

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, this form shall serve as the agency's annual procurement request for all its CSE requirements.

Only agencies with uploaded APP-CSE in the Virtual Store (VS) will be able to purchase CSE from the PS-DBM.

Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminder:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- For Items not included on the list of PART II, please attach with the file name APP-CSE 2024 Form - Other Items can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hozSD>.
- Once signed and approved by the President/Supreme 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 Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: BARIN CAGAYAN
Region: 3
Address: REGIONAL GOVT CENTER
CARIO SUR, TUGUEGARAO CITY

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.
JOANA MARIE L. PASTORAL
 Contact Person: ARFO 1/ ACTING SUPPLY OFFICER
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| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | |
|--|-----------------|---------------------------------|--------|-----|---------------|-----|-----|-----------|---------------|------|-----|------|---------------|-----------------------------|-------|---------------------------|---------------|-----------|------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 Mar-Jun | Apr | May | June | Q2 Jul-Dec | July | Aug | Sept | Q3 Oct-Mar | Oct | Nov | Dec | Q4 Apr-Jun | | | | |
| PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS) | | | | | | | | | | | | | | | | | | | | | |
| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1219101-AL-004 | ALCOHOL, Ethyl, 500 mL | bottle | 0 | 250 | 0 | 250 | 12,740.00 | 0 | 250 | 0 | 250 | 12,740.00 | 0 | 250 | 0 | 250 | 12,740.00 | 1000 | 50.96 | 50,960.00 |
| 2 | 1219101-AL-005 | ALCOHOL, Ethyl, 1 Gallon | gallon | 0 | 10 | 0 | 10 | 4,513.00 | 0 | 10 | 0 | 10 | 4,513.00 | 0 | 10 | 0 | 10 | 4,513.00 | 40 | 451.36 | 18,054.40 |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 3 | 60121413-CS-P01 | CLEARBOOK, A4 size | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 35.36 | 0.00 |
| 4 | 60121413-CS-P02 | CLEARBOOK, Legal size | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 28.40 | 0.00 |
| 5 | 60121524-ER-P01 | ERASER, plastic/rubber | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 9.36 | 0.00 |
| 6 | 60121524-SF-G01 | SIGN PEN, Extra Fine Tip, Black | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 |
| 7 | 60121524-SF-G04 | SIGN PEN, Fine Tip, Black | piece | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 0 | 100 |
| 8 | 60121524-SF-G07 | SIGN PEN, Medium Tip, Black | piece | 0 | 50 | 0 | 50 | 2,860.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 2,860.00 | 0 | 0 | 5,720.00 |
| 9 | 60121524-SF-G02 | SIGN PEN, Extra Fine Tip, Blue | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 26.00 | 0.00 |
| 10 | 60121524-SF-G05 | SIGN PEN, Fine Tip, Blue | piece | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 0 | 4,472.00 |
| 11 | 60121524-SF-G08 | SIGN PEN, Medium Tip, Blue | piece | 0 | 50 | 0 | 50 | 2,860.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 2,860.00 | 0 | 0 | 5,720.00 |
| 12 | 60121524-SF-G03 | SIGN PEN, Extra Fine Tip, Red | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 26.00 | 0.00 |
| 13 | 60121524-SF-G06 | SIGN PEN, Fine Tip, Red | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 45.76 | 0.00 |
| 14 | 60121524-SF-G09 | SIGN PEN, Medium Tip, Red | piece | 0 | 20 | 0 | 20 | 1,144.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,144.00 | 0 | 0 | 22,880.00 |
| 15 | 60121124-WR-P01 | WRAPPING PAPER | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 224.24 | 0.00 |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 16 | 40121317-DO-C03 | DOCUMENT CAMERA | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 25,536.16 | 0.00 |
| 17 | 40111809-MM-P01 | MULTIMEDIA PROJECTOR | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 10,470.40 | 0 | 0 | 0 | 0 | 0.00 | 1 | 10,470.40 | 10,470.40 |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | |
| 18 | 20111702-ST-A02 | BATTERY, dry cell, size AA | pack | 0 | 20 | 0 | 20 | 436.80 | 0 | 10 | 0 | 10 | 218.40 | 0 | 20 | 0 | 20 | 436.80 | 0 | 10 | 218.40 |
| 19 | 20111702-ST-A02 | BATTERY, dry cell, size AAA | pack | 0 | 20 | 0 | 20 | 295.20 | 0 | 10 | 0 | 10 | 197.60 | 0 | 20 | 0 | 20 | 295.20 | 0 | 10 | 197.60 |
| 20 | 20111702-ST-A03 | BATTERY, dry cell, size D | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 92.56 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | |
|--|---|------------------------------|-----|-----|----|-----|-----------|------|-----|-----|-----|-----------|------|-----|-----|-----|-----------|------|-----|-----------------------------|-------|---------------------------|-----------|----------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | Jul | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Q1 | Q1 | | | | | | | |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 47131812-AF-001 | AIR FRESHENER | can | 0 | 50 | 0 | 50 | 4,368.00 | 0 | 50 | 0 | 50 | 4,368.00 | 0 | 50 | 0 | 50 | 4,368.00 | 0 | 50 | 0 | 50 | 4,368.00 | 200 | 87.36 | 17,472.00 | |
| 22 47131804-BR-001 | BROOM (Walls Tambo) | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 3,837.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 127.92 | 3,837.00 | |
| 23 47131804-BR-701 | BROOM (Walls Ting-ting) | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 717.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 23.82 | 717.00 | |
| 24 47131809-TB-001 | CLEANER, Toilet Bowl and Urinal | bottle | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 50 | 0 | 50 | 2,236.00 | 0 | 50 | 0 | 50 | 2,236.00 | 200 | 44.72 | 8,944.00 | |
| 25 47131805-CL-001 | CLEANSER, Scouring Powder | can | 0 | 50 | 0 | 50 | 1,800.00 | 0 | 50 | 0 | 50 | 1,800.00 | 0 | 50 | 0 | 50 | 1,800.00 | 0 | 50 | 0 | 50 | 1,800.00 | 200 | 36.00 | 7,200.00 | |
| 26 47131811-DE-002 | DETERGENT BAR | bar | 0 | 50 | 0 | 50 | 468.00 | 0 | 50 | 0 | 50 | 468.00 | 0 | 50 | 0 | 50 | 468.00 | 0 | 50 | 0 | 50 | 468.00 | 200 | 9.36 | 1,872.00 | |
| 27 47131811-DE-002 | DETERGENT POWDER, all purpose | pouch | 0 | 50 | 0 | 50 | 4,420.00 | 0 | 50 | 0 | 50 | 4,420.00 | 0 | 50 | 0 | 50 | 4,420.00 | 0 | 50 | 0 | 50 | 4,420.00 | 200 | 88.40 | 17,680.00 | |
| 28 47131803-DS-001 | DISINFECTANT SPRAY | can | 0 | 50 | 0 | 50 | 7,540.00 | 0 | 50 | 0 | 50 | 7,540.00 | 0 | 50 | 0 | 50 | 7,540.00 | 0 | 50 | 0 | 50 | 7,540.00 | 200 | 150.80 | 30,380.00 | |
| 29 47131801-DU-001 | DUST PAN | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 468.00 | 0 | 0 | 0 | 0 | 0.00 | 10 | 46.80 | 468.00 | |
| 30 47131802-PW-003 | FLOOR WAX, paste type, red | can | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 31 47131803-PC-001 | FURNITURE CLEANER | can | 0 | 5 | 0 | 5 | 1,133.60 | 0 | 5 | 0 | 5 | 0.00 | 0 | 5 | 0 | 5 | 1,133.60 | 0 | 5 | 0 | 5 | 0.00 | 10 | 226.72 | 2,267.20 | |
| 32 73126612-MH-001 | HAND SOAP, liquid | bottle | 0 | 50 | 0 | 50 | 2,147.50 | 0 | 50 | 0 | 50 | 0.00 | 0 | 50 | 0 | 50 | 2,147.50 | 0 | 50 | 0 | 50 | 0.00 | 100 | 42.95 | 4,295.00 | |
| 33 47131804-MP-001 | HOP BUCKET | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 11,440.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 5 | 2,288.00 | 11,440.00 | |
| 34 47131813-MP-002 | HOPHANDLE, heavy duty | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 35 47131813-MP-002 | HOPHEAD, made of rayon | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 36 47131801-RG-001 | RAGS | kilo | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 1,718.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 57.20 | 1,716.00 | |
| 37 47131802-SC-001 | SCOURING PAD | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,700.00 | 40 | 89.44 | 2,577.60 | |
| 38 47121701-TB-004 | TRASHBAG, 10L size | pack/roll | 0 | 20 | 0 | 20 | 2,600.00 | 0 | 20 | 0 | 20 | 2,600.00 | 0 | 20 | 0 | 20 | 2,600.00 | 0 | 30 | 0 | 30 | 1,905.00 | 90 | 130.00 | 11,700.00 | |
| 39 47121701-TB-005 | TRASHBAG, Large size | pack/roll | 0 | 20 | 0 | 20 | 1,185.60 | 0 | 20 | 0 | 20 | 1,185.60 | 0 | 20 | 0 | 20 | 1,185.60 | 0 | 30 | 0 | 30 | 1,778.40 | 90 | 59.28 | 5,351.20 | |
| 40 47121701-TB-006 | TRASHBAG, XL size | pack/roll | 0 | 20 | 0 | 20 | 1,851.20 | 0 | 20 | 0 | 20 | 1,851.20 | 0 | 20 | 0 | 20 | 1,851.20 | 0 | 30 | 0 | 30 | 2,776.80 | 90 | 92.56 | 8,320.40 | |
| 41 47121702-WB-001 | WASTEBASKET | piece | 0 | 8 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 873.60 | 0 | 8 | 0 | 0 | 0.00 | 20 | 43.68 | 873.60 | |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | 1,248.00 | | | |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | 3.00 | | | |
| FACE MASK | | | | | | | | | | | | | | | | | | | | | | | 67,600.00 | | | |
| 44 42131713-SH-006 | FACE MASK | box | 0 | 325 | 0 | 325 | 16,900.00 | 0 | 325 | 0 | 325 | 16,900.00 | 0 | 325 | 0 | 325 | 16,900.00 | 0 | 325 | 0 | 325 | 16,900.00 | 1,300 | 52.09 | 67,600.00 | |
| FILMS | | | | | | | | | | | | | | | | | | | | | | | 2,096.64 | | | |
| 45 13111203-AC-001 | ACETATE | roll | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,048.32 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,048.32 | 2 | 1,048.32 | 2,096.64 | |
