



Item #	Item # & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year												
			Jan	Feb	Mar	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct			Nov	Dec	Q4 AMOUNT	Total Quantity for the year								
014-01-13	CONTINUOUS FORM, 3 PLY, 280 x 278mm, carbonless	box						0	0.00								0	0.00						0	0.00	1,034.80	0.00	
014-01-14	LOOSELEAF COVER, made of chipboard, for legal	bundle						0	0.00									0	0.00								670.70	0.00
014-01-15	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5	5	5	5	5	15	483.29	5	5	5	5	5	5	5	15	483.29	483.29	483.29	483.29	483.29	483.29	483.29	483.29	483.29	32.22	1,933.15
014-01-16	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	5	5	5	5	15	840.84	5	5	5	5	5	5	5	15	840.84	840.84	840.84	840.84	840.84	840.84	840.84	840.84	840.84	56.06	3,363.36
014-01-17	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad						0	0.00									0	0.00								41.50	0.00
014-01-18	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	2	2	2	2	2	6	72.26	2	2	2	2	2	2	2	6	72.26	72.26	72.26	72.26	72.26	72.26	72.26	72.26	72.26	12.04	289.04
017-PP-001	PAPER, MULTICOPI, 80gsm, size: 216mm x 278mm	ream	400	400	400	400	400	1200	158,845.44	400	400	400	400	400	400	400	1200	158,845.44	158,845.44	158,845.44	158,845.44	158,845.44	158,845.44	158,845.44	158,845.44	158,845.44	132.37	675,093.12
017-PP-002	PAPER, MULTICOPI, 80gsm, size: 216mm x 278mm	ream	200	200	200	200	200	600	92,951.20	200	200	200	200	200	200	200	600	92,951.20	92,951.20	92,951.20	92,951.20	92,951.20	92,951.20	92,951.20	92,951.20	92,951.20	154.75	232,128.00
017-PP-003	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream						0	0.00									0	0.00								114.51	0.00
017-PP-004	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream						0	0.00									0	0.00								129.98	0.00
017-PP-005	PAPER, PAD, ruled, size: 216mm x 330mm (L 2mm)	pad	20	20	20	20	20	60	1,040.83	20	20	20	20	20	20	20	60	1,040.83	1,040.83	1,040.83	1,040.83	1,040.83	1,040.83	1,040.83	1,040.83	1,040.83	17.35	4,163.33
017-PP-006	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream						0	0.00									0	0.00								96.20	0.00
017-PP-007	PAPER, THERMAL, 58gsm, size: 216mm x 300mm	roll	2	2	2	2	2	6	292.66	2	2	2	2	2	2	2	6	292.66	292.66	292.66	292.66	292.66	292.66	292.66	292.66	292.66	48.78	1,170.62
017-PP-008	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	30	30	30	30	30	90	6,364.80	30	30	30	30	30	30	30	90	6,364.80	6,364.80	6,364.80	6,364.80	6,364.80	6,364.80	6,364.80	6,364.80	6,364.80	70.72	21,216.00
017-PP-009	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30	30	30	30	30	90	9,172.80	30	30	30	30	30	30	30	90	9,172.80	9,172.80	9,172.80	9,172.80	9,172.80	9,172.80	9,172.80	9,172.80	9,172.80	101.92	30,576.00
017-PP-010	TOILET TISSUE PAPER 3-ply sheets, 150 pulls	pack						0	0.00									0	0.00								65.42	0.00
02-01-001	BATTERY, dry cell, AA, 3 pieces per blister pack	pack	20	20	20	20	20	60	1,183.73	20	20	20	20	20	20	20	60	1,183.73	1,183.73	1,183.73	1,183.73	1,183.73	1,183.73	1,183.73	1,183.73	1,183.73	19.73	4,734.91
02-01-002	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10	10	10	10	10	30	585.00	10	10	10	10	10	10	10	30	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	585.00	19.50	2,340.00
02-01-003	BATTERY, dry cell, D, 1.5 volts, alkaline	pack						0	0.00									0	0.00								88.40	0.00
03-01-001	GLUE, all purpose, gross weight: 200 grams min	jar						0	0.00									0	0.00								47.82	0.00
03-01-002	STAPLE WIRE, for heavy duty staplers, (32/33)	box						0	0.00									0	0.00								20.68	0.00
