 | 0 | 0 | 4,795.80 | 20 | 0 | 0 | 20 | 4,795.80 | 20 | 0 | 0 | 4,795.80 | 80.00 | 239.79 | 19183.20 |
| RUBBER BAND, No. 18 | box | 10 | 0 | 0 | 1,000.50 | 10 | 0 | 0 | 1,000.50 | 10 | 0 | 0 | 10 | 1,000.50 | 10 | 0 | 0 | 1,000.50 | 40.00 | 100.05 | 4002.00 |
| STAMP PAD, felt | piece | 20 | 0 | 0 | 699.00 | 20 | 0 | 0 | 699.00 | 20 | 0 | 0 | 20 | 699.00 | 20 | 0 | 0 | 699.00 | 80.00 | 34.95 | 2796.00 |
| BLADE, for general purpose cutter / utility knife | piece | 20 | 0 | 0 | 296.40 | 20 | 0 | 0 | 296.40 | 20 | 0 | 0 | 20 | 296.40 | 20 | 0 | 0 | 296.40 | 80.00 | 14.82 | 1185.60 |
| CUTTER/UTILITY KNIFE, for general purpose | piece | 20 | 0 | 0 | 668.60 | 20 | 0 | 0 | 668.60 | 20 | 0 | 0 | 20 | 668.60 | 20 | 0 | 0 | 668.60 | 80.00 | 33.43 | 2674.40 |
| DATING AND STAMPING MACHINE | piece | 10 | 0 | 0 | 4,539.60 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 10.00 | 453.96 | 4539.60 |
| PENCIL SHARPENER, manual, single cutter head | piece | 10 | 0 | 0 | 2,026.70 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 10.00 | 202.67 | 2026.70 |
| PUNCHER, paper, heavy duty | piece | 20 | 0 | 0 | 3,016.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 40.00 | 150.80 | 6032.00 |
| SCISSORS, symmetrical | pair | 20 | 0 | 0 | 811.20 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 40.00 | 40.56 | 1622.40 |
| STAPLER, standard type | piece | 30 | 0 | 0 | 4,212.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 60.00 | 140.40 | 8424.00 |
| STAPLER, heavy duty, binder type | unit | 2 | 0 | 0 | 1,828.44 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 0 | 1,828.44 | 4.00 | 914.22 | 3656.88 |
| STAPLE REMOVER, plier type | piece | 30 | 0 | 0 | 747.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 0 | 0 | 747.00 | 60.00 | 24.90 | 1494.00 |
| TAPE DISPENSER, table top | piece | 5 | 0 | 0 | 321.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 5 | 0 | 0 | 321.00 | 10.00 | 64.20 | 642.00 |
| BINDING AND PUNCHING MACHINE, 50mm binding capacity | unit | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 9534.72 | 0.00 |
| CALCULATOR, compact | unit | 20 | 0 | 0 | 6,937.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 6,937.00 | 40.00 | 346.85 | 13874.00 |
| FACSIMILE MACHINE | unit | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 5642.00 | 0.00 |
| PAPER TRIMMER / CUTTING MACHINE, table top | unit | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 9297.60 | 0.00 |
| PAPER SHREDDER | unit | 3 | 0 | 0 | 17,097.60 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 3.00 | 5699.20 | 17097.60 |
| FOR PHOTOCOPIER SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| DRUM CART, BROTHER DR-3455, Black | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 6947.20 | 0.00 |
| INK CART, BROTHER LC678, Black | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 910.00 | 0.00 |
| INK CART, BROTHER LC67HYBK, Black | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1601.60 | 0.00 |
| Drum Cart, Brother DR-451CL, high yield 30000 pages | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 6760.00 | 0.00 |
| Toner Cart, Brother TN-456 BLACK, high yield 6500 | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 5080.40 | 0.00 |
| Toner Cart, Brother TN-456 CYAN, high yield 6500 | Cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 8569.60 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | | | |
|--|-----------------|------------------------------|-----|-----|-----|-----------|-------|-----|------|------|-----------|------|-----|---------------------------------------|---------------------------|------|-----------|-----------|-----|-----|------|---------|-----------|
| | | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | | |
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | | | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |
| Printer Cart, Brother TN-456 MAGENTA, high yield | Cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 8569.60 | 0.00 |
| Printer Cart, Brother TN-456 YELLOW, high yield 6500 | Cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 8569.60 | 0.00 |
| PRINTER CART, SAMSUNG ML-D2850B, Black | Cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5116.80 | 0.00 |
| INK CART, CANON CL-741, Colored | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 989.04 | 0.00 |
| INK CART, CANON CL-811, Colored | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1029.60 | 0.00 |
| INK CART, CANON PG-740, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 754.00 | 0.00 |
