

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Total Price | Total Amount for the year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------|---|-------------------|-----|----|-----------|-------|------------|------|----|-----------|------|-----------|-----------------------------|-------------|---------------------------|------|-----------|-----------|-----|-----|-----|----------|-----------|--------|-----------|------------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | Jan | Feb | Mar | Q1 | Q1 amount | April | May | June | Q2 | Q2 amount | July | Aug | | | | Sept | Q3 | Q3 amount | Oct | Nov | Dec | Q4 | Q4 amount | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 4713181J-AC-401 | AIR FRESHNER | can | 5 | 6 | 7 | 18 | 1,571.58 | 5 | 9 | 7 | 21 | 1,833.51 | 9 | 9 | 9 | 25 | 2,182.25 | 9 | 7 | 6 | 22 | 1,920.82 | 86 | 87.31 | 7,508.66 | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 47131604-BR-S01 | BROOM (Walls Trim) | piece | 7 | 6 | 5 | 18 | 2,746.40 | 5 | 9 | 8 | 22 | 2,746.60 | 2 | 3 | 3 | 4 | 9 | 1,233.20 | 2 | 3 | 3 | 22 | 2,746.60 | 71 | 124.80 | 8,660.80 | | | | | | | | | | | | | | | | | | | | | |
| 22 | 47131604-BR-T01 | BROOM (Walls Trim-Tng) | piece | 4 | 6 | 6 | 16 | 416.00 | 7 | 6 | 3 | 16 | 416.00 | 6 | 3 | 3 | 12 | 312.00 | 3 | 3 | 6 | 6 | 15 | 390.00 | 59 | 26.00 | 1,534.00 | | | | | | | | | | | | | | | | | | | | | |
| 23 | 47131829-TB-C01 | CLEANER, Toilet Bowl and Urinal | bottle | 6 | 8 | 8 | 22 | 912.20 | 6 | 4 | 4 | 14 | 588.40 | 5 | 2 | 4 | 4 | 11 | 457.60 | 5 | 4 | 4 | 16 | 665.60 | 63 | 41.60 | 2,620.80 | | | | | | | | | | | | | | | | | | | | | |
| 24 | 47131803-CL-P01 | CLEANER, Scouring Powder | plastic container | 6 | 7 | 7 | 20 | 470.40 | 5 | 4 | 4 | 13 | 310.96 | 7 | 8 | 3 | 18 | 430.56 | 7 | 7 | 6 | 6 | 20 | 470.40 | 71 | 23.92 | 1,689.32 | | | | | | | | | | | | | | | | | | | | | |
| 25 | 47131811-DE-802 | DETERGENT BAR | piece | 7 | 9 | 9 | 25 | 231.50 | 5 | 3 | 3 | 11 | 102.74 | 6 | 9 | 5 | 20 | 186.80 | 6 | 7 | 7 | 6 | 19 | 177.46 | 75 | 9.34 | 700.50 | | | | | | | | | | | | | | | | | | | | | |
| 26 | 47131811-DE-802 | DETERGENT POWDER, all purpose | poach | 7 | 8 | 9 | 24 | 1,297.92 | 4 | 4 | 9 | 17 | 919.36 | 5 | 4 | 5 | 14 | 757.12 | 5 | 4 | 4 | 9 | 18 | 973.44 | 73 | 54.08 | 3,947.84 | | | | | | | | | | | | | | | | | | | | | |
| 27 | 47131803-DS-401 | DISINFECTANT SPRAY | can | 7 | 6 | 6 | 19 | 2,657.91 | 6 | 7 | 7 | 20 | 2,797.80 | 9 | 9 | 7 | 23 | 3,217.47 | 6 | 6 | 3 | 3 | 12 | 1,678.68 | 74 | 139.89 | 10,351.86 | | | | | | | | | | | | | | | | | | | | | |
| 28 | 47131601-DU-P01 | DUST PAN | piece | 6 | 6 | 7 | 19 | 889.20 | 4 | 6 | 7 | 17 | 795.60 | 4 | 6 | 9 | 19 | 869.20 | 4 | 4 | 3 | 3 | 10 | 468.00 | 65 | 46.80 | 3,042.00 | | | | | | | | | | | | | | | | | | | | | |
| 29 | 47131802-EM-W03 | FLOOR WAX, paste type, red | can | 5 | 3 | 3 | 11 | 3,407.36 | 5 | 3 | 3 | 11 | 3,407.36 | 5 | 3 | 3 | 11 | 3,407.36 | 5 | 3 | 3 | 3 | 11 | 3,407.36 | 44 | 309.76 | 13,629.44 | | | | | | | | | | | | | | | | | | | | | |
| 30 | 47131830-KC-401 | FURNITURE CLEANER | can | 5 | 7 | 9 | 21 | 2,969.19 | 7 | 7 | 7 | 21 | 2,969.19 | 9 | 9 | 7 | 24 | 3,393.36 | 7 | 7 | 7 | 7 | 21 | 2,969.19 | 87 | 141.39 | 12,300.93 | | | | | | | | | | | | | | | | | | | | | |
| 31 | 73101612-HS-01 | HAND SOAP, liquid, 500ml | bottle | 6 | 6 | 9 | 21 | 912.95 | 8 | 8 | 8 | 23 | 989.85 | 9 | 9 | 9 | 9 | 9 | 1,199.65 | 4 | 6 | 8 | 8 | 22 | 944.90 | 93 | 399.435 | 3,994.35 | | | | | | | | | | | | | | | | | | | | |
| 32 | 47121804-WR-801 | MOP BUCKET | unit | 2 | 3 | 3 | 8 | 18,204.00 | 6 | 6 | 6 | 18 | 41,184.00 | 6 | 6 | 6 | 18 | 41,184.00 | 6 | 6 | 6 | 6 | 16 | 36,608.00 | 60 | 2,388.00 | 137,288.00 | | | | | | | | | | | | | | | | | | | | | |
| 33 | 47131501-RG-C01 | PAGES | kilo | 4 | 8 | 4 | 16 | 1,111.52 | 9 | 7 | 7 | 23 | 1,597.81 | 9 | 8 | 8 | 25 | 1,736.75 | 9 | 6 | 7 | 7 | 22 | 1,533.34 | 86 | 69.47 | 5,974.42 | | | | | | | | | | | | | | | | | | | | | |
| 34 | 47131802-SC-401 | SCOURING PAD | pack | 7 | 9 | 8 | 24 | 2,053.12 | 9 | 9 | 9 | 27 | 2,312.01 | 9 | 9 | 9 | 27 | 2,312.01 | 9 | 9 | 9 | 9 | 27 | 2,312.01 | 105 | 85.63 | 8,991.15 | | | | | | | | | | | | | | | | | | | | | |