03-01-003	STAPLE WIRE, STANDARD, (26/6)	box	30	30	30	30	30	90	1,804.61	30	30	30	30	30	30	30	90	1,804.61	1,804.61	1,804.61	1,804.61	1,804.61	1,804.61	1,804.61	1,804.61	1,804.61	20.05	6,015.36
03-01-004	TAPE, ELECTRICAL, 18mm x 16M min	roll	10	10	10	10	10	30	546.00	10	10	10	10	10	10	10	30	546.00	546.00	546.00	546.00	546.00	546.00	546.00	546.00	546.00	18.20	1,092.00
03-01-005	TAPE, MASKING, width: 24mm (1.1mm)	roll	5	5	5	5	5	15	826.80	5	5	5	5	5	5	5	15	826.80	826.80	826.80	826.80	826.80	826.80	826.80	826.80	826.80	55.12	3,307.20
03-01-006	TAPE, MASKING, width: 48mm (1.1mm)	roll						0	0.00									0	0.00								106.60	0.00
03-01-007	TAPE, PACKAGING, width: 48mm (1.1mm)	roll	30	30	30	30	30	90	1,638.00	30	30	30	30	30	30	30	90	1,638.00	1,638.00	1,638.00	1,638.00	1,638.00	1,638.00	1,638.00	1,638.00	1,638.00	18.20	6,552.00
03-01-008	TAPE, TRANSPARENT, width: 24mm (1.1mm)	roll	50	50	50	50	50	150	1,365.00	50	50	50	50	50	50	50	150	1,365.00	1,365.00	1,365.00	1,365.00	1,365.00	1,365.00	1,365.00	1,365.00	1,365.00	9.10	5,460.00
03-01-009	TAPE, TRANSPARENT, width: 48mm (1.1mm)	roll	50	50	50	50	50	150	2,730.00	50	50	50	50	50	50	50	150	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	2,730.00	18.20	10,920.00
03-01-010	TWINE, plastic, one (1) kilo per roll	roll	10	10	10	10	10	30	1,528.80	10	10	10	10	10	10	10	30	1,528.80	1,528.80	1,528.80	1,528.80	1,528.80	1,528.80	1,528.80	1,528.80	1,528.80	50.96	6,115.20
04-01-001	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit						0	0.00									0	0.00								974.48	0.00
04-01-002	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit						0	0.00									0	0.00								1,192.88	0.00
04-01-003	ELECTRIC FAN, STAND type, plastic blade	unit						0	0.00									0	0.00								1,006.39	0.00
04-01-004	ELECTRIC FAN, WALL type, plastic blade	unit						0	0.00									0	0.00								669.66	0.00



Item & Specifications		Monthly Quantity Requirement												Price Catalogue	Total Amount for the year				
Unit of Measure		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	
NA	Network Routers				0				0				0				0	0.00	0.00
NA	Wireless Access Point				0				0				0				0	0.00	0.00
<b>Equipment and Accessories and Supplies</b>																			
710-CH-W01	CHALK, melted, white, dustless, length: 78mm min				0				0				0				0	0.00	0.00
0105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (5mm)	2	2	2	6	2	2	2	45.43	2	2	2	6	2	2	2	6	45.43	181.71
0105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (5mm)	5	5	5	15	5	5	5	200.93	5	5	5	15	5	5	5	15	200.93	803.71
0105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 28mm (5mm)	5	5	5	15	5	5	5	308.26	5	5	5	15	5	5	5	15	308.26	1,233.02
0105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 30mm (5mm)	2	2	2	6	2	2	2	237.12	2	2	2	6	2	2	2	6	237.12	948.48
BoxCT-B01	CORRECTION TAPE, film base type, UL 504mm	30	30	30	90	30	30	30	1,579.97	30	30	30	90	30	30	30	90	1,579.97	5,266.56
515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	10	10	10	30	10	10	10	2,093.52	10	10	10	30	10	10	10	30	2,093.52	8,374.08
0101-DF-B01	DATA FOLDER, made of chipboard, baglike lock	30	30	30	90	30	30	30	6,177.60	30	30	30	90	30	30	30	90	6,177.60	20,592.00
0106-EN-B01	ENVELOPE, DOCUMENTARY, for A4 size document	1			1	1			408.14	1			1				1	408.14	1,632.55
0106-EN-B02	ENVELOPE, DOCUMENTARY, for legal size document	1			1	1			518.08	1			1				1	518.08	2,072.30
0106-EN-B03	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1			1	1			738.40	1			1				1	738.40	2,915.20
0106-EN-B04	ENVELOPE, EXPANDING, PLASTIC, 0.5mm thickness min	0			0	0			0.00	0			0				0	0.00	0.00
0106-EN-B05	ENVELOPE, MAILING, white, 80gsm (53)	30	30	30	90	30	30	30	29,577.60	30	30	30	90	30	30	30	90	29,577.60	98,592.00