| INK CART, CANON PG-810, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 780.00 | 0.00 |
| INK CART, EPSON C13T664100 (T6641), Black | cart | 100 | 0 | 0 | 100 | 24,960.00 | 0 | 0 | 0 | 0.00 | 100 | 0 | 0 | 0 | 0.00 | 100 | 24,960.00 | 0 | 0 | 0 | 0.00 | 249.60 | 49920.00 |
| INK CART, EPSON C13T664200 (T6642), Cyan | cart | 50 | 0 | 0 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 50 | 0 | 0 | 0 | 0.00 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 249.60 | 24960.00 |
| INK CART, EPSON C13T664300 (T6643), Magenta | cart | 50 | 0 | 0 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 50 | 0 | 0 | 0 | 0.00 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 249.60 | 24960.00 |
| INK CART, EPSON C13T664400 (T6644), Yellow | cart | 50 | 0 | 0 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 50 | 0 | 0 | 0 | 0.00 | 50 | 12,480.00 | 0 | 0 | 0 | 0.00 | 249.60 | 24960.00 |
| ink Cartridge, HP CZP04AA (HP62) Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 773.76 | 0.00 |
| ink Cartridge, HP CZP06AA (HP62) Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 950.56 | 0.00 |
| INK CART, HP C9351AA, (HP21), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 795.60 | 0.00 |
| INK CART, HP C9352AA, (HP22), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 920.40 | 0.00 |
| ink Cartridge, HP C9397A (HP72) 69ml Photo Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1996.80 | 0.00 |
| ink Cartridge, HP C9398A (HP72) 69ml Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1996.80 | 0.00 |
| ink Cartridge, HP C9399A (HP72) 69ml Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1996.80 | 0.00 |
| ink Cartridge, HP C9400A (HP72) 69ml Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1996.80 | 0.00 |
| ink Cartridge, HP C9401A (HP72) 69ml Gray | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1996.80 | 0.00 |
| ink Cartridge, HP C9403A (HP72) 130ml Matte Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3016.00 | 0.00 |
| INK CART, HP CC640WA, (HP60), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 769.60 | 0.00 |
| INK CART, HP CC643WA, (HP60), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 915.20 | 0.00 |
| INK CART, HP CD887AA, (HP703), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 366.08 | 0.00 |
| INK CART, HP CD888AA, (HP703), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 366.08 | 0.00 |
| INK CART, HP CD972AA, (HP 920XL), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 641.68 | 0.00 |
| INK CART, HP CD973AA, (HP 920XL), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 641.68 | 0.00 |
| INK CART, HP CD974AA, (HP 920XL), Yellow, | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 641.68 | 0.00 |
| INK CART, HP CD975AA, (HP 920XL), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1346.80 | 0.00 |
| INK CART, HP CH561WA, (HP61), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 756.08 | 0.00 |
| INK CART, HP CH562WA, (HP61), Tricolor | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 931.84 | 0.00 |
| ink Cartridge, HP CH565A (HP82) Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1944.80 | 0.00 |
| ink Cartridge, HP CH566A (HP82) Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1539.20 | 0.00 |
| ink Cartridge, HP CH567A (HP82) Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1539.20 | 0.00 |
| ink Cartridge, HP CH568A (HP82) Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1539.20 | 0.00 |
| INK CART, HP CN045AA, (HP950XL), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1786.72 | 0.00 |
| INK CART, HP CN046AA, (HP951XL), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1326.00 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|-------|-----|------|-----------|------|-----|------|-----------|-----------------------------|---------------------------------------|---------------------------|------|------|---------|-----------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | | Oct | Nov | Dec | Q4 AMOUNT |
| | | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | | | | 0 | 0 | 0 | 0 |
| IK CART, HP CN077AA, (HP951XL), Magenta | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1326.00 | 0.00 |
| IK CART, HP CN048AA, (HP951XL), Yellow | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1326.00 | 0.00 |
| IK CART, HP CN692AA, (HP704), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| IK CART, HP CN693AA, (HP704), Tri-color | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| IK CART, HP CZ107AA, (HP678), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| IK CART, HP CZ108AA, (HP678), Tricolor | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 366.08 | 0.00 |
