

UNIVERSITY OF THE PHILIPPINES BAGUIO
Indicative Annual Procurement Plan for FY 2020

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
UPB-01	CSE 2020											
	DBM PS-CSE	Various Offices	NP-53.5 Agency-to-Agency	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	GoP	894,312.27	894,312.27		
	DBM PS-CSE	Various Offices	NP-53.5 Agency-to-Agency	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	Income	164,232.80	164,232.80		
	DBM PS-CSE	Various Offices	NP-53.5 Agency-to-Agency	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	Others	2,414.08	2,414.08		
	CSE - 2020 SUPPLIES REGULARLY PROCURED BUT OUTSIDE DBM											
	SUPPLIES REGULARLY PROCURED BUT OUTSIDE DBM	Various Offices	NP-53.9 - Small Value Procurement	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	GoP	963,700.49	963,700.49		
	SUPPLIES REGULARLY PROCURED BUT OUTSIDE DBM	Various Offices	NP-53.9 - Small Value Procurement	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	Income	154,253.40	154,253.40		
	SUPPLIES REGULARLY PROCURED BUT OUTSIDE DBM	Various Offices	NP-53.9 - Small Value Procurement	first month of each quarter	first month of each quarter	first month of each quarter	first month of each quarter	Others	15,780.00	15,780.00		
UPB-02	AIRCONDITIONING AND AIRCONDITIONING SYSTEMS											
	Repairs and maintenance of airconditioning units	Library, Museo Kordilyera	NP-53.9 - Small Value Procurement	August	August	August	August	GoP	10,000.00	10,000.00		
	Repairs and maintenance of airconditioning units	CAC-TFI	NP-53.9 - Small Value Procurement	January	January	January	February	Income	20,000.00	20,000.00		
UPB-03	AMMUNITIONS AND EXPLOSIVES											
	9mm. Pistol ammunition	Security Office	NP-53.9 - Small Value Procurement	March	March	March	April	GoP	7,500.00	7,500.00		
UPB-04	APPLIANCES											
	Various Appliances	Chancellor's Office, HKP, OCG, OUR, OSFA	NP-53.9 - Small Value Procurement	throughout the year				GoP	38,700.00	38,700.00		
	Various Appliances	Batang Oble, Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	36,500.00	36,500.00		
UPB-05	BEDCLOTHES, LINENS AND TOWELS											
	Various bedclothes, linens and towels (handtowel, placemats, table cloth, table runners and curtains, bed cover with pillow case)	Chancellor's Office, CAC, HSO	NP-53.9 - Small Value Procurement	throughout the year				GoP	57,000.00	57,000.00		
	Various bedclothes, linens and towels (curtains, bed cover with pillow case)	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	48,000.00	48,000.00		
UPB-06	BOOKS, MAPS AND OTHER PUBLICATIONS											
	Acquisition of educational materials & renewal of journal & magazine subscriptions	Library, OVCAA-API	NP-53.9 - Small Value Procurement	March	March	March	April	GoP	1,826,200.00	1,826,200.00		
	Acquisition of educational materials & renewal of journal & magazine subscriptions	Batang Oble, CAC-Book MALL Fund, Colleges Book Fund	Competitive Bidding	March	March	March	April	Income	3,103,346.39	3,103,346.39		
	Acquisition of educational materials & renewal of journal & magazine subscriptions	CHED Subsidy	Competitive Bidding	March	March	March	April	Others	1,172,907.60	1,172,907.60		
UPB-07	CARGO FORWARDING AND HAULING SERVICES											
	Cargo and Hauling Services	Chancellor's Office	NP-53.9 - Small Value Procurement	throughout the year				GoP	3,000.00	3,000.00		

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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
UPB-08	CATERING SERVICES											
	Meals and snacks during meetings, assemblies, seminars Community Lunch, Wellness Party Snacks, officials with guests and visitors, College Events & Activities	Accounting Office, Budget Office, Cash Office, Chancellor's Office, CAC, CS, CSS, GPO, HSO, HKP, HRDO, IM, Library, Museo Kordilyera, OASH, OCG, OPA, ODSA, OUR, OVCAA, OVCAA-API, OVCA, SPMO, CSC, CMO, OSFA	Competitive Bidding	January	January	January	January	GoP	1,735,100.00	1,735,100.00		
	Meals and snacks during meetings, assemblies, seminars, officials with guests and visitors, Events & Activities	Batang Obie, CAC-GAF MALL, CAC-GFTI MALL TFI, CAC TFI, NSTP, Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	469,400.00	469,400.00		
	Meals and snacks during meetings, events, book launching, Review Sessions, etc.	BAC, CAC-Dativa, CAC-DDAA, CAC-TDT, CAC-Summer Arts, CSC-Pub, LRC, Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	229,500.00	229,500.00		
UPB-09	CHEMICALS AND CHEMICAL PRODUCTS											
	Antiseptic solution for surgical instruments	HSO	NP-53.9 - Small Value Procurement	January	January	January	February	Income	2,000.00	2,000.00		
UPB-10	COMMUNICATION EQUIPMENT & PARTS AND ACCESSORIES											
	Intercom System	CAC TFI	NP-53.9 - Small Value Procurement	January	January	January	February	Income	30,000.00	30,000.00		
UPB-11	COMPUTER FURNITURE											
	Computer Table	Batang Obie	NP-53.9 - Small Value Procurement	January	January	January	February	Income	5,000.00	5,000.00		
UPB-12	CONSTRUCTION MATERIALS AND SUPPLIES											
	Various Construction Materials and Supplies	CSS, OVCA-GMEF	NP-53.9 - Small Value Procurement	throughout the year				GoP	501,000.00	501,000.00		
	Various Construction Materials and Supplies	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	15,000.00	15,000.00		
UPB-13	CONSTRUCTION PROJECTS											
	Building Repair and Maintenance	OVCA-GMEF	NP-53.9 - Small Value Procurement	throughout the year				GoP	600,000.00	600,000.00		
UPB-14	DIAGNOSTIC AND LABORATORY SERVICES											
	Random Drug Testing	Library, Museo Kordilyera	NP-53.9 - Small Value Procurement	February	February	February	March	GoP	15,000.00	15,000.00		
	Annual Physical Examination	CAC-TFI	NP-53.9 - Small Value Procurement	January	January	January	February	Income	500,000.00	500,000.00		
UPB-15	EDUCATION AND TRAINING SERVICES											
	Workshop / Training expenses & Professional Fees	Museo Kordilyera, OASH, OVCAA- API	NP-53.9 - Small Value Procurement	throughout the year				GoP	2,875,000.00	2,875,000.00		
	Training/Workshop on Effective Mentoring / Other skills improvement (like LATEX type setting/ SPSS)	LRC	NP-53.9 - Small Value Procurement	throughout the year				Others	5,000.00	5,000.00		
UPB-16	EDUCATIONAL MATERIALS AND SUPPLIES											
	Backpack bag for testing materials	OCG	NP-53.9 - Small Value Procurement	January	January	January	February	GoP	6,000.00	6,000.00		
UPB-17	ELECTRICAL SUPPLIES											
	Various Electrical Supplies	CSS, OASH	NP-53.9 - Small Value Procurement	throughout the year				GoP	4,800.00	4,800.00		
	Various Electrical Supplies	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	20,000.00	20,000.00		