| 35 | 47121201-TB-P04 | TRASIBAG, XXL size | roll/pack | 6 | 9 | 9 | 24 | 3,120.00 | 8 | 8 | 8 | 24 | 3,120.00 | 8 | 8 | 8 | 24 | 3,120.00 | 8 | 8 | 8 | 8 | 24 | 3,120.00 | 96 | 130.00 | 12,480.00 | | | | | | | | | | | | | | | | | | | | | |
| 36 | 47121201-TB-P05 | TRASIBAG, Large size | roll/pack | 8 | 6 | 7 | 21 | 1,344.68 | 8 | 7 | 7 | 22 | 1,304.16 | 9 | 9 | 9 | 26 | 1,541.28 | 5 | 9 | 5 | 5 | 19 | 1,126.32 | 88 | 59.28 | 5,216.64 | | | | | | | | | | | | | | | | | | | | | |
| 37 | 47121201-TB-P06 | TRASIBAG, XL size | roll/pack | 9 | 7 | 8 | 24 | 2,211.44 | 9 | 8 | 8 | 25 | 2,314.00 | 8 | 8 | 8 | 24 | 2,211.44 | 9 | 8 | 8 | 8 | 25 | 2,314.00 | 98 | 92.56 | 9,070.88 | | | | | | | | | | | | | | | | | | | | | |
| 38 | 47121202-WR-P01 | WASTEBASKET | piece | 9 | 8 | 9 | 26 | 1,135.68 | 8 | 7 | 7 | 22 | 960.96 | 8 | 6 | 6 | 20 | 871.60 | 4 | 4 | 7 | 4 | 15 | 652.20 | 83 | 43.66 | 3,625.44 | | | | | | | | | | | | | | | | | | | | | |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | 12171203-S1-P01 | INK, for stamp pad | bottle | 5 | 6 | 7 | 18 | 518.22 | 6 | 6 | 7 | 19 | 549.01 | 8 | 3 | 3 | 14 | 403.06 | 7 | 6 | 6 | 6 | 19 | 549.01 | 70 | 28.79 | 2,011.30 | | | | | | | | | | | | | | | | | | | | | |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | 52161535-SV-402 | DIGITAL VOICE RECORDER | unit | 2 | 0 | 0 | 2 | 14,678.32 | 1 | 0 | 0 | 1 | 7,339.16 | 1 | 0 | 0 | 1 | 7,339.16 | 1 | 0 | 0 | 1 | 1 | 7,339.16 | 5 | 7,339.16 | 36,695.80 | | | | | | | | | | | | | | | | | | | | | |
| FILMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41 | 13111203-AC-F01 | ACETATE | roll | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,243.84 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| 42 | 13111201-CF-402 | CARBON FILM, legal size | box | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 351.83 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 | 46191601-FE-W01 | FIRE EXTINGUISHER, dry chemical | unit | 2 | 0 | 1 | 3 | 3,422.00 | 0 | 0 | 1 | 1 | 1,144.00 | 1 | 0 | 1 | 2 | 2,288.00 | 0 | 0 | 0 | 1 | 1 | 1,144.00 | 7 | 1,144.00 | 8,008.00 | | | | | | | | | | | | | | | | | | | | | |
| FLAG OR ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44 | 55121005-PI-H101 | PHILIPPINE NATIONAL FLAG | piece | 1 | 0 | 0 | 1 | 294.84 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1 | 294.84 | 294.84 | | | | | | | | | | | | | | | | | | | | | |
| FURNITURE AND FURNISHINGS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 55101504-CH-801 | MONOBLOC CHAIR, Drape | piece | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 341.12 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| 46 | 55101504-CH-W01 | MONOBLOC CHAIR, white | piece | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 341.12 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| HEATING AND VENTILATION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47 | 40101804-EE-C01 | ELECTRIC FAN, ceiling mount, orbit type | unit | 1 | 0 | 0 | 1 | 1,222.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1 | 1,222.00 | 1,222.00 | | | | | | | | | | | | | | | | | | | | | |
| 48 | 40101804-EE-C01 | ELECTRIC FAN, industrial, ground type | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,109.68 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| 49 | 40101804-EE-S01 | ELECTRIC FAN, stand type | unit | 5 | 0 | 0 | 5 | 7,860.00 | 1 | 0 | 0 | 1 | 1,560.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 6 | 1,560.00 | 9,360.00 | | | | | | | | | | | | | | | | | | | | | |
| 50 | 40101804-EE-W01 | ELECTRIC FAN, wall mount | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 901.68 | 0.00 | | | | | | | | | | | | | | | | | | | | | |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 | 43211507-09-803 | DESKTOP, for Basic Users | unit | 2 | 0 | 0 | 2 | 49,587.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 2 | 24,793.60 | 49,587.20 | | | | | | | | | | | | | | | | | | | | | |
| 52 | 43211507-09-804 | DESKTOP, for Mid-Range Users | unit | 3 | 0 | 1 | 4 | 165,561.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 4 | 42,390.40 | 169,952.00 | | | | | | | | | | | | | | | | | | | | | |