| IK CART, HP CZ121A (HP685A), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 312.00 | 0.00 |
| IK CART, HP CZ122A (HP685A), Cyan | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 256.88 | 0.00 |
| IK CART, HP CZ123A (HP685A), Magenta | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 256.88 | 0.00 |
| IK CART, HP CZ124A (HP685A), Yellow | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 256.88 | 0.00 |
| ik Cartridge, HP F6V26AA (HP680) Tri-color | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 405.60 | 0.00 |
| ik Cartridge, HP F6V27AA (HP680) Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 405.60 | 0.00 |
| ik Cartridge, HP L0S51AA (HP955) Cyan | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| ik Cartridge, HP L0S54AA (HP955) Magenta | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| ik Cartridge, HP L0S57AA (HP955) Yellow | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 995.75 | 0.00 |
| ik Cartridge, HP L0S60AA (HP955) Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 4956.60 | 0.00 |
| ik Cartridge, HP L0S63AA (HP955XL) Cyan | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| ik Cartridge, HP L0S66AA (HP955XL) Magenta | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| ik Cartridge, HP L0S69AA (HP955XL) Yellow | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1212.64 | 0.00 |
| ik Cartridge, HP L0S72AA (HP955XL) Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1544.24 | 0.00 |
| ik Cartridge, HP T6L89AA (HP905) Cyan | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| ik Cartridge, HP T6L93AA (HP905) Magenta | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| ik Cartridge, HP T6L97AA (HP905) Yellow | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 453.62 | 0.00 |
| ik Cartridge, HP T6M01AA (HP905) Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 741.28 | 0.00 |
| RIBBON CART, EPSON C135015316 (#8750), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 77.94 | 0.00 |
| RIBBON CART, EPSON C13501531 (S015086), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 736.32 | 0.00 |
| RIBBON CART, EPSON C135015632, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 77.94 | 0.00 |
| TONER CART, BROTHER TN-2025, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 2685.28 | 0.00 |
| TONER CART, BROTHER TN-2130, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 1892.80 | 0.00 |
| TONER CART, BROTHER TN-2150, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 2685.28 | 0.00 |
| TONER CART, BROTHER TN-3320, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 3567.20 | 0.00 |
| TONER CART, BROTHER TN-3350, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 5002.40 | 0.00 |
| TONER CART, HP CB435A, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 3880.00 | 0.00 |
| TONER CART, HP CB540A, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 3337.36 | 0.00 |
| TONER CART, HP CE255A, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 7332.00 | 0.00 |
| TONER CART, HP CE278A, Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 3952.00 | 0.00 |
| TONER CART, HP CE285A (HP85A), Black | cart | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 3432.00 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2021) | Total Quantity for the year | Total Amount for the year | | | | | |
|--|-----------------|------------------------------|-----|-----|-----------|-------|-----|------|-----------|------|-----|------|-----------|---------------------------------------|-----------------------------|---------------------------|-----|-----|------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | | | | Oct | Nov | Dec | Q4 | Q4 AMOUNT |
| | | | | | Q1 AMOUNT | | | | Q2 AMOUNT | | | | Q3 AMOUNT | | | | | | | Q4 AMOUNT | |