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UPB-18	ENVIRONMENTAL HEALTH/SAFETY EQUIPMENT											
	Safety boots and shoes	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	6,500.00	6,500.00		
UPB-19	EVENTS MANAGEMENT											
	Book fair	Library	NP-53.9 - Small Value Procurement	February	February	February	March	GoP	12,500.00	12,500.00		
	Various Student events	USC	NP-53.9 - Small Value Procurement	throughout the year				Income	469,000.00	469,000.00		
UPB-20	FIXTURES											
	Double Pole Clothes Rack	Batang Oble	NP-53.9 - Small Value Procurement	January	January	January	February	Income	2,500.00	2,500.00		
UPB-21	FREIGHT FORWARDER SERVICES											
	Freight Service for the delivery of Accountable forms	Cash Office	NP-53.9 - Small Value Procurement	throughout the year				GoP	2,340.00	2,340.00		
UPB-22	FUELS/FUEL ADDITIVES & LUBRICANTS & ANTI-CORROSIVE											
	Gasoline, Diesel, oils and other fluids for University vehicle and other equipment	Chancellor's Office, CMO Janitorial	NP-53.9 - Small Value Procurement	throughout the year				GoP	180,100.00	180,100.00		
	Oil for grass cutter	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	3,500.00	3,500.00		
UPB-23	FUNERAL AND ASSOCIATED SERVICES											
	Flower arrangement	Chancellor's Office	NP-53.9 - Small Value Procurement	throughout the year					4,000.00	4,000.00		
UPB-24	FURNITURE											
	Foldable Table, folding, for 6 seaters	HSO	NP-53.9 - Small Value Procurement	January	January	January	February	GoP	4,000.00	4,000.00		
	Re-uholster of sofa set	Residence Hall	NP-53.9 - Small Value Procurement	January	January	January	February	Income	50,000.00	50,000.00		
UPB-25	GAMES AND TOYS											
	Stress balls	OCG	NP-53.9 - Small Value Procurement	January	January	January	February	GoP	1,440.00	1,440.00		
UPB-26	GARMENTS											
	Police uniforms with complete accessories & shoes	Security Office	NP-53.9 - Small Value	February	February	February	March	GoP	42,000.00	42,000.00		
UPB-27	GENERAL MERCHANDISE											
	Various general merchandises	Museo Kordilyera, Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	410,170.00	410,170.00		
UPB-28	GENERAL REPAIR AND MAINTENANCE SERVICES											
	Repair of Equipment, Furniture, Fixtures, Computers, Printers, Copier, telephone & telephone lines, classrooms and offices with diagnostic fee	Accounting Office, Budget Office, Cash Office, CAC, HSO, HKP, Library, Museo Kordilyera, OPA, ODSA, OUR, OVCAA, CSC, OSFA, CS, CSS	NP-53.9 - Small Value Procurement	throughout the year				GoP	172,100.00	172,100.00		
	Repair of Equipment, Furniture and Fixture	Batang Oble, CAC TFI, CS-MS CARE GFTI-TFI	NP-53.9 - Small Value Procurement	throughout the year				Income	127,000.00	127,000.00		
	Repair of Equipment, Lab Equipment	CS-Bio Misc, LRC, Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	99,750.00	99,750.00		

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UPB-29	GROCERY ITEMS											
	Purified water	Chancellor's Office, CAC, CSS, GPO, HSO, OPA, OVCA, OVCAA	NP-53.9 - Small Value Procurement					GoP	23,400.00	23,400.00		
	Other grocery items (Assorted cookies/biscuits/crackers & other supplies)	Chancellor's Office, CSS	NP-53.9 - Small Value Procurement					GoP	5,400.00	5,400.00		
	Purified water	Batang Obie, Residence Hall	NP-53.9 - Small Value Procurement					Income	4,500.00	4,500.00		
UPB-30	HARDWARE AND CONSTRUCTION SUPPLIES											
	Various Hardware and construction supplies	CSS, OCG	NP-53.9 - Small Value Procurement					GoP	7,000.00	7,000.00		
	Various Hardware and construction supplies	Batang Obie	NP-53.9 - Small Value Procurement					Income	2,400.00	2,400.00		
	Various Hardware and construction supplies	CS-Bio Misc	NP-53.9 - Small Value Procurement					Others	4,550.00	4,550.00		
UPB-31	HOSPITAL / MEDICAL EQUIPMENT											
	Various Hospital/ Medical Equipment	HSO	NP-53.9 - Small Value Procurement					Income	10,300.00	10,300.00		
UPB-32	HOSPITAL / MEDICAL EQUIPMENT SERVICES											
	Oxygen refill	HSO	NP-53.9 - Small Value Procurement	January	January	January	January	Income	1,200.00	1,200.00		
UPB-33	HOTEL AND LODGING AND MEETING FACILITIES											
	Accommodation for guests for commencement, baccalaureate, meetings, other activities	Chancellor's Office, CSS	NP-53.10 Lease of Real Property and Venue					GoP	195,000.00	195,000.00		
	Accommodation for guests	CAC TFI	NP-53.9 - Small Value Procurement					Income	85,000.00	85,000.00		
	Accommodation for guests	CAC-Dativa, CAC-DDAA	NP-53.9 - Small Value Procurement					Others	20,000.00	20,000.00		
UPB-34	INFORMATION TECHNOLOGY											
	Software	LRC	NP-53.9 - Small Value Procurement	January	January	January	January	Others	11,000.00	11,000.00		
UPB-35	INFORMATION TECHNOLOGY PARTS & ACCESSORIES & PERIP											
	Various IT parts, accessories & peripherals	CSS, OASH, SNO	NP-53.9 - Small Value Procurement					GoP	44,260.00	44,260.00		
	Various IT parts, accessories & peripherals	CAC TFI	NP-53.9 - Small Value Procurement					Income	15,000.00	15,000.00		
UPB-36	INTERNET SERVICES											
	Internet Services (Smart)	OVCA	NP-53.9 - Small Value Procurement					GoP	11,988.00	11,988.00		
	Internet Services (Innove)	OVCA	NP-53.9 - Small Value Procurement					Income	122,268.00	122,268.00		
	Internet Services (PLDT)	OVCA-UP Balay	NP-53.9 - Small Value Procurement					Others	24,216.00	24,216.00		
UPB-37	INVESTIGATIVE EQUIPMENT											
	Purchase of CCTV	HKP	NP-53.9 - Small Value Procurement					GoP	20,000.00	20,000.00		
UPB-38	JANITORIAL SERVICES											
	Cleaning Supplies for Windows	CAC	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00		
	12-month Janitorial Services	OVCA	Competitive Bidding	Nov-19	Nov-19	Dec-19	Dec-19	GoP	3,540,000.00	3,540,000.00		
UPB-39	JANITORIAL SUPPLIES											
	Various janitorial supplies	Batang Obie, HKP-Athletics Fee	NP-53.9 - Small Value Procurement					Income	20,600.00	20,600.00		
	Various janitorial supplies	OVCA-UP Balay	NP-53.9 - Small Value Procurement					Others	24,000.00	24,000.00		