| 46 13111201-CH-002 | CARBON FILM, Legal size | box | 0 | 10 | 0 | 10 | 2,568.80 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 2,568.80 | 0 | 0 | 0 | 0 | 0.00 | 20 | 128.40 | 5,137.60 | |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | 0.00 | | | |
| 47 46191601-FE-001 | FIRE EXTINGUISHER, dry chemical | unit | 0 | 14 | 0 | 14 | 15,581.20 | 0 | 8 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 14 | 1,098.80 | 19,580.20 |
| 48 46191601-FE-001 | FIRE EXTINGUISHER, pure HFC | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5,613.25 | 0.00 | |
| FLAG OR ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | 1,424.20 | | | |
| 49 55122005-PH-001 | PHILIPPINE NATIONAL FLAG | piece | 0 | 8 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 1,424.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 5 | 284.84 | 1,424.20 | |
| FURNITURE AND FURNISHINGS | | | | | | | | | | | | | | | | | | | | | | | 18,772.00 | | | |
| 50 56101304-CM-001 | MONOBLOC CHAIR, beige | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 19,772.00 | 0 | 0 | 0 | 0 | 0.00 | 50 | 375.44 | 18,772.00 | |
| 51 56101304-CM-001 | MONOBLOC CHAIR, white | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 372.32 | 0.00 | |
| 52 56101318-TM-502 | MONOBLOC TABLE, white | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 6,744.40 | 0 | 0 | 0 | 0 | 0.00 | 5 | 1,348.80 | 6,744.40 | |
| 53 56101318-TM-502 | MONOBLOC TABLE, beige | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,348.80 | 0.00 | |
| HEATING AND VENTILATION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | 2,760.18 | | | |
| 54 40121604-EP-001 | ELECTRIC FAN, ceiling mount, orbit type | unit | 0 | 2 | 0 | 2 | 2,760.16 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,380.08 | 2,760.18 | |
| 55 40121604-EP-001 | ELECTRIC FAN, industrial, ground type | unit | 0 | 2 | 0 | 2 | 2,219.36 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,109.68 | 2,219.36 | |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | Total Spending for the year | Period | Total Revenue for the year | | | | | |
|---|--|------------------------------|-----|-----|----|-----|-----------|------|----|-----|-----|-----------|----|-----|-----|-----------|-----------------------------|--------|----------------------------|------|-----------|------------|----------|--------|
| | | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | Jul | Aug | Sep | Q3 | Oct | Nov | Dec | Q4 | | | | | | | |
| 46 40110004-OF-005 | ELECTRIC FAN, stand type | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 1 | 1,013.44 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 1 | 1,206.72 | 1,206.72 | | |
| 57 40110004-OF-005 | ELECTRIC FAN, wall mount | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 1 | 1,013.32 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 2 | 914.58 | 1,829.36 | | |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | |
| 58 43211001-000003 | DESKTOP, for Basic Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 2 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 24,761.80 | 9.00 | | |
| 59 43211001-000004 | DESKTOP, for Mid-Range Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 42,360.40 | 8.00 | | |
| 60 43211001-PD-002 | EXTERNAL HARD DRIVE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 30,180.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 10 | 310.80 | 310.80 | | |
| 41 43202003-PD-004 | FLASH DRIVE | pairs | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 0.00 | 4,400.00 | 0 | 0 | 0.00 | 20 | 224.00 | 4,400.00 | |
| 62 43211013-LAN003 | LAPTOP, for Mid-Range Users | unit | 1 | 0 | 0 | 1 | 43,980.00 | 0 | 0 | 1 | 1 | 43,980.00 | 0 | 1 | 1 | 84,960.00 | 1 | 0 | 0 | 1 | 43,960.00 | 211,920.00 | | |
| 63 43211013-LAN004 | LAPTOP, Lightweight | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 46,900.00 | 8.00 | | |
| 64 43211013-PD-002 | COMPUTER MOUSE, Wireless | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 0.00 | 1,080.00 | 0 | 0 | 0.00 | 30 | 36.00 | 3,240.00 | |
| 65 43211020-PR-002 | PRINTER, Impact, Dot Matrix, 24 pins | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 11,815.00 | 0.00 | | |
| 66 43211020-PR-003 | PRINTER, Impact, Dot Matrix, 9 pins | unit | 0 | 1 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 11,201.00 | 0.00 | | |
| 67 43211020-PR-005 | PRINTER, Laser, Monochrome | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 23,761.00 | 0.00 | | |
| LIGHTING AND FIXTURES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | |
| 68 432000-LT-001 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts | pieces | 0 | 0 | 0 | 0 | 0.00 | 0 | 13 | 0 | 13 | 1,128.00 | 0 | 0 | 0 | 0.00 | 0 | 13 | 0 | 13 | 81.12 | 2,433.60 | | |
| 69 432000-LT-001 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts | pieces | 0 | 0 | 0 | 0 | 0.20 | 0 | 13 | 0 | 13 | 3,087.30 | 0 | 0 | 0 | 0.00 | 0 | 13 | 0 | 13 | 89.83 | 8,174.00 | | |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | |
| 70 31210010-001 | GLUE, all-purpose | tur | 0 | 30 | 0 | 30 | 3,536.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 10 | 3,536.00 | 0 | 0 | 0.00 | 100 | 10.72 | 7,072.00 | |
| 71 31110004-SW-003 | STAPLE WIRE, heavy duty (border type), 23/13 | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 23.55 | 0.00 | | |
| 72 31110004-SW-001 | STAPLE WIRE, standard | box | 0 | 30 | 0 | 20 | 418.30 | 0 | 20 | 0 | 20 | 418.30 | 0 | 20 | 0 | 20 | 418.30 | 0 | 20 | 0.00 | 40 | 22.76 | 1,690.00 | |
| 73 31201010-TA-001 | TAPE, electrical | roll | 0 | 10 | 0 | 10 | 194.30 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 194.30 | 0 | 0 | 0.00 | 20 | 19.45 | 389.00 | |
| 74 31201010-TA-002 | TAPE, masking, 24mm | roll | 0 | 25 | 0 | 25 | 1,547.00 | 0 | 25 | 0 | 25 | 1,547.00 | 0 | 25 | 0 | 25 | 1,547.00 | 0 | 25 | 0 | 25 | 1,347.00 | 100 | 61.88 |
| 75 31201010-TA-003 | TAPE, masking, 40 mm | roll | 0 | 25 | 0 | 25 | 3,029.00 | 0 | 25 | 0 | 25 | 3,029.00 | 0 | 25 | 0 | 25 | 3,029.00 | 0 | 25 | 0 | 25 | 2,029.00 | 100 | 121.55 |
| 76 31201013-TA-001 | TAPE, packaging, 40 mm | roll | 0 | 25 | 0 | 25 | 754.00 | 0 | 25 | 0 | 25 | 754.00 | 0 | 25 | 0 | 25 | 754.00 | 0 | 25 | 0 | 25 | 754.00 | 100 | 35.18 |
| 77 31201013-TA-002 | TAPE, transparent, 24mm | roll | 0 | 25 | 0 | 25 | 206.00 | 0 | 25 | 0 | 25 | 206.00 | 0 | 25 | 0 | 25 | 206.00 | 0 | 25 | 0 | 25 | 206.00 | 100 | 11.44 |
| 78 31201013-TA-003 | TAPE, transparent, 40 mm | roll | 0 | 25 | 0 | 25 | 598.00 | 0 | 25 | 0 | 25 | 598.00 | 0 | 25 | 0 | 25 | 598.00 | 0 | 25 | 0 | 25 | 598.00 | 100 | 23.95 |
| 79 31110017-PR-001 | TWINE, plastic | roll | 0 | 5 | 0 | 5 | 333.00 | 0 | 5 | 0 | 5 | 333.00 | 0 | 5 | 0 | 5 | 333.00 | 0 | 5 | 0 | 5 | 333.00 | 20 | 30.72 |
| MEASURING AND SURVEYING AND TESTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| 80 41110024-RU-001 | RULER, flexible, plastic, 450mm | pieces | 0 | 10 | 0 | 10 | 208.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 208.00 | 0 | 0 | 0.00 | 20 | 20.80 | 416.00 | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | |
| 81 44121012-RL-001 | BLADE, for general purpose cuttability knife | tubes | 0 | 3 | 0 | 5 | 90.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 5 | 90.00 | 0 | 0 | 0.00 | 10 | 18.00 | 180.00 | |
| 82 44121012-PR-001 | BINDING AND PUNCHING MACHINE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 10,104.64 | 0.00 | |
| 83 44121011-CA-001 | CALCULATOR, compact | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,433.30 | 0 | 0 | 0.00 | 1 | 287.04 | 1,433.30 | |
| 84 44121010-CH-001 | CHALK, white, enamel | tins | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 32.97 | 0.00 | |
| 85 44122015-MF-001 | CLIP, backfold, 19mm | tins | 0 | 13 | 0 | 13 | 140.40 | 0 | 15 | 0 | 13 | 140.40 | 0 | 15 | 0 | 13 | 140.40 | 0 | 15 | 0 | 13 | 140.40 | 60 | 8.36 |
| 86 44122015-MF-002 | CLIP, backfold, 25mm | tins | 0 | 15 | 0 | 15 | 234.00 | 0 | 15 | 0 | 13 | 234.00 | 0 | 15 | 0 | 15 | 234.00 | 0 | 15 | 0 | 15 | 234.00 | 60 | 38.40 |
| 87 44122015-MF-003 | CLIP, backfold, 30mm | tins | 0 | 15 | 0 | 15 | 405.00 | 0 | 15 | 0 | 15 | 405.00 | 0 | 15 | 0 | 15 | 405.00 | 0 | 15 | 0 | 15 | 405.00 | 60 | 77.04 |
| 88 44122015-MF-004 | CLIP, backfold, 50mm | tins | 0 | 15 | 0 | 15 | 504.00 | 0 | 15 | 0 | 15 | 504.00 | 0 | 15 | 0 | 15 | 504.00 | 0 | 15 | 0 | 15 | 504.00 | 60 | 83.32 |
| 89 44122010-CT-002 | CONNECTION TAPE | pieces | 0 | 30 | 0 | 30 | 343.90 | 0 | 30 | 0 | 30 | 343.90 | 0 | 30 | 0 | 30 | 343.90 | 0 | 30 | 0 | 30 | 343.90 | 120 | 11.33 |
| 90 44121012-CU-001 | CUTTER/UTILITY KNIFE, for general purpose | pieces | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 22.72 | 0.00 | |
| 91 44111015-CP-001 | DATA FILE BOX | pieces | 0 | 30 | 0 | 30 | 2,216.00 | 0 | 30 | 0 | 30 | 2,216.00 | 0 | 30 | 0 | 30 | 2,216.00 | 0 | 30 | 0 | 30 | 2,216.00 | 120 | 77.20 |
| 92 44122011-CP-001 | DATA FOLDER | pieces | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 44.64 | 0.00 | | |
| 93 44122012-DS-001 | DATE STAMP | pieces | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 40.78 | 2,400.00 | | |
| 94 44121005-EN-001 | ENVELOPE, Documentary, A4 | boxs | 0 | 1 | 0 | 1 | 840.32 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 840.32 | 0 | 0 | 0.00 | 2 | 40.00 | 1,600.00 | |