| TONER CART, HP CE310A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE311A, Cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE312A, Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE313A, Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE320A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE321A, Cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE322A, Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE323A, Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE390A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE400A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE401A, Cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE402A, Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE403A, Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE410A, (HP305), Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE411A, (HP305), Cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE412A, (HP305), Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE413A, (HP305), Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE505A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CE505X, Black, high-cap | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF217A (HP17A) Black LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF226A (HP26A) Black LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF280A, LaserJet Pro M401/M425 | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| TONER CART, HP CF280XC, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF281A (HP81A) Black LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF283A (HP83A) LaserJet Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF283XC (HP83X) Black LJ | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF287A (HP87) Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF325XC (HP25X) Black LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF350A Black LJ | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF351A Cyan LJ | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF352A Yellow LJ | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF353A Magenta LJ | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF360A (HP508A) Black LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF361A (HP508A) Cyan LaserJet | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF362A (HP508A) Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF363A (HP508A) Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |
| toner Cartridge, HP CF400A (HP201A) Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | | | | | | | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|-------|-----|------|-----------|------|-----|------|-----------|-----------------------------|---------------------------------------|---------------------------|-----|------|-----|-----------|---|---|---|---|---|---|------|---------|----------|----------|----------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | | Oct | Nov | Dec | Q4 AMOUNT | | | | | | | | | | | |
| Printer Cartridge, HP CF401A (HP201A) Cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4043.83 | 0.00 | | |
| Printer Cartridge, HP CF402A (HP201A) Yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4043.83 | 0.00 | |
| Printer Cartridge, HP CF403A (HP201A) Magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4043.83 | 0.00 | |
| Printer Cartridge, HP CF410A (HP410A) black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4440.80 | 0.00 | |
| Printer Cartridge, HP CF410XC (HP410XC) black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7441.20 | 0.00 | |
| Printer Cartridge, HP CF411A (HP410A) cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5616.00 | 0.00 | |
| Printer Cartridge, HP CF411XC (HP410XC) cyan | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7472.40 | 0.00 | |
| Printer Cartridge, HP CF412A (HP410A) yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5616.00 | 0.00 | |
| Printer Cartridge, HP CF412XC (HP410XC) yellow | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7472.40 | 0.00 | |
| Printer Cartridge, HP CF413A (HP410A) magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5616.00 | 0.00 | |
| Printer Cartridge, HP CF413XC (HP410XC) magenta | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7472.40 | 0.00 | |
| TONER CART, HP Q2612A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3900.00 | 0.00 | |
| TONER CART, HP Q7553A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4399.20 | 0.00 | |
| TONER CART, SAMSUNG MLT-D101S, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3406.00 | 0.00 | |
| TONER CART, SAMSUNG MLT-D103S, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 2350.40 | 0.00 | |
| TONER CART, SAMSUNG MLT-D104S, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 2454.40 | 0.00 | |
| TONER CART, SAMSUNG MLT-D105L, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3380.00 | 0.00 | |
| TONER CART, Samsung MLT-D108S, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 2875.58 | 0.00 | |
| TONER CART, Samsung MLT-D203E, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7159.20 | 0.00 | |