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UPB-40	KITCHENWARE											
	plates, spoons, cups, drinking glass, forks, saucer, bowls, platter, ladle	Chancellor's Office, CAC, HSO	NP-53.9 - Small Value Procurement					GoP	20,300.00	20,300.00		
UPB-41	LABORATORY SUPPLIES AND EQUIPMENT											
	Laboratory Supplies & Equipment for the College of Science	CS-Comp Sci Lab Funds, CS-Math Lab Funds, CS-MS CARE GFTI-TFI, CS-Physics	NP-53.9 - Small Value Procurement		throughout the year			Income	1,045,000.00	1,045,000.00		
	Laboratory Supplies & Equipment for the College of Science	CS-Bio Misc, CS-Chem Misc, CS-Math Misc, CS-Physics Misc, CS-Comp Sci Misc	NP-53.9 - Small Value Procurement		throughout the year			Others	374,000.00	374,000.00		
	Laboratory Supplies & Equipment for Projects	Project 7	NP-53.9 - Small Value Procurement		throughout the year			Others	127,573.80	127,573.80		
UPB-42	LAUNDRY SERVICES											
	Laundry of Curtains, Table Runners, Table Cloth, sofa covers, linens	Accounting Office, Budget Office, Cash Office, Chancellor's Office, CAC, CS, CSS, HRDO, IM, Library, OCG, OPA, ODSA, OUR, OVCAA, SPMO, CSC	NP-53.9 - Small Value Procurement		throughout the year			GoP	69,134.00	69,134.00		
	Laundry of Curtains, Table Runners, Table Cloth, sofa covers, linens	NSTP, Residence Hall	NP-53.9 - Small Value Procurement		throughout the year			Income	161,800.00	161,800.00		
	Laundry Services for UP Balay	OVCA-UP Balay	NP-53.9 - Small Value Procurement		throughout the year			Others	4,800.00	4,800.00		
UPB-43	LEASE AND RENTAL OF PROPERTY OR BUILDING											
	Accommodation, Workshop / Conference venue rental and meals	OVCAA-API	NP-53.10 Lease of Real Property and Venue		throughout the year			GoP	1,645,500.00	1,645,500.00		
UPB-44	MAIL AND CARGO TRANSPORT SERVICES											
	Mailing of official documents, TI Similia	Accounting Office, Budget Office, Cash Office, Chancellor's Office, CAC, CS, CSS, HRDO, Museo Kardilyera, OPA, ODSA, OUR, OVCAA, OVCA, CSC, OSFA, COA	NP-53.9 - Small Value Procurement		throughout the year			GoP	78,660.00	78,660.00		
	Mailing of official documents	CAC-GFTI MALL TFI, CS-MSCARE GFTI-TFI	NP-53.9 - Small Value Procurement		throughout the year			Income	9,860.00	9,860.00		
	Mailing of official documents	CSC-Pub	NP-53.9 - Small Value Procurement		throughout the year			Others	2,000.00	2,000.00		
UPB-45	MEDICAL SUPPLIES AND LABORATORY INSTRUMENT											
	First Aid Kit	CS-Bio Misc	NP-53.9 - Small Value Procurement					Others	3,700.00	3,700.00		
UPB-46	NEWSPAPERS											
	Newspaper Subscriptions	OPA, ODSA	NP-53.9 - Small Value Procurement		throughout the year			GoP	37,878.00	37,878.00		
	Newspaper Subscriptions	Residence Hall	NP-53.9 - Small Value Procurement		throughout the year			Income	10,190.00	10,190.00		
UPB-47	OFFICE EQUIPMENT											
	Various office equipment (fax machine & photocopier, semi-expandable office & ICT equipment)	Chancellor's Office, CAC	NP-53.9 - Small Value Procurement		throughout the year			GoP	200,000.00	200,000.00		
	Purchase, repairs & maintenance of equipment	OVCAA-API	NP-53.9 - Small Value Procurement		throughout the year			GoP	750,000.00	750,000.00		