| 53 | 43201827-HD-402 | EXTERNAL HARD DRIVE | unit | 4 | 0 | 1 | 5 | 15,074.80 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 5 | 3,014.96 | 15,074.80 | | | | | | | | | | | | | | | | | | | | | |
| 54 | 432018010-FD-004 | FLASH DRIVE | piece | 7 | 2 | 5 | 14 | 2,138.36 | 3 | 2 | 2 | 7 | 1,069.18 | 7 | 2 | 2 | 11 | 1,680.14 | 3 | 2 | 2 | 7 | 7 | 1,069.18 | 39 | 152.74 | 5,956.86 | | | | | | | | | | | | | | | | | | | | | |
| 55 | 43211503-LAP-004 | LAPTOP COMPUTER, for Mid-range Users | unit | 1 | 0 | 0 | 1 | 42,380.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 1 | 42,380.00 | 42,380.00 | | | | | | | | | | | | | | | | | | | | | |

| Item # | Item Name & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the Year | 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 | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56 | 421193-LAP003 | LAPTOP COMPUTER, lightweight | unit | 2 | 0 | 1 | 3 | 140,400.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 46,800.00 | 140,400.00 | | |
| 57 | 421178-MO-002 | COMPUTER MOUSE, wireless | unit | 6 | 0 | 3 | 9 | 1,457.28 | 2 | 0 | 3 | 5 | 809.60 | 3 | 0 | 3 | 6 | 971.52 | 2 | 0 | 3 | 5 | 809.60 | 25 | 161.92 | 4,048.00 | | |
| 58 | 421210-PR-L01 | PRINTER, Laser, Monochrome | unit | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,638.59 | 0.00 | |
| LIGHTING AND FIXTURES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 59 | 39101638-LB-L01 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts | piece | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 75.61 | 0.00 |
| 60 | 39101638-LT-L01 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts | piece | 0 | 0 | 1 | 1 | 226.82 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 205.82 | 205.82 | |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | 31201610-GL-002 | GLUE, all-purpose | box | 7 | 7 | 9 | 23 | 1,429.22 | 6 | 7 | 5 | 18 | 1,118.52 | 11 | 10 | 6 | 27 | 1,677.78 | 8 | 7 | 7 | 22 | 22 | 1,367.08 | 90 | 62.14 | 5,597.60 | |
| 62 | 31151804-SW-H01 | STAPLE WIRE, heavy duty (brake type), 23/13 | box | 2 | 2 | 2 | 6 | 218.40 | 4 | 2 | 8 | 8 | 291.20 | 2 | 2 | 2 | 6 | 218.40 | 2 | 2 | 2 | 6 | 6 | 218.40 | 26 | 36.40 | 946.40 | |
| 63 | 31151804-SW-901 | STAPLE WIRE, standard | box | 5 | 4 | 5 | 14 | 332.64 | 9 | 8 | 13 | 30 | 712.80 | 6 | 9 | 11 | 26 | 517.76 | 5 | 9 | 23 | 23 | 23 | 546.48 | 93 | 23.76 | 2,209.68 | |
| 64 | 31201502-TA-E02 | TAPE, electrical | roll | 4 | 0 | 1 | 5 | 97.25 | 7 | 1 | 0 | 8 | 156.60 | 3 | 1 | 0 | 4 | 77.80 | 3 | 0 | 4 | 3 | 3 | 3 | 58.35 | 20 | 19.45 | 389.00 |
| 65 | 31201502-TA-H01 | TAPE, masking, Zebra | roll | 3 | 2 | 3 | 8 | 445.44 | 9 | 2 | 13 | 24 | 1,336.32 | 9 | 7 | 3 | 19 | 1,037.92 | 5 | 7 | 2 | 14 | 14 | 779.52 | 65 | 55.68 | 3,619.20 | |
| 66 | 31201502-TA-H02 | TAPE, masking, 48 mm | roll | 4 | 7 | 6 | 17 | 2,059.72 | 9 | 7 | 5 | 21 | 2,544.36 | 8 | 11 | 9 | 28 | 3,392.48 | 4 | 5 | 3 | 12 | 12 | 1,453.92 | 78 | 121.16 | 9,405.48 | |
| 67 | 31201512-TA-P01 | TAPE, packaging, 48 mm | roll | 3 | 1 | 4 | 8 | 178.88 | 6 | 1 | 4 | 11 | 246.96 | 3 | 1 | 4 | 8 | 178.88 | 3 | 1 | 4 | 8 | 8 | 178.88 | 35 | 22.36 | 782.60 | |
| 68 | 31201512-TA-T01 | TAPE, transparent, Zebra | roll | 7 | 4 | 4 | 15 | 255.20 | 7 | 7 | 8 | 22 | 386.96 | 5 | 7 | 6 | 18 | 318.24 | 4 | 3 | 3 | 10 | 10 | 176.80 | 65 | 17.88 | 1,469.20 | |
| 69 | 31201512-TA-T02 | TAPE, transparent, 48 mm | roll | 8 | 3 | 3 | 14 | 315.98 | 7 | 1 | 5 | 5 | 203.13 | 3 | 1 | 1 | 5 | 112.85 | 3 | 3 | 1 | 5 | 5 | 112.85 | 33 | 22.57 | 744.81 | |
| 70 | 3131507-TW-H01 | TWINE, paper | roll | 0 | 0 | 0 | 0 | 3.00 | 4 | 0 | 4 | 4 | 266.48 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 66.62 | 266.48 |
| MEASURING AND TESTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 71 | 41111604-RU-P02 | RULER, plastic, 450mm | piece | 5 | 0 | 6 | 11 | 219.23 | 1 | 0 | 1 | 2 | 39.86 | 2 | 1 | 2 | 5 | 99.65 | 2 | 1 | 2 | 5 | 5 | 99.65 | 23 | 19.93 | 458.39 | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 72 | 44121613-BL-H01 | BUDGE, for general purpose color/quality note | tube | 3 | 0 | 0 | 3 | 49.11 | 1 | 0 | 1 | 1 | 16.37 | 1 | 0 | 0 | 1 | 16.37 | 1 | 0 | 0 | 1 | 1 | 1 | 16.37 | 6 | 16.37 | 98.22 |