| Item & Specifications | Stock # | Monthly Quantity Requirement | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | |
|-------------------------------------|---|---|-------|-----|----|-------------|----------|--------|------|----|-------------|----------|------|------|----|-------------|-----------------------------|-------|---------------------------|----|-------------|----------|-----|-----------|
| | | Jan | Feb | Mar | Q1 | 1st quarter | Apr | May | June | Q2 | 2nd quarter | July | Aug | Sept | Q3 | 3rd quarter | Oct | Nov | Dec | Q4 | 4th quarter | | | |
| 44121208-EN-040 | ENVELOPE, Documenters, legal | box | 0 | 3 | 0 | 3 | 3,278.44 | 0 | 1 | 0 | 3 | 3,278.44 | 0 | 1 | 0 | 3 | 3,278.43 | 0 | 0 | 0 | 3 | 3,278.40 | 14 | 46,048.00 |
| 44121208-EN-051 | ENVELOPE, Expanding, Kraft | box | 0 | 3 | 0 | 3 | 2,748.76 | 0 | 2 | 0 | 3 | 2,748.76 | 0 | 2 | 0 | 3 | 2,748.76 | 0 | 1 | 0 | 2 | 2,748.76 | 8 | 13,984.00 |
| 44121208-EN-052 | ENVELOPE, Expanding, Plastic | box | 0 | 1 | 0 | 1 | 32.49 | 0 | 0 | 0 | 0 | 32.49 | 0 | 1 | 0 | 1 | 32.49 | 0 | 0 | 0 | 0 | 32.49 | 2 | 64.98 |
| 44121208-EN-053 | ENVELOPE, Mailing | box | 0 | 3 | 0 | 3 | 933.92 | 0 | 1 | 0 | 3 | 933.92 | 0 | 1 | 0 | 3 | 933.92 | 0 | 2 | 0 | 3 | 933.92 | 8 | 466.56 |
| 44121204-EN-060 | 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 | 0.00 | 0 | 0.00 |
| 44121202-EP-001 | ERASER, NIT, for blackboard/whiteboard | piece | 0 | 25 | 0 | 25 | 123.30 | 0 | 6 | 0 | 6 | 0.00 | 0 | 19 | 0 | 19 | 123.30 | 0 | 6 | 0 | 6 | 0.00 | 20 | 346.60 |
| 44121218-FA-001 | FASTENER | box | 0 | 25 | 0 | 25 | 2,366.00 | 0 | 25 | 0 | 25 | 2,366.00 | 0 | 25 | 0 | 25 | 2,366.00 | 0 | 25 | 0 | 25 | 2,366.00 | 100 | 94.64 |
| 44121213-PD-001 | 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 | 0.00 | 0 | 0.00 |
| 44121208-PT-001 | FILE TAB DIVIDER, A4 | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121208-PT-002 | FILE TAB DIVIDER, Legal | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121204-PD-001 | FOLDER, Fancy with slide, A4 | bundle | 0 | 2 | 0 | 2 | 582.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 1 | 582.40 | 0 | 0 | 0 | 0 | 0.00 | 4 | 291.20 |
| 44121204-PD-002 | FOLDER, Fancy with slide, legal | bundle | 0 | 3 | 0 | 2 | 817.76 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 817.76 | 0 | 0 | 0 | 0 | 0.00 | 4 | 306.88 |
| 44121204-PD-003 | 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 | 0.00 | 0 | 0.00 |
| 44121204-PD-002 | 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 | 0.00 | 0 | 0.00 |
| 44121204-PD-003 | FOLDER, prebound | box | 0 | 1 | 0 | 5 | 4,763.20 | 0 | 1 | 0 | 3 | 4,763.20 | 0 | 3 | 0 | 3 | 4,763.20 | 0 | 1 | 0 | 1 | 4,763.20 | 20 | 93,244.00 |
| 44121204-PD-004 | FOLDER with tab, A4 | pack | 0 | 3 | 0 | 2 | 777.92 | 0 | 2 | 0 | 2 | 777.92 | 0 | 2 | 0 | 2 | 777.92 | 0 | 2 | 0 | 2 | 777.92 | 8 | 306.44 |
| 44121204-PD-005 | FOLDER with tab, legal | pack | 0 | 1 | 0 | 1 | 427.44 | 0 | 1 | 0 | 1 | 427.44 | 0 | 1 | 0 | 1 | 427.44 | 0 | 1 | 0 | 1 | 427.44 | 4 | 171.00 |
| 44121204-PT-001 | INDEX TAB | 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 | 0.00 |
| 44121113-MP-002 | MAGAZINE FILE BOX, Large | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121113-MP-001 | MARKER, Fluorescent | set | 0 | 10 | 0 | 10 | 426.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 426.40 | 0 | 0 | 0 | 0 | 0.00 | 20 | 42.64 |
| 44121113-MP-003 | MARKER, Permanent, Black | piece | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 96 | 1,497.60 |
| 44121113-MP-002 | MARKER, Permanent, Blue | piece | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 0 | 24 | 0 | 24 | 374.40 | 96 | 1,497.60 |
| 44121113-MP-003 | MARKER, Permanent, Red | piece | 0 | 12 | 0 | 12 | 187.20 | 0 | 12 | 0 | 12 | 187.20 | 0 | 12 | 0 | 12 | 187.20 | 0 | 12 | 0 | 12 | 187.20 | 48 | 741.60 |
| 44121113-MW-001 | MARKER, Whiteboard, Black | piece | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 96 | 998.40 |
| 44121113-MW-002 | MARKER, Whiteboard, Blue | piece | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 0 | 24 | 0 | 24 | 249.60 | 96 | 998.40 |
| 44121113-MW-003 | MARKER, Whiteboard, Red | piece | 0 | 12 | 0 | 12 | 124.80 | 0 | 12 | 0 | 12 | 124.80 | 0 | 12 | 0 | 12 | 124.80 | 0 | 12 | 0 | 12 | 124.80 | 48 | 599.20 |
| 44121204-PC-001 | PAPER CLIP, vinyl/plastic coated, 23mm | box | 0 | 25 | 0 | 25 | 234.00 | 0 | 25 | 0 | 25 | 234.00 | 0 | 25 | 0 | 25 | 234.00 | 0 | 25 | 0 | 25 | 234.00 | 100 | 9.20 |
| 44121204-PC-002 | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm | box | 0 | 25 | 0 | 25 | 396.00 | 0 | 25 | 0 | 25 | 396.00 | 0 | 25 | 0 | 25 | 396.00 | 0 | 25 | 0 | 25 | 396.00 | 100 | 39.80 |
| 44121204-PS-002 | PAPER SHREDDER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121204-PT-001 | PAPER TRIMMER/CUTTING MACHINE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121205-PE-001 | PENCIL, lead/graphite, w/ eraser | box | 0 | 1 | 0 | 5 | 208.00 | 0 | 1 | 0 | 5 | 208.00 | 0 | 1 | 0 | 5 | 208.00 | 0 | 1 | 0 | 5 | 208.00 | 20 | 41.60 |
| 44121205-PS-001 | PENCIL SHARPENER | piece | 0 | 1 | 0 | 5 | 1,096.00 | 0 | 1 | 0 | 5 | 1,096.00 | 0 | 1 | 0 | 5 | 1,096.00 | 0 | 1 | 0 | 5 | 1,096.00 | 20 | 21.92 |
| 44121205-PU-001 | PUNCHER, paper, heavy duty | piece | 0 | 1 | 0 | 5 | 811.20 | 0 | 1 | 0 | 5 | 811.20 | 0 | 1 | 0 | 5 | 811.20 | 0 | 1 | 0 | 5 | 811.20 | 20 | 162.40 |
| 44121205-RB-001 | BINDING RING/COMB, plastic, 32 mm | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121205-RB-002 | RUBBER BAND No. 18 | box | 0 | 5 | 0 | 5 | 825.80 | 0 | 5 | 0 | 5 | 825.80 | 0 | 5 | 0 | 5 | 825.80 | 0 | 5 | 0 | 5 | 825.80 | 20 | 165.36 |
| 44121205-SF-001 | STAMP PAD, felt | piece | 0 | 10 | 0 | 10 | 426.40 | 0 | 10 | 0 | 10 | 426.40 | 0 | 10 | 0 | 10 | 426.40 | 0 | 10 | 0 | 10 | 426.40 | 40 | 170.56 |
| 44121205-SF-002 | SCISSORS, symmetrical/irregular | pair | 0 | 10 | 0 | 10 | 418.00 | 0 | 10 | 0 | 10 | 418.00 | 0 | 10 | 0 | 10 | 418.00 | 0 | 10 | 0 | 10 | 418.00 | 40 | 16.92 |
| 44121205-ST-001 | STAPLER, standard type | piece | 0 | 10 | 0 | 10 | 1,496.00 | 0 | 10 | 0 | 10 | 1,496.00 | 0 | 10 | 0 | 10 | 1,496.00 | 0 | 10 | 0 | 10 | 1,496.00 | 40 | 349.20 |
| 44121205-ST-002 | STAPLER, heavy duty (binder) | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 |
| 44121205-ST-003 | STAPLE REMOVER, plier-type | piece | 0 | 10 | 0 | 10 | 478.40 | 0 | 10 | 0 | 10 | 478.40 | 0 | 10 | 0 | 10 | 478.40 | 0 | 10 | 0 | 10 | 478.40 | 40 | 47.84 |
| 44121205-TD-001 | TAPE DISPENSER, table top | piece | 0 | 5 | 0 | 5 | 395.00 | 0 | 5 | 0 | 5 | 395.00 | 0 | 5 | 0 | 5 | 395.00 | 0 | 5 | 0 | 5 | 395.00 | 10 | 79.00 |
| PAPER MATERIALS AND PRODUCTS | | | | | | | | | | | | | | | | | | | | | | | | |
| 136 | 44121205-CA-001 | CARTOLINA, assorted colors | sheet | 0 | 0 | 0 | 0 | 412.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 412.40 | 0 | 0 | 0 | 0 | 0.00 | 10 | 41.24 |
| 137 | 44121205-CP-011 | COMPUTER CONTINUOUS FORM, 1 1/2", 290mm x 242mm | 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 | 0.00 |