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	Various office equipment (computer)	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	40,000.00	40,000.00		
	Various office equipment (projector)	LRC	NP-53.9 - Small Value Procurement	throughout the year				Others	10,000.00	10,000.00		
	Procurement of Equipment and Upkeep of facilities	CHED Subsidy	Competitive Bidding	by Second Quarter	by Second Quarter	by Second Quarter	by Second Quarter	Others	7,452,331.23	7,452,331.23		
UPB-48	OFFICE EQUIPMENT PARTS AND ACCESSORIES											
	Various office equipment parts and accessories	CSS, OSFA	NP-53.9 - Small Value Procurement	throughout the year				GoP	10,700.00	10,700.00		
UPB-49	OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES											
	Various office equipment parts and accessories	CS-MSCARE GFTI-TFI	NP-53.9 - Small Value Procurement	throughout the year				Income	100,000.00	100,000.00		
UPB-50	OFFICE SUPPLIES AND DEVICES											
	Various office supplies (rubber stamps, supplies for college events & activities, archival supplies, other supplies)	Accounting Office, CAC, CSS, GPO, Library, OVCAA-API, OVCA, CSC, OCG	NP-53.9 - Small Value Procurement	throughout the year				GoP	299,200.00	299,200.00		
	Various Office Supplies and Devices (supplies for activities and events)	CAC-GAF MALL, CAC TFI	NP-53.9 - Small Value Procurement	throughout the year				Income	13,000.00	13,000.00		
	Various Office Supplies and Devices (supplies for activities and events)	CAC-Dativa, CAC-DDAA, CAC-TDT, CAC-Summer Arts, Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	159,383.84	159,383.84		
UPB-51	PLASTIC PRODUCTS											
	Flower pots	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	6,000.00	6,000.00		
UPB-52	PRINT AND BROADCAST AND AERIAL ADVERTISING											
	Marketing and promotional expenses	OVCAA-API	NP-53.9 - Small Value Procurement	throughout the year				GoP	750,000.00	750,000.00		
UPB-53	PRINTING SERVICES											
	Printing of posters, brochures, consultation forms, prescription pads, internet cards, book cards, TI Similia, Stationeries, Student jackets, different forms, Diploma, etc.	HSO, Library, OASH, OPA, OUR, SPMO, CSC, OSFA, Cash Office	NP-53.9 - Small Value Procurement	throughout the year				GoP	374,450.00	374,450.00		
	Printing expenses and publication fee	OVCAA-API	NP-53.9 - Small Value Procurement	throughout the year				GoP	1,600,000.00	1,600,000.00		
	Printing of posters, shirts, banners, newsletter	CAC TFI, NSTP, Outcrop, Residence Hall, USC	NP-53.9 - Small Value Procurement	throughout the year				Income	213,000.00	213,000.00		
	Printing of Accountable forms	Cash Office	NP-53.5 Agency-to-Agency	throughout the year				GoP	30,000.00	30,000.00		
	Printing of Accountable forms	Residence Hall	NP-53.5 Agency-to-Agency	throughout the year				Income	6,000.00	6,000.00		
	Printing of posters, banners, books, journals	CAC-Dativa, CAC-DDAA, CSC-Pub	NP-53.9 - Small Value Procurement	throughout the year				Others	107,000.00	107,000.00		
	Ordering of cheque booklets	Cash Office	NP-53.5 Agency-to-Agency	throughout the year				GoP	13,260.00	13,260.00		
UPB-54	SECURITY SERVICES											
	12-month Security Services	OVCA	Competitive Bidding	Dec-19	Dec-19	Dec-19	Jan-20	GoP	4,320,000.00	4,320,000.00		

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UPB-55	SERVICES											
	Notarial fee	Accounting Office, Chancellor's Office, OSFA	NP-53.9 - Small Value Procurement	throughout the year				GoP	3,200.00	3,200.00		
	Mobile expenses	Accounting Office, Budget Office, Chancellor's Office	NP-53.9 - Small Value Procurement	throughout the year				GoP	75,600.00	75,600.00		
	Marketing/Advertising/Web Maintenance	GPO	NP-53-6 Scientific, Scholarly or Artistic Work, Exclusive Technology And Media Services	throughout the year				GoP	5,000.00	5,000.00		
	BBEAL Season and CARASUC	HKP	NP-53.9 - Small Value Procurement	August	August	August	August	GoP	68,000.00	68,000.00		
	Water (BWD), Electrical (BENECO) & Telephone (PLDT) Services	OVCA	Direct Contracting	throughout the year				GoP	2,508,000.00	2,508,000.00		
	Chemical, DNA & Microbiological laboratory analyses needed for special problems	CS-MS Care Lab Funds	NP-53.9 - Small Value Procurement	throughout the year				Income	100,000.00	100,000.00		
	Water (BWD), Electrical (BENECO) & Telephone (PLDT) Services	OVCA	Direct Contracting	throughout the year				Income	295,200.00	295,200.00		
	Delivery of spring water	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	32,000.00	32,000.00		
	Enhancing of teaching and research	CHED Subsidy	NP-53.9 - Small Value Procurement	throughout the year				Others	14,904,662.45	14,904,662.45		
	Increasing of cost of power and other utilities	CHED Subsidy	Direct Contracting	throughout the year				Others	10,005,020.00	10,005,020.00		
	Professional services for publications (editor in chief, layout artist, pagesetter, book cover designer, indexer, etc.)	CSC-Pub	NP-53-6 Scientific, Scholarly or Artistic Work, Exclusive Technology And Media Services	throughout the year				Others	100,000.00	100,000.00		
	Water (MAYNILAD), Electrical (MERALCO)	OVCA-UP Balay	Direct Contracting	throughout the year				Others	45,600.00	45,600.00		
	Water (BWD), Electrical (BENECO)	OVCA	Direct Contracting	throughout the year				Others	216,000.00	216,000.00		
	Chemical, DNA & Microbiological laboratory analyses	Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	250,000.00	250,000.00		
UPB-56	SPORTING GOODS											
	BBEAL uniforms & other sporting items	HKP	NP-53.9 - Small Value Procurement	August	August	August	August	GoP	380,000.00	380,000.00		
	Various sporting goods	HKP-Athletics Fee	NP-53.9 - Small Value Procurement	throughout the year				Income	20,000.00	20,000.00		
UPB-57	TEXTILES											
	Curtains	HRDO	NP-53.9 - Small Value Procurement	January	January	January	February	GoP	20,000.00	20,000.00		

UNIVERSITY OF THE PHILIPPINES BAGUIO
Indicative Annual Procurement Plan for FY 2020

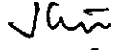
Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
UPB-58	TOKENS AND AWARDS											
	Tokens for Guests & Speakers	Chancellor's Office, CAC, CSS, GPO, IM, ODSA, OVCAA-API, CSC, OSFA	NP-53.9 - Small Value Procurement	throughout the year				GoP	76,250.00	76,250.00		
	Plaques (Gawad Tsanselor & retirees)	Chancellor's Office	NP-53.9 - Small Value Procurement	October	October	November	November	GoP	20,000.00	20,000.00		
	Tokens for Guests & Speakers	CAC TFI, NSTP	NP-53.9 - Small Value Procurement	January	January	January	February	Income	20,000.00	20,000.00		
	Tokens for Guests & Speakers	CAC-Dativa, CAC-DDAA	NP-53.9 - Small Value Procurement	January	January	January	February	Others	20,000.00	20,000.00		
	Plaques for Academic Achievers	OSFA-Abellera, OSFA-Tenefrancia	NP-53.9 - Small Value Procurement	March	March	March	April	Others	7,200.00	7,200.00		
UPB-59	TRANSPORTATION AND COMMUNICATIONS SERVICES											
	Vehicle Rental	CAC, HKP, CSC	NP-53.9 - Small Value Procurement	throughout the year				GoP	75,000.00	75,000.00		
	Vehicle Rental	BAC	NP-53.9 - Small Value Procurement	throughout the year				Others	8,500.00	8,500.00		
	Communication Expenses	Museo Kordilyera, OVCAA-API	NP-53.9 - Small Value Procurement	throughout the year				GoP	28,000.00	28,000.00		
	Communication Expenses	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	4,100.00	4,100.00		
	Communication Expenses	Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	4,000.00	4,000.00		
UPB-60	TRAVEL, FOOD, LODGING AND ENTERTAINMENT SERVICES											
	Travel during Seminars, Trainings & Meetings	Accounting Office, CS, CSS, HSO, HKP, HRDO, IM, Museo Kordilyera, OASH, OCG, ODSA, OUR, OVCAA, OVCAA-API, CSC, OSFA, COA	NP-53.9 - Small Value Procurement	throughout the year				GoP	1,253,090.00	1,253,090.00		
	Travel, Lodging, Food of Chancellor	Chancellor's Office	NP-53.9 - Small Value Procurement	throughout the year				GoP	52,800.00	52,800.00		
	Travel, Lodging, Food for Out-of-Town Activity	HRDO	NP-53.9 - Small Value Procurement	throughout the year				GoP	150,000.00	150,000.00		
	Travel expenses during Field Trips/ NSTP Service, Conferences	CS-MS Care Lab Funds, NSTP, Outcrop, USC	NP-53.9 - Small Value Procurement	throughout the year				Income	245,200.00	245,200.00		
	Travel expenses for meetings/trainings/workshops/bookfairs, etc	CSC-Pub, Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	110,121.92	110,121.92		