| 73 | 44101603-PR-H01 | BINDING AND PUNCHING MACHINE | unit | 3 | 0 | 0 | 3 | 28,604.16 | 1 | 0 | 1 | 1 | 9,534.72 | 1 | 0 | 0 | 1 | 9,534.72 | 1 | 0 | 0 | 1 | 1 | 1 | 9,534.72 | 6 | 9,534.72 | 57,208.32 |
| 74 | 44122037-RR-P10 | BINDING RING/CORNER, paper, 32 mm | bundle | 4 | 0 | 0 | 4 | 1,029.56 | 1 | 0 | 1 | 1 | 259.89 | 1 | 0 | 0 | 1 | 259.89 | 1 | 0 | 0 | 1 | 1 | 1 | 259.89 | 7 | 259.89 | 1,819.23 |
| 75 | 44101807-CA-C01 | CALCULATOR, Compact | unit | 5 | 0 | 5 | 10 | 2,357.70 | 1 | 0 | 1 | 2 | 497.54 | 1 | 0 | 1 | 2 | 497.54 | 1 | 0 | 3 | 4 | 4 | 4 | 943.08 | 18 | 235.77 | 4,243.86 |
| 76 | 44121710-CH-W01 | CHALK, white erasable | box | 5 | 0 | 0 | 5 | 154.85 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 32.97 | 164.85 |
| 77 | 44121205-GR-C01 | CLIP, binding, 19mm | box | 3 | 6 | 4 | 57 | 533.52 | 8 | 9 | 9 | 26 | 243.36 | 7 | 6 | 6 | 19 | 177.64 | 7 | 5 | 6 | 18 | 18 | 158.48 | 120 | 9.36 | 1,123.20 | |
| 78 | 44121205-GR-C02 | CLIP, binding, 25mm | box | 5 | 6 | 7 | 56 | 873.60 | 4 | 5 | 13 | 22 | 343.20 | 4 | 6 | 6 | 16 | 249.60 | 6 | 5 | 7 | 18 | 18 | 280.80 | 112 | 15.60 | 1,747.20 | |
| 79 | 44121205-GR-C03 | CLIP, binding, 32mm | box | 4 | 7 | 4 | 35 | 1,164.80 | 3 | 5 | 6 | 14 | 465.92 | 4 | 5 | 7 | 16 | 532.48 | 7 | 5 | 9 | 21 | 21 | 608.88 | 86 | 33.28 | 2,662.08 | |
| 80 | 44121205-GR-C04 | CLIP, binding, 50mm | box | 6 | 5 | 7 | 40 | 2,412.80 | 4 | 5 | 3 | 12 | 723.84 | 4 | 6 | 7 | 17 | 1,025.44 | 6 | 7 | 7 | 20 | 20 | 1,206.40 | 89 | 60.32 | 5,368.48 | |
| 81 | 44121801-CT-R02 | CORRECTION TAPE | piece | 5 | 6 | 5 | 40 | 540.00 | 4 | 6 | 5 | 15 | 201.50 | 6 | 7 | 6 | 19 | 256.50 | 5 | 4 | 5 | 14 | 14 | 189.00 | 88 | 13.50 | 1,188.00 | |
| 82 | 44121613-CU-H01 | CUTTER/UTILITY KNIFE, for general purpose | piece | 3 | 5 | 4 | 12 | 380.64 | 4 | 7 | 5 | 16 | 507.52 | 7 | 6 | 7 | 20 | 534.40 | 2 | 5 | 4 | 11 | 11 | 348.92 | 99 | 31.72 | 1,871.48 | |
| 83 | 44113151-CH-B01 | DATA FILE BOX | piece | 4 | 5 | 4 | 13 | 1,996.57 | 3 | 2 | 8 | 8 | 1,107.12 | 6 | 5 | 5 | 16 | 2,134.24 | 5 | 2 | 3 | 10 | 10 | 1,458.90 | 47 | 145.89 | 6,856.83 | |
| 84 | 44122011-CH-F01 | DATA FOLDER | piece | 4 | 5 | 9 | 35 | 2,905.35 | 3 | 3 | 4 | 10 | 830.10 | 7 | 3 | 3 | 13 | 1,079.13 | 2 | 3 | 2 | 7 | 7 | 581.07 | 65 | 83.01 | 5,395.65 | |
| 85 | 44102020-DS-W01 | DATE STRAP | piece | 4 | 3 | 0 | 7 | 3,044.65 | 2 | 0 | 4 | 4 | 1,729.80 | 2 | 0 | 0 | 2 | 969.90 | 2 | 0 | 0 | 2 | 2 | 869.90 | 15 | 434.95 | 6,524.25 | |
| 86 | 44121506-BH-C01 | ENVELOPE, Documentary, A4 | box | 5 | 4 | 7 | 43 | 38,696.56 | 5 | 8 | 8 | 21 | 17,428.32 | 6 | 4 | 7 | 17 | 14,108.64 | 3 | 4 | 9 | 16 | 16 | 13,278.72 | 97 | 829.92 | 80,502.24 | |
| 87 | 44121506-BH-C02 | ENVELOPE, Documentary, legal | box | 20 | 20 | 20 | 44 | 46,533.52 | 20 | 20 | 60 | 60 | 63,454.80 | 20 | 20 | 20 | 60 | 63,454.80 | 20 | 20 | 20 | 60 | 60 | 63,454.80 | 224 | 1,057.58 | 238,897.92 | |
| 88 | 44121506-BH-K01 | ENVELOPE, Expanding, kraft | box | 5 | 7 | 7 | 19 | 17,859.05 | 6 | 6 | 6 | 18 | 16,919.10 | 5 | 6 | 6 | 17 | 15,979.15 | 3 | 3 | 3 | 9 | 9 | 8,499.55 | 63 | 929.95 | 59,216.85 | |
| 89 | 44121506-BH-K02 | ENVELOPE, Expanding, plastic | box | 3 | 4 | 2 | 9 | 274.41 | 4 | 1 | 6 | 6 | 180.94 | 4 | 1 | 1 | 6 | 180.94 | 5 | 1 | 1 | 7 | 7 | 213.43 | 28 | 30.49 | 853.72 | |
| 90 | 44121506-BH-W02 | ENVELOPE, Mailing | box | 3 | 1 | 2 | 6 | 2,995.12 | 8 | 1 | 1 | 10 | 4,375.20 | 2 | 1 | 1 | 4 | 1,720.08 | 3 | 1 | 1 | 5 | 5 | 2,162.60 | 25 | 432.52 | 10,813.00 | |
| 91 | 44121504-BH-W02 | ENVELOPE, Mailing, with window | box | 3 | 1 | 1 | 5 | 2,563.60 | 6 | 1 | 1 | 8 | 4,101.76 | 2 | 1 | 1 | 4 | 2,050.88 | 1 | 1 | 1 | 3 | 3 | 1,520.16 | 20 | 512.72 | 10,254.46 | |
| 92 | 44111912-BH-H01 | ERASER, blk, for blackboard/windowboard | piece | 4 | 5 | 3 | 12 | 173.76 | 5 | 5 | 5 | 15 | 217.20 | 4 | 5 | 5 | 14 | 202.72 | 5 | 5 | 5 | 15 | 15 | 217.20 | 56 | 14.48 | 810.88 | |
| 93 | 44121118-FA-H01 | FASTENER | box | 2 | 3 | 3 | 6 | 1,041.04 | 5 | 3 | 3 | 11 | 1,041.04 | 7 | 3 | 3 | 16 | 1,514.24 | 5 | 3 | 3 | 14 | 14 | 1,324.96 | 52 | 94.64 | 4,921.28 | |
| 94 | 44113151-FO-W01 | FILE ORGANIZER, coasting, plastic, legal | piece | 4 | 3 | 5 | 12 | 1,082.40 | 7 | 4 | 5 | 16 | 1,443.20 | 7 | 3 | 3 | 13 | 1,172.60 | 2 | 3 | 3 | 8 | 8 | 721.60 | 49 | 90.20 | 4,419.80 | |