0104-EN-W01	ENVELOPE, mailing, white, with window	0			0	0			0.00	0			0				0	0.00	0.00
0107-ER-B01	ERASER, FELT, for blackboard/whiteboard	0			0	0			0.00	0			0				0	0.00	0.00
1187A-F01	FASTENER, METAL, 7mm between prongs	40	40	40	120	40	40	40	9,469.82	40	40	40	120	40	40	40	120	9,469.82	31,566.08
0105-FO-B01	FILE ORGANIZER, expanding, plastic, 12 pockets	0			0	0			0.00	0			0				0	0.00	0.00
0108-FT-B01	FILE TAB DIVIDER, Bristol board, for A4	0			0	0			0.00	0			0				0	0.00	0.00
0108-FT-B02	FILE TAB DIVIDER, Bristol board, for legal	0			0	0			0.00	0			0				0	0.00	0.00
0110-FO-B01	FOLDER, FANCY, for A4 size documents	0			0	0			0.00	0			0				0	0.00	0.00
0110-FO-B02	FOLDER, FANCY, for legal size documents	0			0	0			0.00	0			0				0	0.00	0.00
0110-FO-B03	FOLDER, L-TYPE, PLASTIC, for A4 size documents	0			0	0			0.00	0			0				0	0.00	0.00
0110-FO-B04	FOLDER, L-TYPE, PLASTIC, for legal size documents	0			0	0			0.00	0			0				0	0.00	0.00
227-FO-B01	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	0			0	0			0.00	0			0				0	0.00	0.00
0110-FO-B05	FOLDER, TAGBOARD, for A4 size documents	2	2	2	6	2	2	2	1,304.16	2	2	2	6	2	2	2	6	1,304.16	4,347.20
0110-FO-B06	FOLDER, TAGBOARD, for legal size documents	40	40	40	120	40	40	40	16,778.11	40	40	40	120	40	40	40	120	16,778.11	83,890.56
0110-FO-B07	INDEX TAB, self-adhesive, transparent	10	10	10	30	10	10	10	1,556.26	10	10	10	30	10	10	10	30	1,556.26	6,235.02
0115-WF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	0			0	0			0.00	0			0				0	0.00	0.00
16-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	3	3	3	9	3	3	3	335.09	3	3	3	9	3	3	3	9	335.09	1,489.28
0108-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	5	5	5	15	5	5	5	154.60	5	5	5	15	5	5	5	15	154.60	618.38
0108-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	5	5	5	15	5	5	5	154.60	5	5	5	15	5	5	5	15	154.60	618.38
0108-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	5	5	5	15	5	5	5	154.60	5	5	5	15	5	5	5	15	154.60	618.38
0108-MP-B01	MARKER, PERMANENT, bullet type, black	50	50	50	150	50	50	50	1,447.68	50	50	50	150	50	50	50	150	1,447.68	5,790.72
0108-MP-B02	MARKER, PERMANENT, bullet type, blue	30	30	30	90	30	30	30	868.61	30	30	30	90	30	30	30	90	868.61	3,474.43

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		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT			
08-AP-803	piece	10	10	10	30	289.54	10	10	10	10	10	30	289.54	10	10	10	30	289.54	120.00	9.65	1,158.14	
08-PC-001	box	20	20	20	60	358.80	20	20	20	20	20	60	358.80	20	20	20	60	358.80	240.00	5.98	1,435.20	
08-PC-002	box	20	20	20	60	764.40	20	20	20	20	20	60	764.40	20	20	20	60	764.40	240.00	12.74	3,057.60	
08-PE-001	box	5	5	5	15	311.84	5	5	5	5	5	15	311.84	5	5	5	15	311.84	60.00	20.79	1,247.38	
08-PE-002	bundle				0	0.00						0	0.00				0	0.00	0.00	201.64	0.00	0.00
08-RB-001	box	20	20	20	60	5,803.20	20	20	20	20	20	60	5,803.20	20	20	20	60	5,803.20	240.00	96.72	23,212.80	
08-SF-001	piece	10	10	10	30	829.92	10	10	10	10	10	30	829.92	10	10	10	30	829.92	120.00	27.66	3,319.68	
08-RB-002	piece				0	0.00						0	0.00				0	0.00	0.00	11.77	0.00	0.00
08-CU-001	piece				0	0.00						0	0.00				0	0.00	0.00	27.40	0.00	0.00
08-OS-001	piece				0	0.00						0	0.00				0	0.00	0.00	478.38	0.00	0.00
19-PS-001	piece	1	1	1	3	561.60	1	1	1	1	1	3	561.60	1	1	1	3	561.60	12.00	187.20	2,246.40	
02-RU-001	piece	10	10	10	30	3,958.66	10	10	10	10	10	30	3,958.66	10	10	10	30	3,958.66	120.00	131.96	15,834.62	
08-S5-001	pair	5	5	5	15	234.00	5	5	5	5	5	15	234.00	5	5	5	15	234.00	60.00	15.60	936.00	
08-ST-001	piece	10	10	10	30	2,464.80	10	10	10	10	10	30	2,464.80	10	10	10	30	2,464.80	120.00	82.16	9,859.20	
08-ST-002	unit				0	0.00						0	0.00				0	0.00	0.00	878.80	0.00	0.00