UNIVERSITY OF THE PHILIPPINES BAGUIO
Indicative Annual Procurement Plan for FY 2020

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
UPB-61	VEHICLE REPAIR AND MAINTENANCE including parts and registration											
	Vehicle periodic maintenance	Chancellor's Office	Direct Contracting	throughout the year				GoP	45,000.00	45,000.00		
UPB-62	WASTE MANAGEMENT AND RECYCLING											
	Waste Management	Project 7	NP-53.9 - Small Value Procurement	throughout the year				Others	30,000.00	30,000.00		
UPB-63	WATER SERVICE CONNECTION MATERIALS/FITTINGS											
	Various water connection materials/ fittings	Residence Hall	NP-53.9 - Small Value Procurement	throughout the year				Income	55,000.00	55,000.00		
								72,588,894.27	72,588,894.27	-		

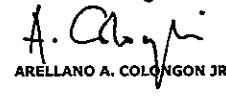
PREPARED BY:

 IRENE J. ENRIQUEZ
 BAC Sec.

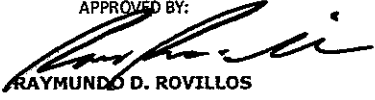
RECOMMENDING APPROVAL:

 JESSICA K. CARIÑO
 Chair, BAC


 SANTOS JOSE O. DACANAY III
 Member, BAC


 JOCELYN F. RAFANAN
 Member, BAC


 ARELLANO A. COLONGON JR.
 Member, BAC


 GLORIA G. RODRIGUERA
 Member, BAC

APPROVED BY:

 RAYMUNDO D. ROVILLOS
 Head of the Procuring Entity

PROJECT PROCUREMENT MANAGEMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (PPMP-CSE) 2020 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Indicate the unit's monthly requirement per item in the PPMP-CSE 2020 form.
2. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
3. Agency must not delete any item in the template; neither should it include line items or revise the template.
4. An PPMP-CSE is considered incorrect or invalid if:
 - a. form used is other than the prescribed format
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
5. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
6. Once accomplished and finalized, the PPMP-CSE 2020 form should be:
 - a. Saved using this format: PPMP2020_Name of Office/Committee/ProjectAgency

Note: The PPMP-CSE for FY 2020 must be submitted on or before **12:00nn August 27, 2019**.

Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES BAGUIO
 Region: CAR
 Address: GOVERNOR PAK ROAD, BAGUIO CITY, BENGUET, 2600

Agency Account Code: _____
 Organization Type: SUC

Contact Person: IRENE J. ENRIQUEZ
 Position: CHIEF, SPMO
 E-mail: ijenriquez@up.edu.ph
 Telephone/Mobile Nos: 074-442-3484

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	38			38	5,397.52	12			12	1,704.48	21			21	2,982.84	16			16	2,272.64	87.00	142.04	12,357.48
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	151			151	6,770.84	89			89	3,990.76	151			151	6,770.84	87			87	3,901.08	478.00	44.84	21,433.52
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	15			15	376.50	2			2	50.20	9			9	225.90	2			2	50.20	28.00	25.10	702.80
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1	751.41	0			0	0.00	0			0	0.00	0			0	0.00	1.00	751.41	751.41
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	225.25	0			0	0.00	0			0	0.00	0			0	0.00	1.00	225.25	225.25
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	212.53	0.00
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	6			6	445.08	1			1	74.18	4			4	296.72	2			2	148.36	13.00	74.18	964.34
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	1			1	695.36	0			0	0.00	0			0	0.00	0			0	0.00	1.00	695.36	695.36