| 95 | 44122018-PR-F01 | FILE TAB DIVIDER, A4 | set | 4 | 0 | 0 | 4 | 44.52 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 11.13 | 44.52 | |

| Item # | Item Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the Year | Price | Total Amount for the Year | | | | | | | | | |
|-------------------------------------|--|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|-----------------------------|-------|---------------------------|------|----|-----------|-----|----------|------|-----------|-----------|--------|
| | | | Jan | Feb | Mar | Q1 | Q1 Amount | April | May | June | Q2 | Q2 Amount | July | Aug | | | | Sept | Q3 | Q3 Amount | Oct | Nov | Dec | Q4 | Q4 Amount | |
| | | | Jan | Feb | Mar | Q1 | Q1 Amount | April | May | June | Q2 | Q2 Amount | July | Aug | | | | Sept | Q3 | Q3 Amount | Oct | Nov | Dec | Q4 | Q4 Amount | |
| 96 | FILE TAB DIVIDER, Legal | set | 5 | 0 | 0 | 5 | 71.15 | 5 | 0 | 0 | 5 | 71.15 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 10 | 14.23 | 142.30 |
| 97 | FOLDER, Fanny with side, A4 | bundle | 5 | 9 | 8 | 22 | 5798.80 | 5 | 8 | 6 | 19 | 5137.60 | 5 | 6 | 2 | 13 | 3,515.20 | 6 | 9 | 7 | 22 | 5,948.80 | 76 | 270.40 | 20,550.40 | |
| 98 | FOLDER, Fanny with side, legal | bundle | 5 | 7 | 7 | 19 | 5,532.80 | 6 | 6 | 8 | 20 | 5,824.00 | 4 | 6 | 4 | 14 | 4,076.80 | 9 | 6 | 8 | 23 | 6,697.60 | 76 | 291.20 | 22,131.20 | |
| 99 | FOLDER, L-type, A4 | pack | 4 | 2 | 4 | 10 | 2,002.80 | 5 | 2 | 2 | 9 | 1,802.52 | 5 | 2 | 2 | 9 | 1,802.52 | 2 | 2 | 2 | 6 | 1,201.68 | 34 | 200.28 | 6,809.52 | |
| 100 | FOLDER, L-type, legal | pack | 10 | 10 | 10 | 30 | 7,472.40 | 10 | 10 | 10 | 30 | 7,472.40 | 10 | 10 | 10 | 30 | 7,472.40 | 10 | 10 | 10 | 30 | 7,472.40 | 120 | 249.08 | 29,889.60 | |
| 101 | FOLDER, preboard | box | 0 | 0 | 1 | 1 | 952.64 | 5 | 0 | 1 | 6 | 5,715.84 | 0 | 0 | 1 | 1 | 952.64 | 0 | 0 | 1 | 1 | 952.64 | 9 | 952.64 | 8,573.76 | |
| 102 | FOLDER with tab, A4 | pack | 2 | 0 | 1 | 3 | 1,138.80 | 5 | 0 | 0 | 5 | 1,898.00 | 1 | 0 | 0 | 1 | 379.60 | 0 | 0 | 0 | 0 | 0.00 | 9 | 379.60 | 3,416.40 | |
| 103 | FOLDER with tab, legal | pack | 2 | 2 | 3 | 7 | 2,897.44 | 7 | 2 | 2 | 11 | 4,553.12 | 3 | 2 | 2 | 7 | 2,897.44 | 2 | 2 | 2 | 6 | 2,483.52 | 31 | 413.92 | 12,891.92 | |
| 104 | INDEX TAB | box | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 67.60 | 0.00 | |
| 105 | MARKER, Fluorescent | set | 3 | 3 | 3 | 9 | 279.99 | 5 | 3 | 3 | 11 | 342.21 | 3 | 3 | 3 | 12 | 373.32 | 5 | 3 | 3 | 11 | 342.21 | 43 | 31.11 | 1,337.73 | |
| 106 | MARKER, Permanent, Black | piece | 2 | 5 | 5 | 39 | 322.53 | 4 | 2 | 4 | 10 | 82.70 | 4 | 2 | 4 | 10 | 82.70 | 3 | 2 | 2 | 7 | 99.24 | 71 | 8.27 | 587.17 | |
| 107 | MARKER, Permanent, Blue | piece | 5 | 3 | 5 | 33 | 272.91 | 3 | 2 | 2 | 7 | 57.89 | 5 | 4 | 4 | 16 | 132.32 | 3 | 2 | 2 | 7 | 57.89 | 63 | 8.27 | 521.01 | |
| 108 | MARKER, Permanent, Red | piece | 3 | 3 | 4 | 7 | 57.89 | 3 | 3 | 3 | 9 | 74.43 | 3 | 3 | 3 | 14 | 115.78 | 3 | 3 | 3 | 9 | 74.43 | 39 | 8.27 | 322.53 | |
| 109 | MARKER, Whiteboard, Black | piece | 2 | 4 | 3 | 9 | 86.85 | 9 | 8 | 8 | 25 | 241.25 | 7 | 4 | 4 | 17 | 164.05 | 4 | 5 | 4 | 13 | 125.45 | 64 | 9.65 | 617.60 | |
| 110 | MARKER, Whiteboard, Blue | piece | 3 | 4 | 4 | 11 | 136.15 | 9 | 8 | 8 | 25 | 241.25 | 8 | 4 | 4 | 19 | 183.35 | 3 | 4 | 4 | 11 | 135.10 | 69 | 9.65 | 665.85 | |
| 111 | MARKER, Whiteboard, Red | piece | 3 | 3 | 3 | 9 | 86.85 | 5 | 3 | 3 | 11 | 106.15 | 6 | 3 | 3 | 12 | 115.80 | 7 | 3 | 3 | 13 | 125.45 | 45 | 9.65 | 434.25 | |
| 112 | PAPER CLIP, vinyl/plastic coated, 3mm | box | 2 | 3 | 2 | 29 | 215.78 | 4 | 8 | 9 | 21 | 165.22 | 4 | 6 | 6 | 15 | 132.30 | 6 | 4 | 7 | 17 | 149.94 | 82 | 8.82 | 723.24 | |
| 113 | PAPER CLIP, vinyl/plastic coated, 3mm | box | 5 | 2 | 3 | 20 | 399.20 | 4 | 3 | 9 | 16 | 311.36 | 9 | 6 | 8 | 23 | 447.58 | 6 | 7 | 5 | 18 | 350.28 | 77 | 19.46 | 1,498.42 | |
| 114 | PAPER SHEETER | unit | 2 | 0 | 0 | 2 | 37,437.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 18,718.96 | 37,437.92 | |