| Item & Specifications | Item No. | Monthly Quantity Required | | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | |
|---|----------|---------------------------|-----|-----|-----|-----------|----|-----|----|-----|-----------|----|-----|----|-----|-----------|----|-----|----|------|-----------------------------|----------|---------------------------|-----------|
| | | Jan | Feb | Mar | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | Q1 | | | | |
| 138 1411109-CP-L12 COMPUTER CONTINUOUS FORM, 1ply, 200mm x 370mm | 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 | 1,260.48 | 0.00 | |
| 139 1411109-CP-L22 COMPUTER CONTINUOUS FORM, 2ply, 200mm x 370mm | 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 | 1,051.68 | 0.00 | |
| 140 1411109-CP-L21 COMPUTER CONTINUOUS FORM, 2ply, 200mm 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 | 1,176.64 | 0.00 | |
| 141 1411109-CP-L24 COMPUTER CONTINUOUS FORM, 3ply, 200mm 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 | 1,051.64 | 0.00 | |
| 142 1411109-CP-L30 COMPUTER CONTINUOUS FORM, 3ply, 200mm x 370mm | 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 | 1,679.48 | 0.00 | |
| 143 1411109-CA-001 LINGERIE COVER | bundle | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 764.96 | 0.00 | |
| 144 1411109-HP-N02 NOTEPAD, white, 30mm x 76mm | pad | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 16.12 | 0.00 | |
| 145 1411109-HP-S24 NOTEPAD, white, 30mm x 130mm | pad | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 13.44 | 0.00 | |
| 146 1411109-HP-U02 NOTEPAD, white, 30mm x 76mm | pad | 0 | 30 | 0 | 30 | 1,308.40 | 0 | 15 | 0 | 30 | 914.00 | 0 | 20 | 0 | 20 | 1,308.40 | 0 | 15 | 0 | 15 | 914.00 | 70 | 65.52 | 4,222.40 |
| 147 1411109-PP-M02 STENO NOTEBOOK | piece | 0 | 30 | 0 | 30 | 71.740 | 0 | 30 | 0 | 30 | 71.740 | 0 | 30 | 0 | 30 | 71.740 | 0 | 30 | 0 | 30 | 71.740 | 100 | 23.82 | 1,867.40 |
| 148 1411109-PP-P02 PAPER, MULTICOPY A4 | ream | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,795.52 | 0.00 |
| 149 1411109-PP-M02 PAPER, MULTICOPY LEGAL | ream | 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 | 211.42 | 0.00 |
| 150 1411109-PP-M02 PAPER, MULTIPURPOSE A4 | ream | 0 | 250 | 0 | 250 | 16,329.00 | 0 | 250 | 0 | 250 | 16,329.00 | 0 | 250 | 0 | 250 | 16,329.00 | 0 | 250 | 0 | 250 | 16,329.00 | 400 | 143.38 | 65,247.00 |
| 151 1411109-PP-C02 PAPER, MULTIPURPOSE LEGAL | ream | 0 | 100 | 0 | 100 | 18,512.00 | 0 | 100 | 0 | 100 | 18,512.00 | 0 | 100 | 0 | 100 | 18,512.00 | 0 | 100 | 0 | 100 | 18,512.00 | 400 | 185.13 | 74,048.00 |
| 152 1411109-PP-R02 PAD PAPER, ruled | pad | 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 | 15.36 | 327.48 |
| 153 1411109-PA-C01 PAPER, parchment | book | 0 | 10 | 0 | 10 | 1,882.00 | 0 | 10 | 0 | 10 | 0.00 | 0 | 10 | 0 | 10 | 1,882.00 | 0 | 10 | 0 | 10 | 1,882.00 | 20 | 189.28 | 3,788.00 |
| 154 1411109-RE-B02 RECORD BOOK, 300 PAGES | book | 0 | 30 | 0 | 30 | 2,194.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 72.88 | 4,388.00 |
| 155 1411109-RE-B02 RECORD BOOK, 300 PAGES | book | 0 | 30 | 0 | 30 | 2,194.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 105.04 | 6,352.40 |
| 156 1411109-TE-B04 TISSUE, INTERLOINED PAPER TOWEL | pack | 0 | 90 | 0 | 90 | 1,456.00 | 0 | 30 | 0 | 30 | 1,456.00 | 0 | 30 | 0 | 30 | 1,456.00 | 0 | 30 | 0 | 30 | 1,456.00 | 200 | 28.12 | 5,204.00 |
| 157 1411109-TV-A02 TOILET TISSUE PAPER, 2 ply | pack | 0 | 90 | 0 | 90 | 1,044.00 | 0 | 30 | 0 | 30 | 1,044.00 | 0 | 30 | 0 | 30 | 1,044.00 | 0 | 30 | 0 | 30 | 1,044.00 | 300 | 100.00 | 30,120.00 |
| PERFUMES OR COLOGNES OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | | 10,487.00 | |
| PESTICIDES OR PEST REPELLENTS | | | | | | | | | | | | | | | | | | | | | | | 10,234.40 | |
| PRINTED PUBLICATIONS | | | | | | | | | | | | | | | | | | | | | | | 148.00 | |
| PRINTED OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES) | | | | | | | | | | | | | | | | | | | | | | | 1,047.00 | |
| 1 4411109-M-D05 DRUM CARTRIDGE, BROTHER DR-240L, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 6,847.00 | 0.00 | |
| 2 4411109-CA-C04 INK CARTRIDGE, CANON CL-741, Colour | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,236.32 | 0.00 | |
| 3 4411109-CA-C02 INK CARTRIDGE, CANON CL-741, Colour | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,179.22 | 0.00 | |
| 4 4411109-CA-B04 INK CARTRIDGE, CANON PG-740L, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 861.12 | 0.00 | |
| 5 4411109-CA-B02 INK CARTRIDGE, CANON PG-740L, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 860.32 | 0.00 | |
| 6 4411109-EP-B17 INK CARTRIDGE, EPSON C13T644000 (T6441), Black | cart | 0 | 30 | 0 | 30 | 6,937.00 | 0 | 30 | 0 | 30 | 6,937.00 | 0 | 30 | 0 | 30 | 6,937.00 | 0 | 30 | 0 | 30 | 6,937.00 | 120 | 221.40 | 27,368.00 |
| 7 4411109-EP-C07 INK CARTRIDGE, EPSON C13T644000 (T6441), Cyan | cart | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 60 | 241.20 | 14,332.00 |
| 8 4411109-EP-H17 INK CARTRIDGE, EPSON C13T644000 (T6441), Magenta | cart | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 60 | 241.20 | 14,332.00 |
| 9 4411109-EP-Y17 INK CARTRIDGE, EPSON C13T644000 (T6441), Yellow | cart | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 0 | 15 | 0 | 15 | 3,633.00 | 60 | 241.20 | 14,332.00 |
| 10 4411109-EP-B04 INK CARTRIDGE, HP C9364AA (H912), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 932.80 | 0.00 | |
| 11 4411109-EP-T10 INK CARTRIDGE, HP C9364AA (H912), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,046.32 | 0.00 | |
| 12 4411109-EP-B09 INK CARTRIDGE, HP C9351AA (H911), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 910.20 | 0.00 | |
| 13 4411109-EP-T10 INK CARTRIDGE, HP C9351AA (H911), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,073.52 | 0.00 | |
| 14 4411109-EP-B17 INK CARTRIDGE, HP C9351AA (H911), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 860.36 | 0.00 | |
| 15 4411109-EP-T17 INK CARTRIDGE, HP C9351AA (H911), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,147.28 | 0.00 | |
| 16 4411109-EP-H10 INK CARTRIDGE, HP C9352AA (H910), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 923.68 | 0.00 | |
| 17 4411109-EP-H40 INK CARTRIDGE, HP C9352AA (H910), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 923.68 | 0.00 | |