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	1,049.40	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	1,325.00	0.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	1			1	780.16	0			0	0.00	1			1	780.16	0		0	0.00	2.00	780.16	1,560.32
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	608.28	0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	1,054.70	0.00
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	683.59	0.00
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	50			50	1,642.00	28			28	919.52	34			34	1,116.56	17		17	558.28	129.00	32.84	4,236.36
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	49			49	2,799.37	27			27	1,542.51	32			32	1,828.16	24		24	1,371.12	132.00	57.13	7,541.16
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	44			44	1,860.76	17			17	718.93	21			21	888.09	21		21	888.09	103.00	42.29	4,355.87
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	9			9	110.43	0			0	0.00	12			12	147.24	17		17	208.59	38.00	12.27	466.26
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	108			108	14,571.36	60			60	8,095.20	96			96	12,952.32	57		57	7,690.44	321.00	134.92	43,309.32
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	99			99	15,615.27	62			62	9,779.26	82			82	12,933.86	59		59	9,306.07	302.00	157.73	47,634.46
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	146			146	17,041.12	112			112	13,072.64	142			142	16,574.24	103		103	12,022.16	503.00	116.72	58,710.16
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	60			60	7,948.80	43			43	5,696.64	51			51	6,756.48	38		38	5,034.24	192.00	132.48	25,436.16
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	12			12	212.16	4			4	70.72	6			6	106.08	4		4	70.72	26.00	17.68	459.68
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	9			9	882.45	1			1	98.05	8			8	784.40	1		1	98.05	19.00	98.05	1,862.95
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 300m-0.3m	roll	0			0	0.00	0			0	0.00	0			0	0.00	0		0	0.00	0.00	49.71	0.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	3			3	216.24	0			0	0.00	5			5	360.40	0		0	0.00	8.00	72.08	576.64
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	17			17	1,765.96	1			1	103.88	5			5	519.40	1		1	103.88	24.00	103.88	2,493.12
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	118			118	7,867.06	116			116	7,733.72	123			123	8,200.41	112		112	7,467.04	469.00	66.67	31,268.23
Batteries and Cells and Accessories																									
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	84			84	1,689.24	37			37	744.07	65			65	1,307.15	40		40	804.40	226.00	20.11	4,544.86
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	51			51	1,013.88	26			26	516.88	40			40	795.20	30		30	596.40	147.00	19.88	2,922.36
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10			10	901.00	0			0	0.00	4			4	360.40	0		0	0.00	14.00	90.10	1,261.40
Manufacturing Components and Supplies																									
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	16			16	779.84	1			1	48.74	12			12	584.88	4		4	194.96	33.00	48.74	1,608.42
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	17			17	358.19	14			14	294.98	11			11	231.77	14		14	294.98	56.00	21.07	1,179.92
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	41			41	838.04	45			45	919.80	28			28	572.32	16		16	327.04	130.00	20.44	2,657.20
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	16			16	296.80	5			5	92.75	11			11	204.05	5		5	92.75	37.00	18.55	686.35
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	69			69	3,883.32	29			29	1,632.12	53			53	2,982.84	34		34	1,913.52	185.00	56.28	10,411.80
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	19			19	2,064.35	4			4	434.60	12			12	1,303.80	5		5	543.25	40.00	108.65	4,346.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
38 31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	14			14	259.70	2			2	37.10	6			6	111.30	2			2	37.10	24.00	18.55	445.20
39 31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	96			96	890.88	32			32	296.96	71			71	658.88	32			32	296.96	231.00	9.28	2,143.68
40 31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	34			34	630.70	8			8	148.40	25			25	463.75	9			9	166.95	76.00	18.55	1,409.80
41 31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	13			13	675.22	2			2	103.88	3			3	155.82	2			2	103.88	20.00	51.94	1,038.80
Heating and Ventilation and Air Circulation																									
42 40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	993.22	0.00
43 40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,215.82	0.00
44 40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	1			1	1,025.74	0			0	0.00	0			0	0.00	0			0	0.00	1.00	1,025.74	1,025.74
45 40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	4			4	2,730.12	0			0	0.00	0			0	0.00	0			0	0.00	4.00	682.53	2,730.12
Lighting and Fixtures and Accessories																									
46 39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	30			30	1,240.20	0			0	0.00	10			10	413.40	0			0	0.00	40.00	41.34	1,653.60
47 39101628-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece	68			68	5,023.84	8			8	591.04	58			58	4,285.04	8			8	591.04	142.00	73.88	10,490.96
Measuring and Observing and Testing Equipment																									
48 41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	14			14	220.78	5			5	78.85	5			5	78.85	5			5	78.85	29.00	15.77	457.33
Cleaning Equipment and Supplies																									
49 47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	71			71	6,228.12	35			35	3,070.20	28			28	2,456.16	18			18	1,578.96	152.00	87.72	13,333.44
50 47131604-BR-S01	BROOM, soft (tambo)	piece	40			40	5,300.00	14			14	1,855.00	30			30	3,975.00	14			14	1,855.00	98.00	132.50	12,985.00
51 47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	36			36	1,121.76	18			18	560.88	32			32	997.12	18			18	560.88	104.00	31.16	3,240.64
52 47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	33			33	1,399.20	21			21	890.40	32			32	1,356.80	15			15	636.00	101.00	42.40	4,282.40
53 47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	34			34	828.92	19			19	463.22	29			29	707.02	14			14	341.32	96.00	24.38	2,340.48
54 47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	49			49	399.84	32			32	261.12	39			39	318.24	28			28	228.48	148.00	8.16	1,207.68
55 47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	72			72	2,746.80	49			49	1,869.35	67			67	2,556.05	44			44	1,678.60	232.00	38.15	8,850.80
56 47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	25			25	3,133.75	12			12	1,504.20	17			17	2,130.95	10			10	1,253.50	64.00	125.35	8,022.40
57 47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	22			22	556.82	12			12	303.72	10			10	253.10	5			5	126.55	49.00	25.31	1,240.19
58 47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	274.54	0.00
59 47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	48			48	4,273.92	13			13	1,157.52	27			27	2,404.08	11			11	979.44	99.00	89.04	8,814.96
60 47131804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0			0	0.00	1			1	1,947.75	0			0	0.00	0			0	0.00	1.00	1,947.75	1,947.75
61 47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	11			11	1,632.40	6			6	890.40	11			11	1,632.40	5			5	742.00	33.00	148.40	4,897.20
62 47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	37			37	4,157.32	17			17	1,910.12	28			28	3,146.08	0			0	0.00	82.00	112.36	9,213.52
63 47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	29			29	1,468.85	11			11	557.15	14			14	709.10	7			7	354.55	61.00	50.65	3,089.65
64 47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	36			36	3,777.84	23			23	2,413.62	26			26	2,728.44	22			22	2,308.68	107.00	104.94	11,228.58