| 115 | PAPER TRIMMER/CUTTING MACHINE | unit | 2 | 0 | 0 | 2 | 18,595.20 | 1 | 0 | 0 | 1 | 9,297.60 | 1 | 0 | 0 | 1 | 9,297.60 | 1 | 0 | 0 | 1 | 9,297.60 | 5 | 9,297.60 | 46,588.00 | |
| 116 | PENCIL, lead/graphite, with eraser | box | 3 | 7 | 6 | 51 | 2,880.21 | 6 | 5 | 4 | 15 | 670.65 | 4 | 7 | 6 | 17 | 760.87 | 7 | 6 | 8 | 21 | 938.91 | 104 | 44.71 | 4,649.84 | |
| 117 | PENCIL SHARPENER | piece | 3 | 2 | 1 | 6 | 1,418.48 | 2 | 1 | 2 | 5 | 1,180.40 | 3 | 2 | 3 | 8 | 1,888.64 | 3 | 2 | 2 | 7 | 1,652.56 | 26 | 238.08 | 6,138.08 | |
| 118 | PUNCHER, paper, heavy duty | piece | 7 | 0 | 1 | 8 | 1,231.36 | 2 | 0 | 0 | 2 | 307.94 | 2 | 0 | 1 | 3 | 451.76 | 2 | 0 | 0 | 2 | 307.94 | 15 | 153.92 | 2,368.80 | |
| 119 | RUBBER BAND No. 18 | box | 6 | 6 | 7 | 23 | 3,109.60 | 5 | 6 | 4 | 15 | 2,028.00 | 4 | 3 | 8 | 15 | 2,028.00 | 5 | 7 | 4 | 16 | 2,163.20 | 69 | 135.20 | 9,328.80 | |
| 120 | STAMP PAD, Ink | piece | 6 | 1 | 3 | 7 | 279.44 | 7 | 1 | 1 | 9 | 359.28 | 4 | 1 | 2 | 7 | 279.44 | 5 | 1 | 1 | 7 | 279.44 | 30 | 39.92 | 1,197.60 | |
| 121 | SCISSORS, symmetrical/asymmetrical | pair | 7 | 5 | 9 | 33 | 2,163.16 | 4 | 5 | 5 | 14 | 917.28 | 7 | 4 | 5 | 16 | 1,048.32 | 5 | 4 | 5 | 14 | 917.28 | 77 | 65.52 | 5,045.04 | |
| 122 | STAPLER, standard type | piece | 3 | 7 | 8 | 37 | 7,311.20 | 2 | 3 | 5 | 11 | 2,173.60 | 2 | 5 | 3 | 10 | 1,976.00 | 2 | 5 | 5 | 12 | 2,271.20 | 70 | 197.60 | 13,882.00 | |
| 123 | STAPLER, heavy duty (under) | unit | 2 | 1 | 1 | 4 | 2,772.60 | 1 | 1 | 1 | 3 | 2,079.45 | 1 | 1 | 1 | 3 | 2,079.45 | 1 | 1 | 1 | 3 | 2,079.45 | 13 | 693.15 | 9,010.95 | |
| 124 | STAPLE REMOVER, piee-type | piece | 3 | 1 | 5 | 9 | 416.59 | 3 | 1 | 1 | 5 | 223.55 | 2 | 1 | 1 | 4 | 186.64 | 2 | 1 | 1 | 4 | 186.64 | 22 | 46.51 | 1,023.22 | |
| 125 | TAPE DISPENSER, Ink, top | piece | 4 | 0 | 3 | 7 | 513.06 | 1 | 0 | 1 | 2 | 155.16 | 2 | 0 | 0 | 2 | 155.16 | 1 | 0 | 1 | 2 | 155.16 | 13 | 77.58 | 1,008.54 | |
| PAPER MATERIALS AND PRODUCTS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 126 | CARTOLINA, assorted colors | pack | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 83.72 | 0.00 | |
| 127 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm | box | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 945.36 | 0.00 | |
| 128 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 278mm | box | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,973.92 | 0.00 | |
| 129 | NOTEPAD, stock-on, 50mm x 76mm | pack | 3 | 4 | 3 | 10 | 370.60 | 5 | 5 | 2 | 12 | 444.72 | 3 | 3 | 2 | 8 | 296.48 | 2 | 2 | 3 | 7 | 259.42 | 37 | 37.06 | 1,371.22 | |
| 130 | NOTEPAD, stock-on, 76mm x 100mm | pack | 2 | 3 | 3 | 8 | 474.24 | 3 | 5 | 3 | 11 | 652.08 | 2 | 2 | 5 | 9 | 533.52 | 3 | 2 | 3 | 8 | 474.24 | 36 | 59.28 | 2,134.08 | |
| 131 | NOTEPAD, stock-on, 76mm x 76mm | pack | 4 | 3 | 3 | 10 | 520.00 | 5 | 2 | 3 | 10 | 520.00 | 3 | 3 | 7 | 13 | 576.00 | 2 | 2 | 5 | 9 | 468.00 | 42 | 52.00 | 2,184.00 | |
| 132 | STENO NOTEBOOK | piece | 2 | 0 | 1 | 3 | 42.12 | 2 | 0 | 1 | 3 | 42.12 | 2 | 0 | 1 | 3 | 42.12 | 2 | 0 | 1 | 3 | 42.12 | 12 | 140.4 | 168.48 | |
| 133 | PAPER, MULTICOPIY A4 | ream | 10 | 10 | 10 | 30 | 6,414.00 | 10 | 10 | 10 | 30 | 6,414.00 | 10 | 10 | 10 | 30 | 6,414.00 | 10 | 10 | 10 | 30 | 6,414.00 | 120 | 213.80 | 25,656.00 | |
| 134 | PAPER, MULTICOPIY LEGAL | ream | 10 | 10 | 10 | 30 | 6,988.80 | 10 | 10 | 10 | 30 | 6,988.80 | 10 | 10 | 10 | 30 | 6,988.80 | 10 | 10 | 10 | 30 | 6,988.80 | 120 | 233.96 | 27,955.20 | |
| 135 | PAPER, MULTICOPIY A4 | ream | 10 | 10 | 10 | 30 | 4,132.20 | 10 | 10 | 10 | 30 | 4,132.20 | 10 | 10 | 10 | 30 | 4,132.20 | 10 | 10 | 10 | 30 | 4,132.20 | 120 | 137.74 | 16,528.80 | |
| 136 | PAPER, MULTICOPIY LEGAL | ream | 10 | 10 | 10 | 30 | 4,767.30 | 10 | 10 | 10 | 30 | 4,767.30 | 10 | 10 | 10 | 30 | 4,767.30 | 10 | 10 | 10 | 30 | 4,767.30 | 120 | 158.91 | 19,069.20 | |
| 137 | PAID PAPER, ruled | pack | 1 | 0 | 0 | 1 | 34.82 | 1 | 0 | 0 | 1 | 34.82 | 1 | 0 | 0 | 1 | 34.82 | 1 | 0 | 0 | 1 | 34.82 | 4 | 34.82 | 139.28 | |
| 138 | PAPER, parchment | box | 2 | 3 | 3 | 8 | 1,233.68 | 2 | 3 | 3 | 8 | 1,233.68 | 2 | 1 | 1 | 4 | 516.84 | 2 | 3 | 3 | 8 | 1,233.68 | 28 | 154.21 | 4,317.68 | |

| Item # | Item # & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the Year | Price | Total Amount for this Year | | | | | | | | |
