

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE	Agency Account Code: _____	Contact Person: ENGR. NESTOR T. PAGADUAN
Region: I	Organization Type: _____	Position: REGIONAL CHIEF ADMIN. OFFICER
Address: NORTH GATE SQUARE BLDG., CARLATAN, SAN FERNANDO CITY, LA UNION	E-mail : darro1.bac@gmail.com	Telephone/Mobile Nos: 072 7005770/71

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	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								
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
PESTICIDES OR PEST REPELLENTS																									
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	30	0	0	30	4,180.80	30	2	0	32	4,459.52	25	5	0	30	4,180.80	0	0	0	0.00	92.00	139.36	12,821.12
PERFUMES OR COLOGNES OR FRAGRANCES																									
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	65	3	0	68	10,297.24	0	5	60	65	9,842.95	0	22	60	82	12,417.26	0	0	0	0.00	215.00	151.43	32,557.45
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	4	13	0	17	740.86	0	19	0	19	828.02	4	38	0	42	1,830.36	0	0	0	0.00	78.00	43.58	3,399.24
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	0	0	15	15	6,864.00	0	0	14	14	6,406.40	0	0	12	12	5,491.20	0	0	0	0.00	41.00	457.60	18,761.60
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	0	4	0	4	174.32	0	10	0	10	435.80	0	20	0	20	871.60	0	0	0	0.00	34.00	43.58	1,481.72
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	455.00	-
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	10	10	2,077.50	0	0	10	10	2,077.50	0	0	10	10	2,077.50	0	0	0	0.00	30.00	207.75	6,232.50
COLOR COMPOUNDS AND DISPERSIONS																									
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	31.52	0	0	0	0.00	1.00	31.52	31.52
FILMS																									
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	847.82	-
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	221.00	-
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	208.52	-
PAPER MATERIALS AND PRODUCTS																									
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	83.72	0	0	0	0.00	1.00	83.72	83.72
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	882.55	-
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1029.60	-
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1528.80	-
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	906.36	-
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	884.00	-

JAB
NP
JAH
ZHN

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	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			
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	-	
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	1,589.92	0	0	0	0	0.00	2.00	794.96	1,589.92
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	5	0	5	185.30	0	13	0	13	481.78	0	0	0	0	0.00	18.00	37.06	667.08
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0.00	0	5	0	5	296.40	0	13	0	13	770.64	0	0	0	0	0.00	18.00	59.28	1,067.04
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0	0	0	0.00	0	5	2	7	334.11	0	13	4	17	811.41	0	0	0	0	0.00	24.00	47.73	1,145.52
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	0	0	0	0.00	0	5	0	5	60.20	0	8	0	8	96.32	0	0	0	0	0.00	13.00	12.04	156.52
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	0	2	60	62	10,574.72	2	12	82	96	16,373.76	2	27	92	121	20,637.76	0	0	0	0	0.00	279.00	170.56	47,586.24
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	0	2	60	62	11,248.04	2	17	82	101	18,323.42	2	42	92	136	24,673.12	0	0	0	0	0.00	299.00	181.42	54,244.58
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	0	10	0	10	1,331.20	0	13	0	13	1,730.56	0	31	0	31	4,126.72	0	0	0	0	0.00	54.00	133.12	7,188.48
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	0	7	0	7	972.79	0	10	0	10	1,389.70	0	30	0	30	4,169.10	0	0	0	0	0.00	47.00	138.97	6,531.59
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	0	10	0	10	306.80	0	3	0	3	92.04	0	5	0	5	153.40	0	0	0	0	0.00	18.00	30.68	552.24
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	0	10	0	10	980.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	98.05	980.50
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	-
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	2	10	12	848.64	0	4	0	4	282.88	0	0	0	0	0.00	16.00	70.72	1,131.52
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	101.92	-
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	1	9	68	78	6,817.20	1	12	68	81	7,079.40	2	36	76	114	9,963.60	0	0	0	0	0.00	273.00	87.40	23,860.20
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.84	-
BATTERIES AND CELLS AND ACCESSORIES																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	1	4	4	9	326.70	1	5	4	10	363.00	2	13	8	23	834.90	0	0	0	0	0.00	42.00	36.30	1,524.60
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	1	4	0	5	98.65	1	5	0	6	118.38	2	13	0	15	295.95	0	0	0	0	0.00	26.00	19.73	512.98
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	96.20	-
MANUFACTURING COMPONENTS AND SUPPLIES																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	1	0	0	1	62.10	1	2	0	3	186.30	2	1	0	3	186.30	0	0	0	0	0.00	7.00	62.10	434.70
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	4	0	4	79.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	19.76	79.04
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	9	1	10	210.90	0	4	0	4	84.36	0	8	1	9	189.81	0	0	0	0	0.00	23.00	21.09	485.07
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	1	0	0	1	18.67	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	18.67	18.67
42	31201503-TA-M01	TAPE, MASKING, width: 24mm ($\pm 1\text{mm}$)	roll	1	3	0	4	218.40	0	2	0	2	109.20	0	4	0	4	218.40	0	0	0	0	0.00	10.00	54.60	546.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm ($\pm 1\text{mm}$)	roll	1	3	0	4	426.40	0	4	0	4	426.40	0	1	0	1	106.60	0	0	0	0	0.00	9.00	106.60	959.40
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm ($\pm 1\text{mm}$)	roll	1	3	0	4	79.88	0	4	0	4	79.88	0	1	0	1	19.97	0	0	0	0	0.00	9.00	19.97	179.73
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm ($\pm 1\text{mm}$)	roll	1	7	0	8	80.72	0	5	0	5	50.45	0	10	0	10	100.90	0	0	0	0	0.00	23.00	10.09	232.07
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm ($\pm 1\text{mm}$)	roll	1	3	0	4	79.88	0	0	0	0	0.00	0	1	0	1	19.97	0	0	0	0	0.00	5.00	19.97	99.85
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	1	0	1	58.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	58.24	58.24
HEATING AND VENTILATION AND AIR CIRCULATION																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68	-
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68	-
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	856.86	-
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	674.96	-
52	4111224-TG-T01	THERMOGUN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3068.00	-
LIGHTING AND FIXTURES AND ACCESSORIES																										
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	205.82	-
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	0	0	10	10	821.60	0	0	0	0	0.00	0	0	10	10	821.60	0	0	0	0				