| TONER CART, Samsung MLT-D203L, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3458.00 | 0.00 | |
| TONER CART, Samsung MLT-D203U, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 6442.80 | 0.00 | |
| TONER CART, SAMSUNG MLT-D205E, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 7321.14 | 0.00 | |
| TONER CART, SAMSUNG MLT-D205L, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 3862.24 | 0.00 | |
| TONER CART, SAMSUNG SCX-D6555A, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4066.40 | 0.00 | |
| TONER CART, BROTHER TN-3478, Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 6370.00 | 0.00 | |
| TONER CART, CANON CRG 324 II | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 13399.36 | 0.00 | |
| INSTRUMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOCUMENT CAMERA, 8 MP | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 23623.60 | 0.00 |
| MULTIMEDIA PROJECTOR | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 17472.00 | 0.00 |
| PRINTING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHILIPPINE NATIONAL FLAG | piece | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0.00 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 2848.40 | 2848.40 |
| HANDBOOK (BA 9184), 8th edition | book | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 372.10 | 372.10 |
| STATIONERY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FIRE EXTINGUISHER, dry chemical | unit | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0.00 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1144.00 | 11440.00 |
| FIRE EXTINGUISHER, pure HCFC | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5613.25 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | | | | | | | | | |
|--|-----------------|------------------------------|-----|-----|-----------|----------|------|------|-----------|------|-----|------|-----------|-----------------------------|---------------------------------------|---------------------------|-----|-----|-----|-----------|---|---|---|---|---|---|---------|---------|----------|----------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | | Oct | Nov | Dec | Q4 AMOUNT | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIGITAL VOICE RECORDER | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6415.64 | 0.00 | | |
| FININGS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NONBLOC CHAIR, beige | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 303.68 | 0.00 |
| NONBLOC CHAIR, white | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 301.60 | 0.00 | |
| NONBLOC TABLE, white | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1235.52 | 0.00 | |
| NONBLOC TABLE, beige | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1088.88 | 0.00 | |
| EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEARBOOK, 20 Transparent pockets, A4 | piece | 20 | 0 | 0 | 20 | 740.80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37.04 | 740.80 |
| LEARBOOK, 20 Transparent pockets, Legal | piece | 20 | 0 | 0 | 20 | 768.20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38.41 | 768.20 |
| LASER, plastic/rubber | piece | 100 | 0 | 0 | 100 | 437.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4.37 | 437.00 |
| IGN PEN, black | piece | 200 | 0 | 0 | 200 | 4,052.00 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20.26 | 16208.00 |
| IGN PEN, blue | piece | 100 | 0 | 0 | 100 | 2,026.00 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20.26 | 8104.00 |
| IGN PEN, red | piece | 20 | 0 | 0 | 20 | 405.20 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20.26 | 1620.80 |
| WRAPPING PAPER, kraft | pack | 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 | 0 | 154.84 | 0.00 |
| Business function specific software | license | 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 | 0 | 0.00 | 0.00 |
| Finance accounting and enterprise resource planning ERP software | license | 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 | 0 | 0.00 | 0.00 |
| Computer game or entertainment software | license | 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 | 0 | 0.00 | 0.00 |
| Content authoring and editing software | license | 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 | 0 | 0.00 | 0.00 |
| Content management software | license | 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 | 0 | 0.00 | 0.00 |
| Data management and query software | license | 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 | 0 | 0.00 | 0.00 |
| Development software | license | 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 | 0 | 0.00 | 0.00 |