|---|---|-----------------|------------------------------|-----------|-----------|-----------|----------|-----|------|----|----------|----------|------|----|-----------------------------|----------|----------------------------|-----|-----|-----|----------|----------|----------|-----------|-----------|
| | | | Jan | Feb | Mar | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | | | | Oct | Nov | Dec | Q4 | Amount | | | |
| | | | Q1 Amount | Q2 Amount | Q3 Amount | Q4 Amount | | | | | | | | | | | | | | | | | | | |
| 139 | 1411531-RE-B01 RECORD BOOK, 300 PAGES | BOOK | 10 | 10 | 10 | 30 | 2,751.00 | 10 | 10 | 10 | 30 | 2,751.00 | 10 | 10 | 10 | 30 | 2,751.00 | 10 | 10 | 30 | 2,751.00 | 120 | 91.70 | 11,004.00 | |
| 140 | 1411531-RE-B02 RECORD BOOK, 500 PAGES | BOOK | 10 | 10 | 10 | 30 | 3,736.80 | 10 | 10 | 10 | 30 | 3,736.80 | 10 | 10 | 10 | 30 | 3,736.80 | 10 | 10 | 30 | 3,736.80 | 120 | 124.56 | 14,947.20 | |
| 141 | 1411704-TT-P04 TISSUE, INTERFOLDED PAPER TOWEL | BOX | 5 | 5 | 5 | 15 | 527.00 | 5 | 5 | 5 | 15 | 527.00 | 5 | 5 | 5 | 15 | 527.00 | 5 | 5 | 5 | 15 | 527.00 | 60 | 33.80 | 2,028.00 |
| 142 | 1411704-TT-P02 TOILET TISSUE PAPER, 2 PLY | BOX | 10 | 10 | 10 | 30 | 2,995.20 | 10 | 10 | 10 | 30 | 2,995.20 | 10 | 10 | 10 | 30 | 2,995.20 | 10 | 10 | 10 | 30 | 2,995.20 | 120 | 99.84 | 12,280.32 |
| PERFUMES OR COLONIES OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | | | | |
| 143 | 5313526-65-901 HAND SANITIZER | Bottle | 1 | 2 | 3 | 6 | 510.48 | 2 | 2 | 5 | 5 | 765.72 | 3 | 2 | 2 | 7 | 595.56 | 3 | 2 | 3 | 8 | 680.64 | 39 | 85.08 | 2,550.48 |
| PESTICIDES OR PEST REPELLENTS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 144 | 1009159-NK-A01 INSECTICIDE | can | 2 | 2 | 1 | 5 | 2.00 | 2 | 1 | 4 | 4 | 557.44 | 1 | 1 | 4 | 6 | 336.16 | 3 | 1 | 3 | 7 | 975.52 | 22 | 139.36 | 3,065.92 |
| PRINTED PUBLICATIONS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 145 | 5510324-RA-H01 HANDBOOK ON PHILLIPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR) | book | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 37.21 | 0.00 |
| PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 4410109-BA-C05 DRUM CARTRIDGE, BROTHER DR-3455, Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 6.94720 | 0.00 |
| 2 | 4410305-CA-C04 INK CARTRIDGE, CANON CL-741, Colored | cart | 1 | 1 | 1 | 3 | 3,378.96 | 1 | 1 | 3 | 3,378.96 | 1 | 1 | 1 | 3 | 3,378.96 | 1 | 1 | 0 | 2 | 2,252.64 | 11 | 1,126.32 | 12,399.52 | |
| 3 | 4410305-CA-C02 INK CARTRIDGE, CANON CL-811, Colored | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,178.32 | 0.00 |
| 4 | 4410305-CA-B04 INK CARTRIDGE, CANON PG-740, Black | cart | 1 | 1 | 1 | 3 | 2,583.36 | 1 | 1 | 3 | 2,583.36 | 1 | 1 | 1 | 3 | 2,583.36 | 1 | 1 | 1 | 3 | 2,583.36 | 12 | 861.12 | 10,333.44 | |
| 5 | 4410305-CA-B02 INK CARTRIDGE, CANON PG-810, Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 892.32 | 0.00 |
| 6 | 4410305-EP-B17 INK CARTRIDGE, EPSON C13T64100 (T6641), Black | cart | 6 | 5 | 5 | 16 | 3,710.40 | 3 | 2 | 7 | 1,623.30 | 5 | 2 | 2 | 9 | 2,087.10 | 3 | 2 | 2 | 7 | 1,623.30 | 39 | 231.90 | 9,044.10 | |
| 7 | 4410305-EP-C17 INK CARTRIDGE, EPSON C13T64100 (T6642), Cyan | cart | 5 | 5 | 5 | 15 | 3,633.00 | 2 | 2 | 6 | 1,453.20 | 3 | 2 | 2 | 7 | 1,695.40 | 2 | 2 | 2 | 6 | 1,453.20 | 34 | 242.20 | 8,234.80 | |
| 8 | 4410305-EP-M17 INK CARTRIDGE, EPSON C13T64100 (T6643), Magenta | cart | 5 | 5 | 5 | 15 | 3,633.00 | 3 | 2 | 7 | 1,695.40 | 5 | 2 | 2 | 9 | 2,179.80 | 3 | 2 | 3 | 8 | 1,937.60 | 39 | 242.20 | 9,466.80 | |
| 9 | 4410305-EP-Y17 INK CARTRIDGE, EPSON C13T64100 (T6644), Yellow | cart | 5 | 5 | 5 | 15 | 3,633.00 | 3 | 2 | 7 | 1,695.40 | 3 | 2 | 2 | 7 | 1,695.40 | 2 | 2 | 2 | 6 | 1,453.20 | 35 | 242.20 | 8,477.00 | |
| 10 | 4410305-HP-B40 INK CARTRIDGE, HP CE295AA (HP82), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 852.80 | 0.00 |
| 11 | 4410305-HP-T40 INK CARTRIDGE, HP CE295AA (HP82), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,048.32 | 0.00 |
| 12 | 4410305-HP-B09 INK CARTRIDGE, HP CE352AA (HP822), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 910.00 | 0.00 |