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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			
79	42131601-PA-A01	Polyethylene Apron (50g)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	15.08	-	
80	42131702-SG-01	SURGICAL GOWN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	299.52	-	
81	42131711-HC-H01	HEAD COVER, disposable	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	2.60	-	
82	42131609-SC-S01	SHOE COVER, disposable	pair	0	0	0	0	0.00	0	10	0	10	83.20	0	20	0	166.40	0	0	0	0	0.00	30.00	8.32	249.60	
83	42132203-MG-G01	NITRILE GLOVES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	3.07	-	
84	42132203-MG-G01	PREMIUM LATEX GLOVES	piece	0	0	0	0	0.00	0	16	0	16	80.32	0	36	0	180.72	0	0	0	0	0.00	52.00	5.02	261.04	
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	0	0	60	60	842.40	0	125	60	185	2,597.40	0	250	100	350	4,914.00	0	0	0	0	0.00	595.00	14.04	8,353.80
86	46182008-KN-M01	KN95 FACE MASK	piece	0	0	65	65	6,760.00	0	0	65	65	6,760.00	0	0	100	100	10,400.00	0	0	0	0	0.00	230.00	104.00	23,920.00

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES

87	43211507-DSK001	MITHI DESKTOP, basic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	24,793.60	-	
88	43211507-DSK002	MITHI DESKTOP, mid-range	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	42,390.40	-	
89	43211503-LAP001	MITHI LAPTOP, mid-range	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	41,392.00	-	
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	0	13	0	13	34,460.79	0	0	0	0	0.00	0	15	0	15	39,762.45	0	0	0	0	0.00	28.00	2650.83	74,223.24
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	1	3	0	4	669.76	10	0	8	18	3,013.92	6	38	8	52	8,706.88	0	0	0	0	0.00	74.00	167.44	12,390.56
92	43211708-MO-001	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in Ind	unit	0	5	0	5	556.50	0	0	0	0	0.00	0	5	0	5	556.50	0	0	0	0	0.00	10.00	111.30	1,113.00
93	43211708-MO-002	MOUSE, WIRELESS, USB	unit	0	3	0	3	462.00	0	3	0	3	462.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	154.00	924.00
94	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38100.97	-
95	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	-
96	43212105-PR-L01	PRINTER, laser, monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	-
97	43212105-PR-L02	PRINTER, laser, colored	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7899.00	-