| Educational or reference software | license | 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 | 0 | 0.00 | 0.00 |
| Industry specific software | license | 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 | 0 | 0.00 | 0.00 |
| Network applications software | license | 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 | 0 | 0.00 | 0.00 |
| Network management software | license | 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 | 0 | 0.00 | 0.00 |
| Networking software | license | 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 | 0 | 0.00 | 0.00 |
| Operating environment software | license | 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 | 0 | 0.00 | 0.00 |
| Security and protection software | license | 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 | 0 | 0.00 | 0.00 |
| Utility and device driver software | license | 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 | 0 | 0.00 | 0.00 |
| Information exchange software | license | 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 | 0 | 0.00 | 0.00 |
| ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Air Conditioning Unit, Window Inverter Type | | | | | | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | 0.00 | 0.00 |
| Air Conditioning Unit, Split Type | | | | | | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | 60000.00 | 0.00 |
| White Board | | | | | | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | 0.00 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | | | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|-----------|-----|------|-----------|-----------|-----|------|-----------|---------------------------------------|---------------------------|-----|-----|------|-----------|--|--|--|------|--------|----------|----------|
| | | Total Quantity for the year | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | Oct | Nov | Dec | Q4 AMOUNT | | | | | | | |
| White Board, Digital | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | | |
| MART Television | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | 0 | 0.00 | | | | | | 0.00 | 0.00 | |
| Microphone | | 5 | | | 5 | 12,500.00 | | | | | | | | | | | | | | | | | | 5.00 | 2500.00 | 12500.00 |
| Speakers | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Amplifier | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Equalizer | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| 3D Camera | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| DSL Camera | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| 3D Video Camera | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Video Conference Equipment | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| LED bulb | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| PRINTER, Inkjet, Monochrome | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| PRINTER, Inkjet, Color | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Portable Printer | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Android Tablet | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Hub/Switches | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Network Routers | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Wireless Access Point | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Scanner, Flatbed | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Wireless Pointing Device / Laser Pointer | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| Multi Function PRINTER | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | | | | | | | 0.00 | 0.00 | |
| UNINTERRUPTIBLE POWER SUPPLY (UPS) | | | | | 0 | 0.00 | | 2 | 0.00 | 9,000.00 | | 4 | 0.00 | 18,000.00 | 3 | | | 3 | 13,500.00 | | | | | 9.00 | 4500.00 | 40500.00 |
| Mobile Phone | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Scanner, Colored, Double sided, feeder type | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| GO BAG, for disaster relief, rescue operations | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Solar Panel | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations) | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Charge Controller and DC Inverter for Solar Panel | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Bullet proof vest | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Wheels, _____ (type of vehicle) | | | | | 0 | 0.00 | | 2 | 0.00 | 20,000.00 | | | | | | | | 0 | 0.00 | | | | | 2.00 | 10000.00 | 20000.00 |