| Item & Description | Unit of Measure | Monthly Quantity Required | | | | | | | | | | | | | | | Value Spent for the year | Price | Total Demand for the year | | | | |
|--------------------|--|---------------------------|-----|-----|----|-------------|----------|-----|------|----|-------------|------|-----|------|----|-------------|--------------------------|-------|---------------------------|------|-------------|----------|------|
| | | Jan | Feb | Mar | Q1 | 1st Quarter | April | May | June | Q2 | 2nd Quarter | July | Aug | Sept | Q3 | 3rd Quarter | Oct | Nov | Dec | Q4 | 4th Quarter | | |
| 18 #000000-HI-5402 | INK CARTRIDGE, HP C8774AA (HP#5402), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 821.48 | 0.00 |
| 19 #000000-HI-5403 | INK CARTRIDGE, HP C8775AA (HP#5403), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,141.38 | 0.00 |
| 20 #000000-HP-620 | INK CARTRIDGE, HP C8764AA (HP#620), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 895.28 | 0.00 |
| 21 #000000-HP-720 | INK CARTRIDGE, HP C8765AA (HP#720), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,064.03 | 0.00 |
| 22 #000000-HP-840 | INK CARTRIDGE, HP C8766AA (HP#840), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 931.00 | 0.00 |
| 23 #000000-HP-C49 | INK CARTRIDGE, HP C8767AA (HP#C49), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 445.00 | 0.00 |
| 24 #000000-HI-6402 | INK CARTRIDGE, HP C8768AA (HP#6402), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,070.00 | 0.00 |
| 25 #000000-HI-6403 | INK CARTRIDGE, HP C8769AA (HP#6403), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,137.36 | 0.00 |
| 26 #000000-HI-6403 | INK CARTRIDGE, HP C8769AA (HP#6403), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,137.36 | 0.00 |
| 27 #000000-HI-7402 | INK CARTRIDGE, HP C8770AA (HP#7402), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,137.36 | 0.00 |
| 28 #000000-HI-830 | INK CARTRIDGE, HP C8771AA (HP#830), Black | cart | 0 | 20 | 0 | 20 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 0.00 | 0 | 0 | 0 | 0.00 | 40 | 416.12 | 0.00 |
| 29 #000000-HP-T04 | INK CARTRIDGE, HP C8774AA (HP#T04), Tri-color | cart | 0 | 10 | 0 | 10 | 4,193.20 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 0.00 | 0 | 0 | 0 | 0.00 | 20 | 429.12 | 0.00 |
| 30 #000000-HP-B21 | INK CARTRIDGE, HP C8775AA (HP#B21), Black | cart | 0 | 20 | 0 | 20 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 0.00 | 0 | 0 | 0 | 0.00 | 40 | 404.58 | 0.00 |
| 31 #000000-HP-T20 | INK CARTRIDGE, HP C8776AA (HP#T20), Tri-color | cart | 0 | 10 | 0 | 10 | 4,045.00 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 0.00 | 0 | 0 | 0 | 0.00 | 20 | 404.58 | 0.00 |
| 32 #000000-HP-B41 | INK CARTRIDGE, HP C8777AA (HP#B41), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 245.00 | 0.00 |
| 33 #000000-HP-C30 | INK CARTRIDGE, HP C8778AA (HP#C30), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 34 #000000-HP-M41 | INK CARTRIDGE, HP C8779AA (HP#M41), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 35 #000000-HP-Y53 | INK CARTRIDGE, HP C8780AA (HP#Y53), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 36 #000000-HP-T40 | INK CARTRIDGE, HP C8781AA (HP#T40), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 424.32 | 0.00 |
| 37 #000000-HP-B41 | INK CARTRIDGE, HP C8782AA (HP#B41), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 424.32 | 0.00 |
| 38 #000000-HP-C30 | INK CARTRIDGE, HP C8783AA (HP#C30), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 39 #000000-HP-M41 | INK CARTRIDGE, HP C8784AA (HP#M41), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 40 #000000-HP-Y53 | INK CARTRIDGE, HP C8785AA (HP#Y53), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 246.00 | 0.00 |
| 41 #000000-HP-E30 | INK CARTRIDGE, HP C8786AA (HP#E30), Black Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,294.40 | 0.00 |
| 42 #000000-HI-C40 | INK CARTRIDGE, HP C8787AA (HP#C40), Cyan Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,294.40 | 0.00 |
| 43 #000000-HI-P40 | INK CARTRIDGE, HP C8788AA (HP#P40), Magenta Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,294.40 | 0.00 |
| 44 #000000-HI-P40 | INK CARTRIDGE, HP C8789AA (HP#P40), Yellow Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,294.40 | 0.00 |
| 45 #000000-HI-T40 | INK CARTRIDGE, HP C8790AA (HP#T40), Tri-color Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,294.40 | 0.00 |
| 46 #000000-HP-T40 | INK CARTRIDGE, HP C8791AA (HP#T40), Yellow Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 446.00 | 0.00 |
| 47 #000000-HP-T40 | INK CARTRIDGE, HP C8792AA (HP#T40), Magenta Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 446.00 | 0.00 |
| 48 #000000-HP-T40 | INK CARTRIDGE, HP C8793AA (HP#T40), Cyan Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 446.00 | 0.00 |
| 49 #000000-HP-E30 | INK CARTRIDGE, HP C8794AA (HP#E30), Black Original | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 774.00 | 0.00 |
| 50 #000000-EP-4041 | RIBBON CARTRIDGE, EPSON C13S00141 (#4041), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 71.49 | 0.00 |
| 51 #000000-EP-4112 | RIBBON CARTRIDGE, EPSON C13S00142 (#4112), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 71.49 | 0.00 |
| 52 #000000-EP-4041 | RIBBON CARTRIDGE, EPSON C13S00143 (#4041), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 53 #000000-EP-4041 | RIBBON CARTRIDGE, EPSON C13S00144 (#4041), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 54 #000000-EP-4041 | RIBBON CARTRIDGE, EPSON C13S00145 (#4041), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 55 #000000-EP-4112 | RIBBON CARTRIDGE, EPSON C13S00146 (#4112), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 56 #000000-EP-4112 | RIBBON CARTRIDGE, EPSON C13S00147 (#4112), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 57 #000000-EP-4112 | RIBBON CARTRIDGE, EPSON C13S00148 (#4112), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 58 #000000-EP-4112 | RIBBON CARTRIDGE, EPSON C13S00149 (#4112), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 818.48 | 0.00 |
| 59 #000000-CA-001 | TONER CARTRIDGE, CANON CRG-SF520 II | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,339.36 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Spending for the year | Period | Total Demand for the year | | |
|-----------------------|---|------------------------------|-----|-----|----|------------------|-------|-----|------|----|------------------|------|-----|-----|-----|-------------------|------|-----|----|-----------------------------|--------|---------------------------|-----------|------|
| | | Jan | Feb | Mar | Q1 | Q1 Allocation | April | May | June | Q2 | Q2 Allocation | July | Aug | Sep | Oct | Oct Allocation | Nov | Dec | Q3 | Q3 Allocation | | | | |
| #2 #403203-HP-B12 | TONER CARTRIDGE, HP CB435A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,099.30 | 0.00 |
| #3 #403203-HP-B11 | TONER CARTRIDGE, HP CB436A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,091.40 | 0.00 |
| #4 #403203-HP-B10 | TONER CARTRIDGE, HP CE255A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,041.00 | 0.00 |
| #5 #403203-HP-B13 | TONER CARTRIDGE, HP CE258A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,291.80 | 0.00 |
| #6 #403203-HP-B22 | TONER CARTRIDGE, HP CE258A (H/P3A), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,241.70 | 0.00 |
| #7 #403203-HP-B21 | TONER CARTRIDGE, HP CE304A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,210.40 | 0.00 |
| #8 #403203-HP-C23 | TONER CARTRIDGE, HP CE311A, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,630.40 | 0.00 |
| #9 #403203-HP-Y23 | TONER CARTRIDGE, HP CE312A, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,033.40 | 0.00 |
| #10 #403203-HP-M23 | TONER CARTRIDGE, HP CE313A, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,635.40 | 0.00 |
| #11 #403203-HP-B24 | TONER CARTRIDGE, HP CE320A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,092.00 | 0.00 |
| #12 #403203-HP-C24 | TONER CARTRIDGE, HP CE321A, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,093.00 | 0.00 |
| #13 #403203-HP-Y24 | TONER CARTRIDGE, HP CE322A, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,093.40 | 0.00 |
| #14 #403203-HP-M24 | TONER CARTRIDGE, HP CE323A, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,093.40 | 0.00 |
| #15 #403203-HP-A25 | TONER CARTRIDGE, HP CE304A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 7,873.00 | 0.00 |
| #16 #403203-HP-C25 | TONER CARTRIDGE, HP CE304A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 6,766.00 | 0.00 |
| #17 #403203-HP-C26 | TONER CARTRIDGE, HP CE311A, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 10,375.40 | 0.00 |
| #18 #403203-HP-Y26 | TONER CARTRIDGE, HP CE312A, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 10,381.24 | 0.00 |
| #19 #403203-HP-M26 | TONER CARTRIDGE, HP CE313A, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 10,373.40 | 0.00 |
| #20 #403203-HP-B27 | TONER CARTRIDGE, HP CE405A, (H/P3), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,817.40 | 0.00 |
| #21 #403203-HP-C27 | TONER CARTRIDGE, HP CE411A, (H/P3), Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,465.00 | 0.00 |
| #22 #403203-HP-P27 | TONER CARTRIDGE, HP CE412A, (H/P3), Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,465.00 | 0.00 |
| #23 #403203-HP-P27 | TONER CARTRIDGE, HP CE413A, (H/P3), Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,465.00 | 0.00 |
| #24 #403203-HP-B28 | TONER CARTRIDGE, HP CE305A, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 4,010.00 | 0.00 |
| #25 #403203-HP-C28 | TONER CARTRIDGE, HP CE305A, Black, High Cap | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 7,132.00 | 0.00 |
| #26 #403203-HP-E22 | TONER CARTRIDGE, HP CF217A (H/P7), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,870.72 | 0.00 |
| #27 #403203-HP-E33 | TONER CARTRIDGE, HP CF218A (H/P6A), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,248.00 | 0.00 |
| #28 #403203-HP-E33 | TONER CARTRIDGE, HP CF219A, Laser Jet Pro M404DN/M425DN | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 4,495.40 | 0.00 |
| #29 #403203-HP-E33 | TONER CARTRIDGE, HP CF219A (H/P7), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 6,756.82 | 0.00 |
| #30 #403203-HP-E36 | TONER CARTRIDGE, HP CF211A (H/P6A), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 7,000.00 | 0.00 |
| #31 #403203-HP-E37 | TONER CARTRIDGE, HP CF212A (H/P6A), LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,244.72 | 0.00 |
| #32 #403203-HP-E38 | TONER CARTRIDGE, HP CF213A (H/P6D), Black, Contract L | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 3,746.00 | 0.00 |
| #33 #403203-HP-E38 | TONER CARTRIDGE, HP CF214A (H/P7), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 5,828.00 | 0.00 |
| #34 #403203-HP-E42 | TONER CARTRIDGE, HP CF218A (H/P3), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 11,728.00 | 0.00 |
| #35 #403203-HP-E42 | TONER CARTRIDGE, HP CF219A, Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,574.00 | 0.00 |
| #36 #403203-HP-E43 | TONER CARTRIDGE, HP CF218A, Cyan, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 1,812.00 | 0.00 |
| #37 #403203-HP-E43 | TONER CARTRIDGE, HP CF219A, Yellow, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,652.00 | 0.00 |
| #38 #403203-HP-E43 | TONER CARTRIDGE, HP CF218A, Magenta, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,652.00 | 0.00 |
| #39 #403203-HP-E51 | TONER CARTRIDGE, HP CF201A (H/P6A), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 7,030.40 | 0.00 |
| #40 #403203-HP-E51 | TONER CARTRIDGE, HP CF201A (H/P6A), Cyan, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 5,214.00 | 0.00 |
| #41 #403203-HP-E52 | TONER CARTRIDGE, HP CF202A (H/P6A), Yellow, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 8,244.00 | 0.00 |
| #42 #403203-HP-E52 | TONER CARTRIDGE, HP CF202A (H/P6A), Magenta, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 8,244.00 | 0.00 |
| #43 #403203-HP-E53 | TONER CARTRIDGE, HP CF203A (H/P6A), Black, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,098.22 | 0.00 |
| #44 #403203-HP-E53 | TONER CARTRIDGE, HP CF203A (H/P6A), Cyan, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,098.22 | 0.00 |
| #45 #403203-HP-E53 | TONER CARTRIDGE, HP CF203A (H/P6A), Yellow, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,098.22 | 0.00 |
| #46 #403203-HP-E53 | TONER CARTRIDGE, HP CF203A (H/P6A), Magenta, LaserJet | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,098.22 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | |
|---|--|------------------------------|-----|-----|----|-------------|-----------|-----|------|----|-------------|-----------|-----|------|------|-------------|-----------|-----|-----|-----------------------------|-------------|---------------------------|----------|------------|
| | | Jan | Feb | Mar | Q1 | 1st quarter | April | May | June | Q2 | 1st quarter | July | Aug | Sept | Q3 | 1st quarter | Oct | Nov | Dec | Q4 | 1st quarter | | | |
| 144 #02203-HP-062 | TONER CARTRIDGE, HP CP403A (HP062A), Magenta Level3ct | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,400.00 | 0.00 | |
| 147 #02203-HP-063 | TONER CARTRIDGE, HP CP403A (HP063A), Black | cart | 2 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,800.00 | 0.00 | |
| 149 #02203-HP-064 | TONER CARTRIDGE, HP CP403C (HP064C), 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 | 2,800.00 | 0.00 | |
| 150 #02203-HP-065 | TONER CARTRIDGE, HP CP403A (HP065A), 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 | 2,000.00 | 0.00 | |
| 151 #02203-HP-066 | TONER CARTRIDGE, HP CP403C (HP066C), 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 | 2,000.00 | 0.00 | |
| 152 #02203-HP-067 | TONER CARTRIDGE, HP CP403A (HP067A), 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 | 2,000.00 | 0.00 | |
| 153 #02203-HP-068 | TONER CARTRIDGE, HP CP403C (HP068C), 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 | 2,000.00 | 0.00 | |
| 154 #02203-HP-069 | TONER CARTRIDGE, HP CP403A (HP069A), 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 | 2,000.00 | 0.00 | |
| 155 #02203-HP-070 | TONER CARTRIDGE, HP CP403C (HP070C), 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 | 2,000.00 | 0.00 | |
| 156 #02203-HP-071 | TONER CARTRIDGE, HP Q7553A, 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 | 4,000.00 | 0.00 | |
| 157 #02203-HP-072 | TONER CARTRIDGE, HP Q7553A, 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 | 4,000.00 | 0.00 | |
| SOFTWARE | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 #32203-GPT-001 | Business Toolkit suite(S) 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 | 0.00 | 0.00 | |
| 2 #32203-GPT-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 | 0.00 | 0.00 | |
| 3 #32203-GPT-003 | Computer games 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 | 0.00 | 0.00 | |
| 4 #32203-GPT-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 | 0.00 | 0.00 | |
| 5 #32203-GPT-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 | 0.00 | 0.00 | |
| 6 #32203-GPT-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 | 0.00 | 0.00 | |
| 7 #32203-GPT-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 | 0.00 | 0.00 | |
| 8 #32203-GPT-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 | 0.00 | 0.00 | |
| 9 #32203-GPT-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 | 0.00 | 0.00 | |
| 10 #32203-GPT-010 | 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 | 0.00 | 0.00 | |
| 11 #32203-GPT-011 | Network installation 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 | 0.00 | 0.00 | |
| 12 #32203-GPT-012 | 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 | 0.00 | 0.00 | |
| 13 #32203-GPT-013 | 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 | 0.00 | 0.00 | |
| 14 #32203-GPT-014 | 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 | 0.00 | 0.00 | |
| 15 #32203-GPT-015 | 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 | 0.00 | 0.00 | |
| 16 #32203-GPT-016 | 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 | 0.00 | 0.00 | |
| Part II. OTHER ITEMS NOT AVAILABLE AT PS-DSM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 #01403-TS-001 | FAUCET | piece | 0 | 40 | 0 | 40 | 200.00 | 0 | 40 | 0 | 40 | 0 | 40 | 0 | 40 | 0 | 40 | 0 | 40 | 0 | 40 | 0 | 1,280.00 | |
| 2 #01403-TS-002 | MULTIFUNCTION PRINTER | unit | 0 | 1 | 0 | 2 | 36,000.00 | 0 | 1 | 0 | 2 | 36,000.00 | 0 | 1 | 0 | 2 | 36,000.00 | 0 | 1 | 0 | 2 | 36,000.00 | 0 | 144,000.00 |
| 3 #01403-TS-003 | LAMINATING PAPER | pack | 0 | 9 | 0 | 0 | 0.00 | 0 | 9 | 0 | 0.00 | 0 | 9 | 0 | 0.00 | 0 | 9 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 4 #01403-TS-004 | STICKER PAPER | pack | 0 | 10 | 0 | 10 | 100.00 | 0 | 10 | 0 | 10 | 100.00 | 0 | 10 | 0 | 10 | 100.00 | 0 | 10 | 0 | 10 | 100.00 | 0 | 1,000.00 |
| 5 #01403-TS-005 | DURABLE SCREW TAPE | roll | 0 | 25 | 0 | 25 | 750.00 | 0 | 25 | 0 | 25 | 750.00 | 0 | 25 | 0 | 25 | 750.00 | 0 | 25 | 0 | 25 | 750.00 | 0 | 18,750.00 |
| 6 #01403-TS-006 | POLYTHENE BAGS | pack | 0 | 10 | 0 | 10 | 1,000.00 | 0 | 10 | 0 | 10 | 1,000.00 | 0 | 10 | 0 | 10 | 1,000.00 | 0 | 10 | 0 | 10 | 1,000.00 | 0 | 10,000.00 |
| 7 #01403-TS-007 | BLEACHING SOLUTION | bottle | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20,000.00 |
| 8 #01403-TS-008 | CERTIFICATE FRAME | piece | 0 | 1 | 0 | 0 | 1,200.00 | 0 | 1 | 0 | 0 | 1,200.00 | 0 | 1 | 0 | 0 | 1,200.00 | 0 | 1 | 0 | 0 | 1,200.00 | 0 | 1,200.00 |
| 9 #01403-TS-009 | CERTIFICATE HOLDER | piece | 0 | 20 | 0 | 20 | 1,200.00 | 0 | 20 | 0 | 20 | 1,200.00 | 0 | 20 | 0 | 20 | 1,200.00 | 0 | 20 | 0 | 20 | 1,200.00 | 0 | 24,000.00 |
| 10 #01403-TS-010 | UNIVERSALTYPE POWER SUPPLY | unit | 0 | 0 | 0 | 0 | 17,300.00 | 0 | 0 | 0 | 0 | 17,300.00 | 0 | 0 | 0 | 0 | 17,300.00 | 0 | 0 | 0 | 0 | 17,300.00 | 0 | 34,600.00 |
| 11 #01403-TS-011 | AIR CONDITIONING UNIT | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 12 #01403-TS-012 | SMART TELEVISION | unit | 0 | 1 | 0 | 1 | 90,000.00 | 0 | 1 | 0 | 1 | 90,000.00 | 0 | 1 | 0 | 1 | 90,000.00 | 0 | 1 | 0 | 1 | 90,000.00 | 0 | 180,000.00 |
| 13 #01403-TS-013 | WHITE BOARD | piece | 0 | 8 | 0 | 0 | 0.00 | 0 | 8 | 0 | 0 | 0.00 | 0 | 8 | 0 | 0 | 0.00 | 0 | 8 | 0 | 0 | 0.00 | 0.00 | |
| 14 #01403-TS-014 | HEADPHONE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |
| 15 #01403-TS-015 | PIVOT | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | |