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	40			40	5,702.80	19			19	2,708.83	35			35	4,989.95	4			4	570.28	98.00	142.57	13,971.86	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	35			35	841.40	0			0	0.00	10			10	240.40	0			0	0.00	45.00	24.04	1,081.80	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	39,962.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	9			9	199.89	3			3	66.63	9			9	199.89	3			3	66.63	24.00	22.21	533.04	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	6			6	15,663.20	0			0	0.00	0			0	0.00	0			0	0.00	6.00	2,777.20	16,663.20	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	34			34	9,586.64	1			1	281.96	10			10	2,819.60	0			0	0.00	45.00	281.96	12,688.20	
71	43211503-LCT-02	Laptop Computer, branded	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	36,607.10	0.00	
72	43211705-MO-O01	MOUSE, optical, USB connection type	unit	7			7	963.13	0			0	0.00	2			2	275.18	0			0	0.00	9.00	137.59	1,238.31	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	33,768.42	0.00	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8,149.28	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	738.82	0.00	
76	N/A	PRINTER, LASER, Color	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
78	N/A	PRINTER, Inkjet, Color	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
79	N/A	Hub/Switches	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
80	N/A	Network Routers	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
81	N/A	Wireless Access Point	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00	
Office Equipment and Accessories and Supplies																											
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	6			6	157.02	5			5	130.85	6			6	157.02	5			5	130.85	22.00	26.17	575.74	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	22			22	169.84	4			4	30.88	7			7	54.04	4			4	30.88	37.00	7.72	285.64	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	24			24	327.60	5			5	68.25	8			8	109.20	5			5	68.25	42.00	13.65	573.30	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20			20	419.00	3			3	62.85	6			6	125.70	3			3	62.85	32.00	20.95	670.40	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20			20	805.60	3			3	120.84	6			6	241.68	3			3	120.84	32.00	40.28	1,288.96	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	157			157	2,808.73	43			43	769.27	138			138	2,468.82	40			40	715.60	378.00	17.89	6,762.42	
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	58			58	4,125.54	15			15	1,066.95	10			10	711.30	10			10	711.30	93.00	71.13	6,615.09	
89	44122011-DF-F01	DATA FOLDER, made of chipboard, tag/la lack	piece	10			10	699.60	0			0	0.00	0			0	0.00	0			0	0.00	10.00	69.96	699.60	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	3			3	1,247.97	1			1	415.99	1			1	415.99	2			2	831.98	7.00	415.99	2,911.93	
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	15			15	7,920.60	1			1	528.04	11			11	5,808.44	2			2	1,056.08	29.00	528.04	15,313.16	
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	3			3	2,257.80	1			1	752.60	2			2	1,505.20	1			1	752.60	7.00	752.60	5,268.20	
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.5mm thickness min	piece	10			10	310.80	0			0	0.00	0			0	0.00	0			0	0.00	10.00	31.08	310.80	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
94	44121506-EN-M02	ENVELOPE, MAILING, white, 70 gsm	box	4			4	1,339.84	3			3	1,004.88	3			3	1,004.88	4			4	1,339.84	14.00	334.96	4,689.44
95	44121504-EN-W02	ENVELOPE, mailing, white, with window, 70 gsm	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	418.70	0.00
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	42			42	475.44	22			22	249.04	24			24	271.68	34			34	384.88	122.00	11.32	1,381.04
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	6			6	482.58	2			2	160.86	5			5	402.15	2			2	160.86	15.00	80.43	1,206.45
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10			10	719.60	0			0	0.00	0			0	0.00	0			0	0.00	10.00	71.96	719.60
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	5			5	63.60	5			5	63.60	5			5	63.60	5			5	63.60	20.00	12.72	254.40
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	1			1	16.96	1			1	16.96	1			1	16.96	1			1	16.96	4.00	16.96	67.84
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	258.16	0.00
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	1			1	296.80	1			1	296.80	12			12	3,561.60	0			0	0.00	14.00	296.80	4,155.20
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1			1	174.37	1			1	174.37	0			0	0.00	1			1	174.37	3.00	174.37	523.11
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	2			2	435.66	1			1	217.83	0			0	0.00	1			1	217.83	4.00	217.83	871.32
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2			2	1,522.16	0			0	0.00	0			0	0.00	0			0	0.00	2.00	761.08	1,522.16
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	12			12	2,658.48	5			5	1,107.70	6			6	1,329.24	4			4	886.16	27.00	221.54	5,981.58
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	18			18	5,130.18	8			8	2,280.08	10			10	2,850.10	6			6	1,710.06	42.00	285.01	11,970.42
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	21			21	1,110.27	10			10	528.70	10			10	528.70	10			10	528.70	51.00	52.87	2,696.37
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	42.40	0.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	23			23	872.85	7			7	265.65	19			19	721.05	7			7	265.65	56.00	37.95	2,125.20
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	94			94	987.00	59			59	619.50	78			78	819.00	59			59	619.50	290.00	10.50	3,045.00
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	86			86	903.00	49			49	514.50	70			70	735.00	49			49	514.50	254.00	10.50	2,667.00
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	96			96	1,008.00	62			62	651.00	81			81	850.50	62			62	651.00	301.00	10.50	3,160.50
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	19			19	186.96	6			6	59.04	16			16	157.44	6			6	59.04	47.00	9.84	462.48
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	14			14	137.76	4			4	39.36	11			11	108.24	4			4	39.36	33.00	9.84	324.72
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	14			14	137.76	4			4	39.36	11			11	108.24	4			4	39.36	33.00	9.84	324.72
117	44122104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	45			45	274.50	26			26	158.60	30			30	183.00	26			26	158.60	127.00	6.10	774.70
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	49			49	636.51	28			28	363.72	33			33	428.67	27			27	350.73	137.00	12.99	1,779.63
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	15			15	317.85	5			5	105.95	8			8	169.52	0			0	0.00	28.00	21.19	593.32
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	205.51	0.00
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	5			5	492.90	4			4	394.32	3			3	295.74	0			0	0.00	12.00	98.58	1,182.96
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	7			7	197.40	3			3	84.60	2			2	56.40	0			0	0.00	12.00	28.20	338.40
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	20			20	240.00	0			0	0.00	2			2	24.00	2			2	24.00	24.00	12.00	288.00
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	9			9	251.37	1			1	27.93	1			1	27.93	0			0	0.00	11.00	27.93	307.23

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		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
		125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	1			1	487.58	0					0	0.00	0						
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	7			7	1,335.60	0					1	190.80	0				0	0.00	8.00	190.80	1,526.40
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	2			2	268.98	0					1	134.49	0				0	0.00	3.00	134.49	403.47
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	26			26	413.40	15					15	238.50	9				9	143.10	55.00	15.90	874.50
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	6			6	502.44	0					1	83.74	0				0	0.00	7.00	83.74	586.18
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0			0	0.00	0					0	0.00	0				0	0.00	0.00	895.70	0.00
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	4			4	74.12	0					5	92.65	2				2	37.06	11.00	18.53	203.83
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	5			5	284.50	0					2	113.80	2				2	113.80	9.00	56.90	512.10
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0			0	0.00	0					0	0.00	0				0	0.00	0.00	10,600.00	0.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	6			6	826.80	1					2	137.80	2				0	0.00	9.00	137.80	1,240.20
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	2			2	9,603.60	0					0	0.00	0				0	0.00	2.00	4,801.80	9,603.60
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0			0	0.00	0					0	0.00	0				0	0.00	0.00	8,243.62	0.00
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1			1	5,808.80	0					0	0.00	0				0	0.00	1.00	5,808.80	5,808.80
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0			0	0.00	0					0	0.00	0				0	0.00	0.00	0.00	0.00