08-RB-003	piece				0	0.00						0	0.00				0	0.00	0.00	18.18	0.00	0.00
08-TD-001	piece	1	1	1	3	167.48						0	0.00				0	0.00	3.00	55.83	167.48	
08-RB-004	unit				0	0.00						0	0.00				0	0.00	0.00	10,400.00	0.00	0.00
07-CA-001	unit	4	4	4	12	1,622.40	4	4	4	4	4	12	1,622.40	4	4	4	12	1,622.40	50.00	135.20	6,760.00	
04-FX-001	unit				0	0.00						0	0.00				0	0.00	0.00	4,711.20	0.00	0.00
08-PT-001	unit				0	0.00						0	0.00				0	0.00	0.00	8,088.08	0.00	0.00
03-PS-001	unit	1	1	1	3	17,097.60						0	0.00				0	0.00	3.00	5,699.20	17,097.60	
03-PS-002	unit				0	0.00						0	0.00				0	0.00	0.00	0.00	0.00	0.00
08-AP-005	cart				0	0.00						0	0.00				0	0.00	0.00	6,864.00	0.00	0.00
08-CA-004	cart				0	0.00						0	0.00				0	0.00	0.00	1,001.52	0.00	0.00
08-CA-002	cart				0	0.00						0	0.00				0	0.00	0.00	1,029.60	0.00	0.00
08-CA-004	cart				0	0.00						0	0.00				0	0.00	0.00	754.00	0.00	0.00
08-CA-002	cart				0	0.00						0	0.00				0	0.00	0.00	780.00	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0	0.00	0.00	254.80	0.00	0.00
08-EP-007	cart				0	0.00						0	0.00				0					

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	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	
05-HP-10 INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00											0	0.00	1,492.40	0.00
05-HP-10 INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00											0	0.00	1,996.80	0.00
05-HP-10 INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00											0	0.00	1,996.80	0.00
05-HP-10 INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00											0	0.00	1,996.80	0.00
05-HP-10 INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00											0	0.00	1,996.80	0.00
05-HP-10 INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00											0	0.00	1,996.80	0.00
05-HP-10 INK CART, HP C9403A (HP72) 300ml Matte Black	cart				0	0.00											0	0.00	3,016.00	0.00
05-HP-10 INK CART, HP C640WA, (HP60), Black	cart				0	0.00											0	0.00	650.00	0.00
05-HP-10 INK CART, HP C643WA, (HP60), Tri-color	cart				0	0.00											0	0.00	766.48	0.00
05-HP-10 INK CART, HP C887AA, (HP703), Black	cart				0	0.00											0	0.00	339.04	0.00
05-HP-10 INK CART, HP C888AA, (HP703), Tri-color	cart				0	0.00											0	0.00	339.04	0.00
05-HP-10 INK CART, HP C892AA, (HP 920XL), Cyan	cart				0	0.00											0	0.00	629.20	0.00
05-HP-10 INK CART, HP C893AA, (HP 920XL), Magenta	cart				0	0.00											0	0.00	629.20	0.00
05-HP-10 INK CART, HP C894AA, (HP 920XL), Yellow	cart				0	0.00											0	0.00	629.20	0.00
05-HP-10 INK CART, HP C895AA, (HP 920XL), Black	cart				0	0.00											0	0.00	629.20	0.00
05-HP-10 INK CART, HP C896AA, (HP6), Black	cart				0	0.00											0	0.00	1,242.80	0.00
05-HP-10 INK CART, HP C897AA, (HP6), Tri-color	cart				0	0.00											0	0.00	644.80	0.00
05-HP-10 INK CART, HP C898AA, (HP6), Black	cart				0	0.00											0	0.00	826.80	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,872.00	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,300.00	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,300.00	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,300.00	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,554.80	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,175.20	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,180.40	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	1,180.40	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	339.04	6,102.72
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	339.04	6,102.72