| Item & Specifications | Unit of Measure | Monthly Quantity Required | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | |
|-----------------------|---------------------------|---------------------------|-----|-----|----|-------------------------|----------|-----|------|----|----------------------|-----------|-----|------|----|------------------------------|-----------------------------|-------|---------------------------|----|---------------------------|-----------|
| | | Jan | Feb | Mar | Q1 | 1 st quarter | April | May | June | Q2 | 1 st half | July | Aug | Sept | Q3 | 1 st three months | Oct | Nov | Dec | Q4 | 1 st full year | |
| 14. 8014105-75-018 | BOTTLE DISHWASHER LIQUID | bottle | 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 |
| 15. 8014105-75-019 | PLASTIC PARTNER | bns | 0 | 10 | 0 | 30 | 1,000.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 20 | 0 | 20 | 4,000.00 |
| 16. 8014105-75-020 | STEEL FILING CABINET | pcns | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 100.00 | 0 | 0 | 0 | 4 | 100.00 | 0 | 0 | 0 | 0 | 200.00 |
| 17. 8014105-75-021 | YELLOW BOARD PAPER | pack | 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 |
| 18. 8014105-75-022 | EXTENSION CORD | piece | 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 |
| 19. 8014105-75-023 | PACIFIC | gloves | 0 | 1 | 0 | 2 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 2 | 1,200.00 | 0 | 1 | 0 | 2 | 3,600.00 |
| 20. 8014105-75-024 | STYLIZED PAPER | pack | 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 |
| 21. 8014105-75-025 | BOND PAPER | ream | 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 |
| 22. 8014105-75-026 | PUSH PEN | pcns | 0 | 1 | 0 | 5 | 200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 5 | 200.00 | 0 | 0 | 0 | 5 | 1,000.00 |
| 23. 8014105-75-027 | DOOR MAT | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 2,400.00 |
| 24. 8014105-75-028 | GLUE STICK (WHITE) | piece | 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 |
| 25. 8014105-75-029 | GLUE STICK (FOR GLUE GUN) | pcns | 0 | 1 | 0 | 5 | 200.00 | 0 | 1 | 0 | 5 | 200.00 | 0 | 1 | 0 | 5 | 200.00 | 0 | 1 | 0 | 5 | 1,000.00 |
| 26. 8014105-75-030 | RESTAURANT CART | piece | 0 | 20 | 0 | 20 | 100.00 | 0 | 20 | 0 | 20 | 900.00 | 0 | 20 | 0 | 20 | 900.00 | 0 | 20 | 0 | 20 | 4,000.00 |
| 27. 8014105-75-031 | DISPOSABLE GLOVES | bns | 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 |
| 28. 8014105-75-032 | OFFICE CHAIR | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 17,300.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 17,300.00 |
| 29. 8014105-75-033 | WIRELESS PART | pcns | 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 |
| 30. 8014105-75-034 | AUTOMOTIVE BATTERIES | piece | 0 | 0 | 1 | 1 | 1,000.00 | 0 | 0 | 1 | 1 | 1,000.00 | 0 | 0 | 1 | 1 | 1,000.00 | 0 | 0 | 0 | 0 | 3,000.00 |
| 31. 8014105-75-035 | PILOT CLOCK | pcns | 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 |
| 32. 8014105-75-036 | MOBILE PHONE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 3,100.00 | 0 | 1 | 0 | 1 | 3,100.00 | 0 | 1 | 0 | 1 | 9,300.00 |
| 33. 8014105-75-037 | COMPACT DISC | piece | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 20 | 2,000.00 |
| 34. 8014105-75-038 | APPRAISER | 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 |
| 35. 8014105-75-039 | STORAGE BOX | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 5 | 4,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 5 | 23,500.00 |
| 36. 8014105-75-040 | PLASTIC ENVELOPE | piece | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 20 | 2,000.00 |
| 37. 8014105-75-041 | DOCUMENT REAMER | unit | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 1,000.00 | 0 | 0 | 0 | 20 | 2,000.00 |
| 38. 8014105-75-042 | WATER COOLER | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,000.00 |
| 39. 8014105-75-043 | PIRELL | pcns | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 3,300.00 | 0 | 0 | 0 | 1 | 3,300.00 | 0 | 1 | 0 | 1 | 13,200.00 |
| 40. 8014105-75-044 | PIRELL | 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. 8014105-75-045 | POKEDEX SWORD | bottle | 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. 8014105-75-046 | KEYBOARD | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 20,000.00 |
| 43. 8014105-75-047 | DIGITAL CAMERA | 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 |
| 44. 8014105-75-048 | STAIN REMOVER | 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 |
| 45. 8014105-75-049 | PIRELL | 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 |
| 46. 8014105-75-050 | PIRELL | 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 |
| 47. 8014105-75-051 | PIRELL | 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 |
| 48. 8014105-75-052 | PIRELL | 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 |
| 49. 8014105-75-053 | PIRELL | 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 |
| 50. 8014105-75-054 | PIRELL | 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 |
| 51. 8014105-75-055 | PIRELL | 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 |
| 52. 8014105-75-056 | PIRELL | 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 |
| 53. 8014105-75-057 | PIRELL | 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 |
| 54. 8014105-75-058 | PIRELL | 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 |
| 55. 8014105-75-059 | PIRELL | 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 |
| 56. 8014105-75-060 | PIRELL | 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 |
| 57. 8014105-75-061 | PIRELL | 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 |
| 58. 8014105-75-062 | PIRELL | 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 |
| 59. 8014105-75-063 | PIRELL | 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 |
| 60. 8014105-75-064 | PIRELL | 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 |
| 61. 8014105-75-065 | PIRELL | 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 |
| 62. 8014105-75-066 | PIRELL | 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 |
| 63. 8014105-75-067 | PIRELL | 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 |
| 64. 8014105-75-068 | PIRELL | 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 |
| 65. 8014105-75-069 | PIRELL | 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 |
| 66. 8014105-75-070 | PIRELL | 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 |
| 67. 8014105-75-071 | PIRELL | 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 |
| 68. 8014105-75-072 | PIRELL | 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 |
| 69. 8014105-75-073 | PIRELL | 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 |
| 70. 8014105-75-074 | PIRELL | 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 |
| 71. 8014105-75-075 | PIRELL | 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 |
| 72. 8014105-75-076 | PIRELL | 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 |
| 73. 8014105-75-077 | PIRELL | 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 |
| 74. 8014105-75-078 | PIRELL | 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 |
| 75. 8014105-75-079 | PIRELL | 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 |
| 76. 8014105-75-080 | PIRELL | 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 |
| 77. 8014105-75-081 | PIRELL | 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 |
| 78. 8014105-75-082 | PIRELL | | | | | | | | | | | | | | | | | | | | | |