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

98	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.64	-
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	70	0	70	633.50	0	5	0	5	45.25	0	49	0	49	443.45	0	0	0	0	0.00	124.00	9.05	1,122.20
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	0	0	0	0	0.00	0	5	0	5	76.35	0	19	0	19	290.13	0	0	0	0	0.00	24.00	15.27	366.48
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	0	36	0	36	748.80	0	5	0	5	104.00	0	49	0	49	1,019.20	0	0	0	0	0.00	90.00	20.80	1,872.00
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	0	6	0	6	287.04	0	3	0	3	143.52	0	3	0	3	143.52	0	0	0	0	0.00	12.00	47.84	574.08
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	1	47	8	56	785.12	11	10	8	29	406.58	22	63	16	101	1,416.02	0	0	0	0	0.00	186.00	14.02	2,607.72
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0.00	0	2	0	2	154.40	0	2	0	2	154.40	0	0	0	0	0.00	4.00	77.20	308.80
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	68.64	-
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0	0	0	0.00	0	1	0	1	673.09	0	1	0	1	673.09	0	0	0	0	0.00	2.00	673.09	1,346.18
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	4	0	4	3,708.64	0	1	0	1	927.16	0	3	0	3	2,781.48	0	0	0	0	0.00	8.00	927.16	7,417.28
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	0	2	0	2	1,476.80	0	1	0	1	738.40	0	2	0	2	1,476.80	0	0	0	0	0.00	5.00	738.40	3,692.00
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	15	0	15	45.35	0	0	0	0	0.00	15.00	30.49	457.35
110	44121506-EN-M02	ENVELOPE, mailing, white, 70gsm	box	1	1	0	2	756.40	1	4	0	5	1,891.00	2	8	0	10	3,782.00	0	0	0	0	0.00	17.00	378.20	6,429.40
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	433.68	-
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.30	-
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	0	30	0	30	2,502.30	0	5	0	5	417.05	0	20	0	20	1,668.20	0	0	0	0	0.00	55.00	83.41	4,587.55
114	44111515-FO-X01	FILE ORGANIZER, expanding, 12 pockets	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	4	0	4	344.16	0	0	0	0	0.00	4.00	86.04	344.16
115	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	10	0	10	111.30	0	5	0	5	55.65	0	15	0	15	166.95	0	0	0	0	0.00	30.00	11.13	333.90
116	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0	15	0	15	213.45	0	5	0	5	71.15	0	15	0	15	213.45	0	0	0	0	0.00	35.00	14.23	498.05

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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					
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	-		
155	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	-		
156	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	-		
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	-		
158	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	-		
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	-		
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	-		
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	-		
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	-		
163	44103105-CA-C04	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	-		
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	-		
165	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	-		
166	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	-		
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	1	14	10	25	6,240.00	0	9	1	10	2,496.00	3	65	12	80	19,968.00	0	0	0	0.00	115.00	249.60	28,704.00	-
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	10	5	15	3,744.00	0	6	0	6	1,497.60	3	41	5	49	12,230.40	0	0	0	0.00	70.00	249.60	17,472.00	-
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	10	5	15	3,744.00	0	6	0	6	1,497.60	3	41	5	49	12,230.40	0	0	0	0.00	70.00	249.60	17,472.00	-
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	10	5	15	3,744.00	0	6	0	6	1,497.60	3	41	5	49	12,230.40	0	0	0	0.00	70.00	249.60	17,472.00	-
171	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	-		
172	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	950.56	-		
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	-		
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	-		
175	44103105-HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	-		
176	44103105-HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	-		
177	44103105-HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	-		
178	44103105-HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	-		
179	44103105-HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	-		
180	44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	-		
181	44103105-HP-B17	INK CART, HP CG640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	-		
182	44103105-HP-T17	INK CART, HP CG643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	915.20	-		
183	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	-		
184	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	-		
185	44103105-HX-C40	INK CART, HP CD972AA, (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	-		
186	44103105-HX-M40	INK CART, HP CD973AA, (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	-		
187	44103105-HX-Y40	INK CART, HP CD974AA, (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	-		
188	44103105-HX-B40	INK CART, HP CD975AA, (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1269.84	-		
189	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	656.24	-		
190	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	821.60	-		
191	44103105-HP-B49	INK CART, HP CH565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	-		
192	44103105-HP-C49	INK CART, HP CH566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	-		
193	44103105-HP-M49	INK CART, HP CH567A (HP82), Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	-		
194	44103105-HP-Y49	INK CART, HP CH568A (HP82), Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	-		
195	44103105-HX-B43	INK CART, HP CN045AA, (HP905XL), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1570.40	-		
196	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1165.84	-		
197	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00										