| Fuel Filters | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Drinking Water / Fountain | | | | | 0 | 0.00 | | | 0 | 0.00 | | | | | | | | 0 | 0.00 | | | | | 0.00 | 0.00 | |
| Auto Battery | | | | | 0 | 0.00 | | 4 | 0.00 | 20,000.00 | | | | | | | | 0 | 0.00 | | | | | 4.00 | 5000.00 | 20000.00 |
| Epson Ink 003 (black) | | 50 | | | 50 | 16,000.00 | | 50 | 0.00 | 16,000.00 | | | | | | | | 50 | 16,000.00 | | | | | 150.00 | 320.00 | 48000.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Price Catalogue (As of 30 April 2021) | Total Amount for the year | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|-----------------|------------------------------|-----|-----|-----------|-----------|-----|------|----|-----------|------|-----|------|---------------------------------------|---------------------------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|------|----------|----|--|--|--|--|--|----|----------|-----------|--------|----------|----------|
| | | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | | | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | Total Quantity for the year | | | | | | | | | | | | | | |
| pson Ink 003 (cyan) | | 20 | | | 20 | 5,400.00 | 20 | | | | | | 20 | 6,400.00 | | | | | | | | | 0 | 0.00 | 20 | | | | | | | 20 | 6,400.00 | 60.00 | 320.00 | 19200.00 | |
| pson Ink 003 (Magenta) | | 20 | | | 20 | 5,400.00 | 20 | | | | | | 20 | 6,400.00 | | | | | | | | | | 0 | 0.00 | 20 | | | | | | | 20 | 6,400.00 | 60.00 | 320.00 | 19200.00 |
| pson Ink 003 (yellow) | | 20 | | | 20 | 5,400.00 | 20 | | | | | | 20 | 6,400.00 | | | | | | | | | | 0 | 0.00 | 20 | | | | | | | 20 | 6,400.00 | 60.00 | 320.00 | 19200.00 |
| rother Ink BT D60 BK | | 20 | | | 20 | 9,000.00 | 20 | | | | | | 20 | 9,000.00 | | | | | | | | | | 0 | 0.00 | 20 | | | | | | | 20 | 9,000.00 | 60.00 | 450.00 | 27000.00 |
| rother Ink BT 6000 BK | | 20 | | | 20 | 9,000.00 | 20 | | | | | | 20 | 9,000.00 | | | | | | | | | | 0 | 0.00 | 20 | | | | | | | 20 | 9,000.00 | 60.00 | 450.00 | 27000.00 |
| rother Ink BT 5000 Cyan | | 10 | | | 10 | 4,500.00 | 10 | | | | | | 10 | 4,500.00 | | | | | | | | | | 0 | 0.00 | 10 | | | | | | | 10 | 4,500.00 | 30.00 | 450.00 | 13500.00 |
| rother Ink BT 5000 Magenta | | 10 | | | 10 | 4,500.00 | 10 | | | | | | 10 | 4,500.00 | | | | | | | | | | 0 | 0.00 | 10 | | | | | | | 10 | 4,500.00 | 30.00 | 450.00 | 13500.00 |
| rother Ink BT 5000 Yellow | | 10 | | | 10 | 4,500.00 | 10 | | | | | | 10 | 4,500.00 | | | | | | | | | | 0 | 0.00 | 10 | | | | | | | 10 | 4,500.00 | 30.00 | 450.00 | 13500.00 |
| rother Toner TN 2380 | | 7 | | | 7 | 26,950.00 | 7 | | | | | | 7 | 26,950.00 | | | | | | | | | | 0 | 0.00 | 7 | | | | | | | 7 | 26,950.00 | 21.00 | 3950.00 | 80850.00 |
| aid paper A4 (500s) | | 2 | | | 2 | 1,400.00 | 2 | | | | | | 2 | 1,400.00 | 2 | | | | | | | | | 2 | 1,400.00 | 2 | | | | | | | 2 | 1,400.00 | 8.00 | 700.00 | 5600.00 |
| ticker paper (20s) | | 50 | | | 50 | 4,750.00 | 50 | | | | | | 50 | 4,750.00 | 50 | | | | | | | | | 50 | 4,750.00 | 50 | | | | | | | 50 | 4,750.00 | 200.00 | 95.00 | 19000.00 |
| ccatate A4 (200 microns) | | 5 | | | 5 | 3,500.00 | 5 | | | | | | 5 | 3,500.00 | 5 | | | | | | | | | 5 | 3,500.00 | 5 | | | | | | | 5 | 3,500.00 | 20.00 | 700.00 | 14000.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 30 April 2021) | Total Amount for the year | | | | | | | |
|---|-----------------|------------------------------|-----|-----|-----------|----------|-----|------|----|-----------|------|-----|------|-----------------------------|---------------------------------------|---------------------------|----|-----------|-----|----------|-------|--------|--------------|
| | | Jan | Feb | Mar | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | | | | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |
| 100 micron (200 microns) | | 5 | | | 5 | 3,750.00 | 5 | | | | | | 5 | 3,750.00 | 5 | | | | 5 | 3,750.00 | 20.00 | 750.00 | 15000.00 |
| ADJUSTMENT FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | P | | 2,256,505.78 |
| ADJUSTMENT FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE) | | | | | | | | | | | | | | | | | | | | | P | | 225,650.58 |
| TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | P | | 2,482,156.36 |
| BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | P | | |

at 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: 
 GAY D. CASTILLO
 Property/Supply Officer

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

 JEASSEL J. ALAYU
 Accountant / Budget Officer


 RACHEL R. LLANA, PhD, CESE VI
 Head of Office/ Agency

Date Prepared: AUGUST 13, 2021