| Item & Specification | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year |
|---|--|------------------------------|-----|-----|---------------------|-------|------|------|---------------------|------|-----|------|---------------------|-----|-----|-----|---------------------|-------|----------|-----------------------------|---------------------|---------------------------|
| | | Jan | Feb | Mar | Q1 (1st quarter) | April | May | June | Q2 (2nd quarter) | July | Aug | Sept | Q3 (3rd quarter) | Oct | Nov | Dec | Q4 (4th quarter) | Total | | | | |
| 82 RD4325-TS-002 | ALL-TERRAIN VEHICLE (ATV) | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.20 | 0 | 0 | 0 | 0 | 0.20 | 0 | 0 | 0 | 0.40 | 0.40 |
| 83 RD4325-TS-001 | ASSEMBLED CHAIN TYPE SCOOTER | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0.40 | 0.40 |
| 86 RD4325-TS-002 | ASSEMBLED PASSENGER JEEPNEY TYPE VEHICLE | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0.40 | 0.40 |
| 83 RD4325-TS-003 | MOTORCYCLE | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0.40 | 0.40 |
| 82 RD4325-TS-004 | BUS | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0.40 | 0.40 |
| 83 RD4325-TS-003 | POND BUS | unit | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0 | 0.40 | 0 | 0 | 0 | 0.40 | 0.40 |
| A. TOTAL | | | | | | | | | | | | | | | | | | | P | | 2,438,496.10 | |
| B. ADDITIONAL PROVISION FOR INFLATION (20% of TOTAL) | | | | | | | | | | | | | | | | | | | P | | 487,699.20 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | P | | 0 | |
| D. Grand Total (A + B + C) | | | | | | | | | | | | | | | | | | | P | | 2,926,195.30 | |
| E. APPROVED BUDGET BY THE AGENCY HEAD <i>In Figures and Words:</i> | | | | | | | | | | | | | | | | | | | | | | |

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

Prepared by:


JOANNA MARTIN / BOSCOAL
Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


EVELYN N. DENTEGIA / MERCITA T. CAREDO
Accountant / Budget Officer

Approved by:


VAL M. CRESTIBAL
Head of Office/Agency

Date Prepared: July 31, 2023

APP-CSE FORM (Other Items)
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

Introduction:

This form shall be utilized by government agencies for items that are not available in the PS-DH catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered an CSE by the PS-DH.