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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			
231	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	-
232	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3952.00	-
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3432.00	-
234	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2360.80	-
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	-
236	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	-
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2542.80	-
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2916.16	-
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	-
240	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3072.16	-
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7856.16	-
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6900.40	-
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	-
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	-
245	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	-
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10193.04	-
247	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4201.60	-
248	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	-
249	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20	-
250	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4466.80	-
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	-
252	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3044.01	-
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5787.60	-
254	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00	-
255	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7112.56	-
256	44103103-HP-B51	HP Toner CF280XC	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8606.00	-
257	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3241.70	-
258	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4056.00	-
259	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Blk Contract L	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00	-
260	44103103-HP-B56	Toner Cartridge, HP CF287A (HP87) black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13156.00	-
261	44103103-HX-B52	Toner Cartridge, HP CF325KC (HP25K) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2901.60	-
262	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	-
263	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	-
264	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60	-
265	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7056.40	-
266	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	-
267	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	-
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24	-
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta Laser	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78	-
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	-
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83	-
272	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	-
273	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta Laser	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4440.80	-
274	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7441.20	-
275	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	cart	0	0	0	0	0.00	0	0															

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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				
FURNITURE AND FURNISHINGS																									
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	303.68	-	
305	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	301.60	-	
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1336.40	-	
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1315.60	-	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	1	0	1	39.78	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	39.78	39.78	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	42.38	-		
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0	0	0	0.00	0	0	0	0.00	0	5	0	22.10	0	0	0	0	0.00	5.00	4.42	22.10	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	1	46	10	57	1,972.77	2	14	13	29	1,003.69	7	67	29	103	3,564.83	0	0	0	0.00	189.00	34.61	6,541.29
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	1	34	1	36	1,245.96	2	14	4	20	692.20	7	67	8	82	2,838.02	0	0	0	0.00	138.00	34.61	4,776.18
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	1	13	0	14	484.54	2	0	3	5	173.05	7	10	3	20	692.20	0	0	0	0.00	39.00	34.61	1,349.79
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	154.84	-	
SOFTWARE																									
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
14	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	-	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
Common Electrical Supplies																									
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	-		
2	40101701-AC-S01	Air Conditioning Unit, Split Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	-		
Common Office Equipment																									
1		Air Cooler		0	0	1	1	9,000.00	0	1	0	1	9,000.00	0	0	0	0.00	0	0	0	0	0.00	2,000.00	9,000.00	
2		Visitor's Chair		0	0	2	2	3,400.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2,000.00	3,400.00	
3		Wooden Cabinet with 3 drawers and lock (5 ft height)		0	0	0	0	0.00	0	0	1	1	8,850.00	0	0	0	0.00	0	0	0	0	0.00	1,000.00	8,850.00	
4		Steel Cabinet (4 drawers)		0	0	0	0	0.00	1	0	0	1	14,000.00	0	0	0	0.00	0	0	0	0	0.00	1,000.00	14,000.00	
5		Cork Board/White board		0	0	0	0	0.00	3	0	0	3	3,600.00	0	0	0	0.00	0	0	0	0	0.00	300.00	1,200.00	
Common Office Supplies																									
1		Titus Gel Ballpen Black		12	0	0	12	576.00	12	0	0	12	576.00	0	24	0	24	1,152.00	0	0	0	0	0.00	48.00	48.00
2		Titus Gel Ballpen Green		6	0	0	6	144.00	6	0	0	6	144.00	0	12	0	12	288.00	0	0	0	0	0.00	24.00	24.00
3		Titus Gel Ballpen Red		3	0	0	3	36.00	3	0	0	3	36.00	0	5	0	5	60.00	0	0	0	0	0.00	11.00	12.00
4		FILE BOX WITH COVER-BIG		6	0	0	6	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	700.00	4,200.00	
5		Bond Paper, Letter Size Multicopy 80 gsm		0	0	0	0	0.00	3	0	0	3	375.00	0	0	0	0	0.00	0	0	0	0.00	3.00	375.00	
6		Elmer's Glue		0	1	0	1	100.00	0	2	0	2	200.00	0	6	0	6	600.00	0	0	0	0	0.00	9.00	100.00
7				0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0								