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	339.04	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	339.04	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	366.08	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	249.60	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	249.60	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	249.60	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	249.60	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	403.83	29,075.90
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	403.83	29,075.90
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	0.00	0.00
05-HP-10 INK CART, HP C899AA, (HP6), Black	cart				0	0.00											0	0.00	0.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	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	
			Q1	Q2	Q3	Q4	Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT											
05-HP-90	INK CART, HP L0577AA (HP955) Yellow Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-HP-90	INK CART, HP L0560AA (HP955) Black Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-HK-C8	INK CART, HP L0563AA (HP955XL) Cyan Original	cart				0	0.00						0	0.00				0	0.00	1,277.76	0.00
05-HK-M8	INK CART, HP L0566AA (HP955XL) Magenta Original	cart				0	0.00						0	0.00				0	0.00	1,277.76	0.00
05-HX-Y8	INK CART, HP L0569AA (HP955XL) Yellow Original	cart				0	0.00						0	0.00				0	0.00	1,277.76	0.00
05-HK-M8	INK CART, HP L0572AA (HP955XL) Black Original	cart				0	0.00						0	0.00				0	0.00	1,737.02	0.00
05-HP-C5	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00						0	0.00				0	0.00	453.62	0.00
05-HP-M5	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00						0	0.00				0	0.00	453.62	0.00
05-HP-Y5	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00						0	0.00				0	0.00	453.62	0.00
05-HP-B5	INK CART, HP T6M05AA (HP905) Black Original	cart				0	0.00						0	0.00				0	0.00	741.28	0.00
05-HK-C9	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-HK-M9	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-HX-Y9	INK CART, HP T6M19AA (HP905XL) Yellow Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-HK-B9	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00						0	0.00				0	0.00	0.00	0.00
05-EP-B05	RIBBON CART, EPSON C13005516 (87290) Black	cart	10	10	10	30	2,302.56	10	10	10	10	10	30	2,302.56	10	10	10	30	2,302.56	76.75	9,210.24
05-EP-B07	RIBBON CART, EPSON C13005531 (S05086) Black	cart				0	0.00						0	0.00				0	0.00	724.88	0.00
05-EP-B13	RIBBON CART, EPSON C13005632 Black, for LX-310	cart				0	0.00						0	0.00				0	0.00	75.92	0.00
03-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00						0	0.00				0	0.00	2,556.32	0.00
03-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00						0	0.00				0	0.00	1,820.00	0.00
03-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00						0	0.00				0	0.00	2,615.60	0.00
03-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00						0	0.00				0	0.00	2,941.95	0.00
03-BR-B11	TONER CART, BROTHER TN-3350, Black, for M5450DN (CU Printer)	cart				0	0.00						0	0.00				0	0.00	4,288.54	0.00
03-HP-B02	TONER CART, HP CB435A, Black	cart	1	1	1	3	8,573.76	1	1	1	1	3	8,573.76	1	1	1	3	8,573.76	2,857.92	25,721.28	0.00
03-HP-B04	TONER CART, HP CB540A, Black	cart				0	0.00						0	0.00				0	0.00	3,312.40	0.00
03-HP-B08	TONER CART, HP CE355A, Black	cart				0	0.00						0	0.00				0	0.00	6,791.20	0.00
03-HP-B11	TONER CART, HP CE278A, Black	cart				0	0.00						0	0.00				0	0.00	3,179.28	0.00
03-HP-B22	TONER CART, HP CE285A (HP95A), Black	cart				0	0.00						0	0.00				0	0.00	2,953.60	0.00
03-HP-B33	TONER CART, HP CE310A, Black	cart				0	0.00						0	0.00				0	0.00	2,386.80	0.00
03-HP-C3	TONER CART, HP CE31A, Cyan	cart				0	0.00						0	0.00				0	0.00	2,490.80	0.00