| 13 | 4410305-HP-T10 INK CARTRIDGE, HP CE352AA (HP822), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,053.52 | 0.00 |
| 14 | 4410305-HP-B17 INK CARTRIDGE, HP CE404AA (HP80), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 880.88 | 0.00 |
| 15 | 4410305-HP-T17 INK CARTRIDGE, HP CE404AA (HP80), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,047.28 | 0.00 |
| 16 | 4410305-HP-K40 INK CARTRIDGE, HP CE923AA (HP920), Cyan | cart | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 12 | 823.68 | 9,884.16 | |
| 17 | 4410305-HP-K40 INK CARTRIDGE, HP CE923AA (HP920), Yellow | cart | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 12 | 823.68 | 9,884.16 | |
| 18 | 4410305-HP-K40 INK CARTRIDGE, HP CE923AA (HP920), Magenta | cart | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 1 | 1 | 1 | 3 | 2,471.04 | 12 | 823.68 | 9,884.16 | |
| 19 | 4410305-HP-B40 INK CARTRIDGE, HP CE923AA (HP920), Black | cart | 1 | 1 | 1 | 3 | 4,623.84 | 1 | 1 | 3 | 4,623.84 | 1 | 1 | 1 | 3 | 4,623.84 | 1 | 1 | 1 | 3 | 4,623.84 | 12 | 1,541.28 | 18,495.36 | |
| 20 | 4410305-HP-B00 INK CARTRIDGE, HP CE951AA (HP951), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 865.28 | 0.00 |
| 21 | 4410305-HP-T20 INK CARTRIDGE, HP CE951AA (HP951), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,066.00 | 0.00 |
| 22 | 4410305-HP-B43 INK CARTRIDGE, HP CE954AA (HP950), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,970.80 | 0.00 |
| 23 | 4410305-HP-K43 INK CARTRIDGE, HP CE954AA (HP951), Cyan | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,517.36 | 0.00 |
| 24 | 4410305-HP-K43 INK CARTRIDGE, HP CE954AA (HP951), Magenta | cart | 6 | 6 | 6 | 18 | 9,104.16 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 1,517.36 | 9,104.16 |
| 25 | 4410305-HP-K43 INK CARTRIDGE, HP CE954AA (HP951), Yellow | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,517.36 | 0.00 |
| 26 | 4410305-HP-B36 INK CARTRIDGE, HP CE923AA (HP920), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 419.12 | 0.00 |
| 27 | 4410305-HP-T36 INK CARTRIDGE, HP CE923AA (HP920), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 419.12 | 0.00 |
| 28 | 4410305-HP-B33 INK CARTRIDGE, HP CE108AA (HP678), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 404.56 | 0.00 |
| 29 | 4410305-HP-T33 INK CARTRIDGE, HP CE108AA (HP678), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 404.56 | 0.00 |
| 30 | 4410305-HP-B43 INK CARTRIDGE, HP CE264AA (HP680), Tri-color | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 424.32 | 0.00 |
| 31 | 4410305-HP-B43 INK CARTRIDGE, HP CE272AA (HP680), Black | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 424.32 | 0.00 |
| 32 | 4410305-HP-C50 INK CARTRIDGE, HP U0851AA (HP955), Cyan Original | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 982.80 | 0.00 |
| 33 | 4410305-HP-M90 INK CARTRIDGE, HP U0854AA (HP955), Magenta Original | cart | 0 | 0 | 0 | 0 | 2.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 982.80 | 0.00 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year |
|---|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|--------|---------------------------|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | |
| 50 80141505-TS-062 ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 123.00 | 0.00 |
| 51 80141505-TS-063 MOTORCYCLE | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 123.00 | 0.00 |
| 52 80141505-TS-064 BUS | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 123.00 | 0.00 |
| 53 80141505-TS-065 MINI BUS | unit | 0 | 0 | 0 | 0 | 3.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 123.00 | 0.00 |

| | | | |
|--|--|---|--------------|
| A. TOTAL | | P | 2,291,136.62 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | P | 229,113.66 |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | P | - |
| D. GRAND TOTAL (A + B+ C) | | P | 2,520,250.28 |
| E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: | | | |

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:



 RODEL U. ANTONIO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:



 CHRISTINE MARIE A. DOMINGO / LANI D. AGMATA
 Accountant / Budget Officer

Approved by:



 NOEL D. BAGANO
 Head of Office/Agency

Date Prepared: 7/17/2024