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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							
Common ICT Equipment																												
1	43212105-PP-001	Portable Printer			0	0	0	0	0	0.00	0	1	0	1	6,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	2.00	6000.00	12,000.00
2	43222610-HS-001	Power Bank			0	0	0	0	0	0.00	0	3	0	3	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2500.00	7,500.00
3	45111601-WP-P01	Wireless Pointing Device / Laser Pointer			0	0	0	0	0	0.00	0	2	0	2	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	700.00	1,400.00
4	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)			0	0	0	0	0	0.00	0	1	0	1	6,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	2.00	6000.00	12,000.00
5		UPS 4 Outlet			3	0	0	0	3	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	6000.00	18,000.00
6		USB OTG 64GB Android			2	0	0	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1800.00	3,600.00
7		USB OTG 64GB IOS Ixpand Mini			1	0	0	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2500.00	2,500.00
8		CPU WITH MOTHERBOARD			3	0	0	0	3	44,997.00	0	2	0	2	29,998.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	14999.00	74,995.00
9		VIDEO CARD			2	0	0	0	2	12,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	6000.00	18,000.00
10		MEMORY			2	0	0	0	2	10,000.00	0	1	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	5000.00	15,000.00
11		UPS			2	0	0	0	2	12,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	6000.00	18,000.00
12		PRINTER - LEGAL 3-IN-1			1	0	0	0	1	14,999.00	0	2	0	2	29,998.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	14999.00	44,997.00
13		WIRELESS MOUSE			2	0	0	0	2	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	600.00	1,200.00
14		MINI POWERBANK 30000MAH			1	0	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5000.00	5,000.00
15		Hub/Switches			3	0	0	0	3	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	3000.00	9,000.00
16		Network Routers			6	0	0	0	6	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	3000.00	18,000.00
17		Scanner, Colored, Double sided, feeder type			1	0	0	0	1	14,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14900.00	14,900.00
18		External CD Rom			0	0	0	0	0	0.00	0	2	0	2	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1200.00	2,400.00
19		CPU WITH MOTHERBOARD			0	0	0	0	0	0.00	0	1	0	1	14,999.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14999.00	14,999.00
20		MONITOR			0	0	0	0	0	0.00	0	1	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8000.00	8,000.00
21		ON-THE-GO (OTG) USB			0	0	0	2	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1800.00	3,600.00
22		KEYBOARD (Wireless)			0	0	0	0	0	0.00	0	3	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	500.00	1,500.00
23		UPS			0	0	0	0	0	0.00	0	0	1	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4000.00	4,000.00
24		LAPTOP BATTERY			0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	8,000.00	0	0	0	0	0.00	1.00	8000.00	8,000.00
25		WIFI MESH			0	0	0	1	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6000.00	6,000.00
26		COMPUTER PRINTER 3 IN 1 (with scanner capability for legal size paper)			0	0	0	0	0	0.00	0	0	1	1	14,999.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14999.00	14,999.00
27		Power Bank, 20000mah			0	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	11,000.00	0	0	0	0	0.00	1.00	11000.00	11,000.00
28		Computer Monitor			3	0	0	0	3	30,000.00	0	1	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	10000.00	40,000.00
29		Video Card			1	0	0	0	1	4,000.00	0	1	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	4000.00	8,000.00
30		Desktop Memory			1	0	0	0	1	6,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	6000.00	12,000.00
31		Printer			0	0	0	0	0	0.00	0	0	1	0	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8000.00	8,000.00
OTHER SOFTWARE																												
1		Microsoft Office 2019			11	0	0	11	11	82,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	7500.00	82,500.00
2		Kaspersky Internet Security			10	0	0	10	10	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	3500.00	35,000.00
3		HP 95 Tri-Color Cart HP 100 Mobile			5	0	0	5	5	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	1800.00	9,000.00
4		HP 98 Black Cart For HP 100 Mobile			5	0	0	5	5	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	1800.00	9,000.00
5		MS Windows 10 Home Software			0	0	0	0	0	0.00	0	3	0	3	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	8000.00	24,000.00
6		MS Office 365 Software			0	0	0	0	0	0.00	0	1	0	1	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	5500.00	5,500.00
7		Anti-virus Total Security			0	0	0	0	0	0.00	0	5	0	5	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	1500.00	7,500.00
8		MS Office			0	0	0	0	0	0.00	0	0	3	0	16,500.00	0	0	2	2	11,000.00	0	0	0	0	0.00	5.00	5500.00	27,500.00
9		Internet Security and Anti virus			0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	1,400.00	0	0	0	0	0.00	2.00	700.00	1,400.00
10		Operating System (Windows 10)			0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	2	16,000.00	0	0	0	0	0.00	2.00	8000.00	16,000.00
11		Kaspersky, Internet & Antivirus			0	0	0	0	0	0.00	0	0																