03-HP-Y3	TONER CART, HP CE32A, Yellow	cart				0	0.00						0	0.00				0	0.00	2,490.80	0.00
03-HP-M3	TONER CART, HP CE33A, Magenta	cart				0	0.00						0	0.00				0	0.00	2,490.80	0.00
03-HP-B4	TONER CART, HP CE30A, Black	cart				0	0.00						0	0.00				0	0.00	2,854.80	0.00
03-HP-C4	TONER CART, HP CE321A, Cyan	cart				0	0.00						0	0.00				0	0.00	3,010.80	0.00
03-HP-Y4	TONER CART, HP CE322A, Yellow	cart				0	0.00						0	0.00				0	0.00	3,010.80	0.00
03-HP-M4	TONER CART, HP CE33A, Magenta	cart				0	0.00						0	0.00				0	0.00	3,010.80	0.00
03-HP-B5	TONER CART, HP CE390A, Black	cart				0	0.00						0	0.00				0	0.00	7,690.80	0.00
03-HP-B6	TONER CART, HP CE400A, Black	cart				0	0.00						0	0.00				0	0.00	6,754.80	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT	Total Quantity for the year
03 HP C6	TONER CART, HP CE409A, Cyan	cart	0	0.00	0	0.00												0	0.00	9,978.80	0.00
03 HP Y6	TONER CART, HP CE402A, Yellow	cart	0	0.00	0	0.00												0	0.00	9,978.80	0.00
03 HP M6	TONER CART, HP CE403A, Magenta	cart	0	0.00	0	0.00												0	0.00	9,978.80	0.00
03 HP B7	TONER CART, HP CE410A, (HP305), Black	cart	0	0.00	0	0.00												0	0.00	3,868.80	0.00
03 HP C7	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0.00	0	0.00												0	0.00	5,512.00	0.00
03 HP Y7	TONER CART, HP CE412A, (HP305), Yellow	cart	0	0.00	0	0.00												0	0.00	5,512.00	0.00
03 HP M7	TONER CART, HP CE413A, (HP305), Magenta	cart	0	0.00	0	0.00												0	0.00	5,512.00	0.00
03 HP B8	TONER CART, HP CE505A, Black	cart	0	0.00	0	0.00												0	0.00	4,079.92	0.00
03 HP B8	TONER CART, HP CE505X, Black, High Capacity	cart	0	0.00	0	0.00												0	0.00	7,213.44	0.00
03 HP B3	TONER CART, HP CF217A (HP77A) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	3,932.80	0.00
03 HP B3	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP B9	TONER CART, HP CF280X, Black LaserJet	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP B9	TONER CART, HP CF280A, LaserJet Pro M401/M425, 2.7K, Black	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP B9	TONER CART, HP CF280XC	cart	0	0.00	0	0.00												0	0.00	6,962.80	0.00
03 HP B6	TONER CART, HP CF281A (HP81A) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	8,640.85	0.00
03 HP B7	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	0	0.00	0	0.00												0	0.00	3,241.70	0.00
03 HP B5	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart	0	0.00	0	0.00												0	0.00	3,946.80	0.00
03 HP B8	TONER CART, HP CF287A (HP87) black	cart	0	0.00	0	0.00												0	0.00	10,051.60	0.00
03 HP B9	TONER CART, HP CF310AC (HP846) black	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP C9	TONER CART, HP CF311AC (HP836) Cyan	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP Y9	TONER CART, HP CF313AC (HP836) yellow	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP M9	TONER CART, HP CF313AC (HP836) magenta	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP B2	TONER CART, HP CF333C (HP53X) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	13,156.00	0.00
03 HP B6	TONER CART, HP CF350A Black LJ	cart	0	0.00	0	0.00												0	0.00	2,901.60	0.00
03 HP C6	TONER CART, HP CF351A Cyan LJ	cart	0	0.00	0	0.00												0	0.00	2,943.20	0.00
03 HP Y6	TONER CART, HP CF352A Yellow LJ	cart	0	0.00	0	0.00												0	0.00	2,943.20	0.00
03 HP M6	TONER CART, HP CF353A Magenta LJ	cart	0	0.00	0	0.00												0	0.00	2,943.20	0.00
03 HP B6	TONER CART, HP CF360A (HP508A) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	7,389.20	0.00
03 HP B3	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP C6	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart	0	0.00	0	0.00												0	0.00	9,474.40	0.00