Remarks:

1.8 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads area of PS-DH website (www.ps-dh.aeas.gov.ae).

2.8 All information must be provided accurately.

3.8 To fill-out, copy the list of items extracted in the UNSPSC List of this Form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.

4.8 To fill-out, copy the list of items in Microsoft Excel format on or before the prescribed period or deadline through this link: (<http://tinyurl.com/2zqfjw7>) (Please copy the link and paste in your browser.)

5.8 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through its mobile numbers 0017-4478245 (Globe) or 0018-2954428 (Smart), or email appcsesupport@ps-dh.aeas.gov.ae, or visit the PS-DH website (www.ps-dh.aeas.gov.ae) for the guide on how to fill-out the APP-CSE Form.

Note: The APP-CSE for PY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: **DEPARTMENT OF EDUCATION (DOE)**
Region: **Region 1**
Address: **EDUCATIONAL CENTER - ANTUL, TUBIGUELO CITY, CAGAYAN**

Agency Code/NAICS:
Organization Type: **GATT, GOVERNMENT AGENCY**

Contact Person: **JUANA MARIE L. PASTORAL**
Title: **APP-CSE ACTING SUPPLY OFFICER**
E-mail: **juana.pastoral@doe.dfa.gov.ph**
Telephone/Mobile No.: **(036) 212 5247**

| Sl. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price Catalogue | Total Amount for the year | | |
|---|------------------------------------|-----------------------|-----------------|------------------------------|-----|-----|-----|-----------|----|----|----|----|----------|----|-----|-----------------------------|-----------------|---------------------------|-----|----------|
| | | | | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | | | | |
| OTHER ITEMS NOT AVAILABLE AT PS-DH BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | |
| 1 | | Bottles, Slim | bottle | 0 | 21 | 0 | 24 | 112.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 24 | 0 | 24 | 112.00 | 0 | 0.00 |
| 2 | | Bottles, round | bottle | 0 | 12 | 0 | 12 | 56.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 12 | 0 | 12 | 56.00 | 0 | 0.00 |
| 3 | | Bags, plastic 100 gms | bags | 0 | 24 | 0 | 24 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 24 | 0 | 24 | 1,200.00 | 0 | 0.00 |
| 4 | 447 | 447 00 07100, Black | bottle | 0 | 40 | 0 | 40 | 11,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 40 | 0 | 40 | 11,200.00 | 0 | 0.00 |
| 5 | 447 00 07100, Yellow | bottle | bottle | 0 | 36 | 0 | 36 | 1,800.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 36 | 0 | 36 | 1,800.00 | 0 | 0.00 |
| 6 | 447 00 07100, Orange | bottle | bottle | 0 | 35 | 0 | 35 | 1,800.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 35 | 0 | 35 | 1,800.00 | 0 | 0.00 |
| 7 | 447 00 07100, White | bottle | bottle | 0 | 30 | 0 | 30 | 1,800.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 1,800.00 | 0 | 0.00 |
| 8 | 447 00 07100, Black | cartridge | bottle | 0 | 10 | 0 | 10 | 11,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 11,700.00 | 0 | 0.00 |
| 9 | 447 00 07100, White | cartridge | bottle | 0 | 19 | 0 | 19 | 11,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 19 | 0 | 19 | 11,700.00 | 0 | 0.00 |
| 10 | Brother SA-5T, Black | bottle | bottle | 0 | 19 | 0 | 19 | 3,740.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 19 | 0 | 19 | 3,740.00 | 0 | 0.00 |
| 11 | Brother SA-5T, White | bottle | bottle | 0 | 2 | 0 | 2 | 1,071.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 1,071.00 | 0 | 0.00 |
| 12 | Brother SA-5T, 3000 pages | bottle | bottle | 0 | 5 | 0 | 5 | 1,073.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 1,073.00 | 0 | 0.00 |
| 13 | Brother SA-5T, 1000 pages | bottle | bottle | 0 | 5 | 0 | 5 | 1,073.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5 | 0 | 5 | 1,073.00 | 0 | 0.00 |
| 14 | Electrolite 1000 Hrs | bottle | bottle | 0 | 30 | 0 | 30 | 7,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 7,200.00 | 0 | 0.00 |
| 15 | Electrolite 1000 hrs | bottle | bottle | 0 | 11 | 0 | 11 | 4,210.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 11 | 0 | 11 | 4,210.00 | 0 | 0.00 |
| 16 | Electrolite 1000 hrs | bottle | bottle | 0 | 15 | 0 | 15 | 4,210.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 15 | 0 | 15 | 4,210.00 | 0 | 0.00 |
| 17 | Electrolite 1000 hrs | bottle | bottle | 0 | 15 | 0 | 15 | 4,210.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 15 | 0 | 15 | 4,210.00 | 0 | 0.00 |
| 18 | Allied expresso | cup | cup | 0 | 9 | 0 | 9 | 0.00 | 0 | 1 | 0 | 1 | 1,240.00 | 0 | 9 | 0 | 9 | 0.00 | 0 | 0.00 |
| 19 | Decorating pens | pen | pen | 0 | 30 | 0 | 30 | 300.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 300.00 | 0 | 0.00 |
| 20 | Decorating sprays | pen | pen | 0 | 30 | 0 | 30 | 300.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30 | 0 | 30 | 300.00 | 0 | 0.00 |
| 21 | Wicker paper, matto, A1, 30 sheets | pack | pack | 0 | 10 | 0 | 10 | 300.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 300.00 | 0 | 0.00 |
| 22 | Wicker file holder, letters | pen | pen | 0 | 36 | 0 | 36 | 400.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 36 | 0 | 36 | 400.00 | 0 | 0.00 |
| 23 | Expanding folder, 100% green | pen | pen | 0 | 1 | 0 | 1 | 1,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,000.00 | 0 | 0.00 |
| 24 | Expanding folder, 100% blue | pen | pen | 0 | 2 | 0 | 2 | 1,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 1,000.00 | 0 | 0.00 |
| 25 | Indoor penlight with 2x300 mAh | pen | pen | 0 | 100 | 0 | 100 | 30,000.00 | 0 | 10 | 0 | 10 | 3,000.00 | 0 | 100 | 0 | 100 | 30,000.00 | 400 | 2,400.00 |
| 26 | Indoor penlight, 100% white | pen | pen | 0 | 45 | 0 | 45 | 1,200.00 | 0 | 45 | 0 | 45 | 1,200.00 | 0 | 45 | 0 | 45 | 1,200.00 | 200 | 240.00 |
| 27 | Scissors, A7%, 10 pc | pack | pack | 0 | 45 | 0 | 45 | 4,000.00 | 0 | 45 | 0 | 45 | 4,000.00 | 0 | 45 | 0 | 45 | 4,000.00 | 500 | 200.00 |
| 28 | Pillpills, tablet | unit | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,200.00 |
| 29 | Elbow reader | unit | unit | 0 | 4 | 0 | 4 | 2,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 4 | 0 | 4 | 2,000.00 | 0 | 80.00 |
| 30 | Decorative vases | unit | unit | 0 | 9 | 0 | 9 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 9 | 0 | 9 | 1,200.00 | 0 | 108.00 |
| 31 | Battery Charger | unit | unit | 0 | 0 | 0 | 0 | 0.00 | 1 | 0 | 0 | 1 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,200.00 |
| 32 | Microscope | unit | unit | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 0 | 2 | 1,200.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,400.00 |
| 33 | Spool | unit | unit | 0 | 1 | 0 | 1 | 2,000.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 2,000.00 | 0 | 2,000.00 |

| No. | GHS/PRC Code | Item Description | Unit of Measure | Monthly Quantity Received | | | | | | | | | | | | | | | | Total Quantity for the year | Waste Categories | Total Amount for the year |
|-----|--------------|----------------------|-----------------|---------------------------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|----|----|----|----|-----------------------------|------------------|---------------------------|
| | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Q1 | Q2 | Q3 | Q4 | | | |
| 24 | | SH-Acrylic Copolymer | kg | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | T | CL400.00 |
| 25 | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| 26 | | | | | | | | | | | | | | | | | | | | | | 0.00 |
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| 75 | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| 76 | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| 77 | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| 78 | | | | | | | | | | | | | | | | | | | | | | 0.00 |

We further warrant that the total amount reflected in this Annual Statement, plus its expenses, the stated compensation, supplies, materials, and equipment has been included in or is within our assessed budget for the year.

Page 1

STANIS WILSON PICTORIAL
Postmaster: 1800 Broadway, New York.

Certified Funds Available / Certified Amortizing Funds Available:

Answers

Data Received: July 31, 2023