03 HP C3	TONER CART, HP CF362A (HP508X) Cyan Contract LJ	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP Y6	TONER CART, HP CF363A (HP508A) Yellow LaserJet	cart	0	0.00	0	0.00												0	0.00	9,474.40	0.00
03 HP Y3	TONER CART, HP CF363XC (HP508X) Yellow Contract LJ	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP M6	TONER CART, HP CF364A (HP508A) Magenta LaserJet	cart	0	0.00	0	0.00												0	0.00	9,474.40	0.00
03 HP M3	TONER CART, HP CF364XC (HP508X) Magenta Contract LJ	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP B6	TONER CART, HP CF400A (HP204) Black LaserJet	cart	0	0.00	0	0.00												0	0.00	0.00	0.00
03 HP C6	TONER CART, HP CF401A (HP204A) Cyan LaserJet	cart	0	0.00	0	0.00												0	0.00	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT
03 HP 162 TONER CART, HP CF402A (HP201A) Yellow-LaserJet	cart				0				0								0	0.00	0.00
03 HP 163 TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0								0	0.00	0.00
03 HP 165 TONER CART, HP CF410A (HP410A) Black	cart				0				0								0	4,440.80	0.00
03 HP 164 TONER CART, HP CF410C (HP410C) Black	cart				0				0								0	7,441.20	0.00
03 HP 165 TONER CART, HP CF411A (HP410A) Cyan	cart				0				0								0	5,049.20	0.00
03 HP 165 TONER CART, HP CF411C (HP410C) Cyan	cart				0				0								0	7,472.40	0.00
03 HP 165 TONER CART, HP CF412A (HP410A) Yellow	cart				0				0								0	5,049.20	0.00
03 HP 165 TONER CART, HP CF413C (HP410C) Yellow	cart				0				0								0	7,472.40	0.00
03 HP 165 TONER CART, HP CF413A (HP410A) Magenta	cart				0				0								0	5,049.20	0.00
03 HP 165 TONER CART, HP CF413C (HP410C) Magenta	cart				0				0								0	7,472.40	0.00
03 HP 164 TONER CART, HP Q1619A, Black	cart				0				0								0	7,482.80	0.00
03 HP 165 TONER CART, HP Q5943A, Black	cart				0				0								0	3,972.80	0.00
03 HP 164 TONER CART, HP Q7553A, Black	cart				0				0								0	8,874.32	0.00
03 HP 165 TONER CART, LEXMARK E360HHP, Black	cart				0				0								0	9,630.40	0.00
03 HP 165 TONER CART, LEXMARK T650AHP, Black	cart				0				0								0	2,641.60	0.00
03 HP 166 TONER CART, SAMSUNG MLT-D1015, Black	cart				0				0								0	2,912.00	0.00
03 HP 167 TONER CART, SAMSUNG MLT-D1035, Black	cart				0				0								0	2,444.00	0.00
03 HP 168 TONER CART, SAMSUNG MLT-D1045, Black	cart				0				0								0	2,787.20	0.00
03 HP 169 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0								0	2,745.60	0.00
03 HP 170 TONER CART, SAMSUNG MLT-D103E, Black	cart				0				0								0	7,124.00	0.00
03 HP 171 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0								0	4,617.60	0.00
03 HP 172 TONER CART, SAMSUNG MLT-D103U, Black	cart				0				0								0	9,464.00	0.00
03 HP 173 TONER CART, SAMSUNG MLT-D105E, Black	cart				0				0								0	9,204.00	0.00
03 HP 174 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0								0	5,064.80	0.00
03 HP 175 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0								0	4,357.60	0.00
03 HP 176 TONER CART, SAMSUNG SCX-D6555A, Black, for printer HL-6400DY (12,000)	cart				0				0								0	6,069.44	0.00
03 HP 177 TONER CART, CANON 324 II, for printer LBP6780x	cart				0				0								0	13,399.36	0.00
<b>Visual Equipment and Supplies</b>																			
03 HP 178 DOCUMENT CAMERA, 3.2M pixels	unit				0				0								0	28,860.00	0.00
03 HP 179 MULTIMEDIA PROTECTOR, 4000 mm ANSI Luminis	unit				0				0								0	18,616.00	0.00
<b>Essentials</b>																			
03 HP 180 PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0								0	319.28	0.00
<b>Bibliographies</b>																			
03 HP 181 HANDBOOK (1A, 9184), 7th Edition	book				0				0								0	462.38	0.00
<b>Printing Equipment</b>																			
03 HP 182 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5-KG.	unit				0				0								0	1,144.00	0.00





Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec
Paper, Bond Colored	ream	10	10	10	30	9,000.00	10	10	10	30	9,000.00	10	10	10	30	9,000.00	120.00	36,000.00
Paper, Bond Multicopy Short	ream	100	100	100	300	48,000.00	100	100	100	300	48,000.00	100	100	100	300	48,000.00	800.00	128,000.00
Paper, Bond w/ Letterhead Long 8 1/2 x 11	ream	5	5	5	15	7,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	50.00	25,000.00
Paper, Bond w/ Letterhead Long 8 1/2 x 13	ream	5	5	5	15	7,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	50.00	25,000.00
Parliament Seal	box	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	1,650.00	12.00	6,600.00
Paste, Solid with applicator	piece	30	30	30	90	2,241.00	30	30	30	90	2,241.00	30	30	30	90	2,241.00	360.00	8,964.00
Photo Paper 20/back	pack	2	2	2	6	900.00	2	2	2	6	900.00	2	2	2	6	900.00	24.00	3,600.00
Push Pin	box	2	2	2	6	149.76	2	2	2	6	149.76	2	2	2	6	149.76	24.00	599.04
Ribbon for Brother Fax Machine	piece	4	4	4	12	7,800.00	4	4	4	12	7,800.00	4	4	4	12	7,800.00	48.00	31,200.00
Rubber Dater	piece	10	5	5	20	1,600.00	10	5	5	20	1,600.00	10	5	5	20	1,600.00	80.00	6,400.00
Special Paper for Appointment (8 1/2 x 11, Elliptical Cream, Semi, 220 grams)	pack	20	20	20	60	2,700.00	20	20	20	60	2,700.00	20	20	20	60	2,700.00	240.00	10,800.00
Special Paper for Appointment (8 1/2 x 11, White, Premium)	pack	20	20	20	60	2,400.00	20	20	20	60	2,400.00	20	20	20	60	2,400.00	240.00	9,600.00
Specialty Board 8 1/2 x 11 Color White (Vellum) 220gsm	pack	1	1	1	3	75.00	1	1	1	3	75.00	1	1	1	3	75.00	12.00	300.00
Specialty Paper (bevanus splendorgel, long, 220gsm)	pack	20	20	20	60	1,680.00	20	20	20	60	1,680.00	20	20	20	60	1,680.00	240.00	6,720.00
Specialty Paper (bevanus splendorgel, short, 220gsm)	pack	20	20	20	60	1,680.00	20	20	20	60	1,680.00	20	20	20	60	1,680.00	240.00	6,720.00
Sticker Paper	pack	20	20	20	60	2,250.00	20	20	20	60	2,250.00	20	20	20	60	2,250.00	240.00	9,000.00
Tape, Double Sided	piece	3	3	3	9	480.00	3	3	3	9	480.00	3	3	3	9	480.00	32.00	1,920.00
Time Card	piece	100	100	100	300	360.00	100	100	100	300	360.00	100	100	100	300	360.00	1,200.00	1,440.00
White Board 30x34 (12 x 18)	piece	1	1	1	3	500.00	1	1	1	3	500.00	1	1	1	3	500.00	4.00	2,000.00
<b>Equipment and Furnishings</b>																		
SR, EXECUTIVE CHAIRS	piece	2	2	2	6	42,000.00	2	2	2	6	42,000.00	2	2	2	6	42,000.00	24.00	168,000.00
JR, EXECUTIVE CHAIRS	piece	3	3	3	9	45,000.00	3	3	3	9	45,000.00	3	3	3	9	45,000.00	33.00	165,000.00
<b>JANITORIAL SUPPLIES</b>																		
<b>Equipment and Accessories</b>																		







Item & Specifications	Units of Measure	Monthly Quantity Requirement												Total Amount for the year										
		Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	June	Q2	Q2 AMOUNT	July	Aug		Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price Catalogue
Items not available at PS but regularly purchased from sources					837,999.46				782,145.46						725,243.46							682,133.46	P	3,027,521.84
MONTHLY CASH REQUIREMENTS					1,316,531.22				1,214,249.41						1,093,560.79							1,033,868.77	P	4,658,150.20

Buyer must put the monthly requirement for air tickets both local and international.

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

Prepared by: MARY ANN S. JASTIA  
Property/Supplier Officer

Certified Funds Available: MARCEL M. CARBO  
Accountant/ Local Budget Officer

Approved by: GERARDO C. NOGRALES  
Head of Office/Agency

Prepared August 3, 2018