Printer or Facsimile or Photocopier Supplies

139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	6,996.00	0.00
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	1,020.78	0.00
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	2			2	2,098.80	2					2	2,098.80	2				2	2,098.80	8.00	1,049.40	8,395.20
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	768.50	0.00
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	3			3	2,385.00	3					3	2,385.00	3				3	2,385.00	12.00	795.00	9,540.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	36			36	9,349.20	12					12	3,116.40	21				7	1,817.90	76.00	259.70	19,737.20
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	20			20	5,194.00	11					11	2,856.70	12				6	1,558.20	49.00	259.70	12,725.30
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	22			22	5,713.40	11					11	2,856.70	12				6	1,558.20	51.00	259.70	13,244.70
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	20			20	5,194.00	11					11	2,856.70	12				6	1,558.20	49.00	259.70	12,725.30
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	0.00	0.00
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	670.98	0.00
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	760.02	0.00
152	44103105-HP-T30	INK CART, HP C9353WA, (HP97), Tri-color	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	1,521.10	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	2,035.20	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0			0	0.00	0					0	0.00	0				0	0.00	0.00	2,035.20	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,035.20	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,035.20	0.00
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,035.20	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,074.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	662.50	0.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	781.22	0.00
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	345.56	0.00
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	345.56	0.00
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.30	0.00
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.30	0.00
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.30	0.00
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,266.70	0.00
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	657.20	0.00
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	842.70	0.00
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,908.00	0.00
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,325.00	0.00
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,325.00	0.00
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,325.00	0.00
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,584.70	0.00
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,197.80	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,203.10	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,203.10	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	15			15	5,183.40	4			4	1,382.24	10			10	3,455.60	1			1	345.56	30.00	345.56	10,366.80
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	6			6	2,073.36	2			2	691.12	4			4	1,382.24	0			0	0.00	12.00	345.56	4,146.72
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	3			3	1,036.68	0			0	0.00	3			3	1,036.68	1			1	345.56	7.00	345.56	2,418.92
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	2			2	691.12	1			1	345.56	1			1	345.56	0			0	0.00	4.00	345.56	1,382.24
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	373.42	0.00
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	254.40	0.00
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	254.40	0.00
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	254.40	0.00
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	2			2	823.20	2			2	823.20	0			0	0.00	0			0	0.00	4.00	411.60	1,646.40

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	2			2	823.20	2			2	823.20	0			0	0.00	0			0	0.00	4.00	411.60	1,646.40
187	44103105-HP-C50	INK CART, HP L0S51AA (HP955) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP L0S54AA (HP955) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP L0S57AA (HP955) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP L0S60AA (HP955) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,302.34	0.00
192	44103105-HX-M48	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,302.34	0.00
193	44103105-HX-Y48	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,302.34	0.00
194	44103105-HX-B48	INK CART, HP L0S72AA (HP955XL) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,770.42	0.00
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	462.34	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	462.34	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	462.34	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	755.54	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
203	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	78.23	0.00
204	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	738.82	0.00
205	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	77.38	0.00
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,605.48	0.00
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,855.00	0.00
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,665.90	0.00
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,998.53	0.00
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HLS450DN (CU Printer)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,371.02	0.00
211	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	2			2	5,825.76	1			1	2,912.88	1			1	2,912.88	1			1	2,912.88	5.00	2,912.88	14,564.40
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,376.10	0.00
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6,921.80	0.00
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	4			4	12,961.68	1			1	3,240.42	1			1	3,240.42	1			1	3,240.42	7.00	3,240.42	22,682.94
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	5			5	15,052.00	0			0	0.00	3			3	9,031.20	0			0	0.00	8.00	3,010.40	24,083.20
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,432.70	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
217	44103103-HP-C33	TONER CART, HP CE311A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,538.70	0.00
218	44103103-HP-Y33	TONER CART, HP CE312A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,538.70	0.00
219	44103103-HP-M33	TONER CART, HP CE313A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,538.70	0.00
220	44103103-HP-B34	TONER CART, HP CE320A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,909.70	0.00
221	44103103-HP-C34	TONER CART, HP CE321A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,068.70	0.00
222	44103103-HP-Y34	TONER CART, HP CE322A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,068.70	0.00
223	44103103-HP-M34	TONER CART, HP CE323A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,068.70	0.00
224	44103103-HP-B35	TONER CART, HP CE390A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,838.70	0.00
225	44103103-HP-B36	TONER CART, HP CE400A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6,884.70	0.00
226	44103103-HP-C36	TONER CART, HP CE401A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,170.70	0.00
227	44103103-HP-Y36	TONER CART, HP CE402A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,170.70	0.00
228	44103103-HP-M36	TONER CART, HP CE403A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,170.70	0.00
229	44103103-HP-B37	TONER CART, HP CE410A, (HP305), Black	cart	1			1	3,943.20	0			0	0.00	0			0	0.00	0			0	0.00	1.00	3,943.20	3,943.20
230	44103103-HP-C37	TONER CART, HP CE411A, (HP305), Cyan	cart	1			1	5,618.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	5,618.00	5,618.00
231	44103103-HP-Y37	TONER CART, HP CE412A, (HP305), Yellow	cart	1			1	5,618.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	5,618.00	5,618.00
232	44103103-HP-M37	TONER CART, HP CE413A, (HP305), Magenta	cart	1			1	5,618.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	5,618.00	5,618.00
233	44103103-HP-B38	TONER CART, HP CE505A, Black	cart	2			2	8,316.76	1			1	4,158.38	0			0	0.00	0			0	0.00	3.00	4,158.38	12,475.14
234	44103103-HX-B38	TONER CART, HP CE505X, Black, high cap	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,352.16	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,989.20	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	2			2	16,000.00	0			0	0.00	2			2	16,000.00	0			0	0.00	4.00	8,000.00	32,000.00
237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	3			3	21,300.00	1			1	7,100.00	3			3	21,300.00	1			1	7,100.00	8.00	7,100.00	56,800.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,096.70	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart	1			1	8,807.02	1			1	8,807.02	1			1	8,807.02	1			1	8,807.02	4.00	8,807.02	35,228.08
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	3			3	9,912.12	3			3	9,912.12	3			3	9,912.12	3			3	9,912.12	12.00	3,304.04	39,648.48
242	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,022.70	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,244.90	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	13,409.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,957.40	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,999.80	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,999.80	0.00
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,999.80	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,531.30	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,656.60	0.00
256	44103103-HX-C53	TONER CART, HP CF36XC (HP508X) Cyan Contract LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,656.60	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,656.60	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	1			1	0.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	0.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	1			1	0.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	1			1	0.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	1			1	0.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart	2			2	9,052.40	0			0	0.00	0			0	0.00	0			0	0.00	2.00	4,526.20	9,052.40
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,584.30	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,146.30	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,616.10	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,146.30	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,616.10	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,146.30	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,616.10	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	3			3	9,676.74	2			2	6,451.16	2			2	6,451.16	2			2	6,451.16	9.00	3,225.58	29,030.22
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,626.70	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,049.20	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,044.98	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,815.60	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,692.40	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,968.00	0.00	
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,491.00	0.00	
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,840.80	0.00	
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,798.40	0.00	
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7,261.00	0.00	
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,706.40	0.00	
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,646.00	0.00	
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,381.00	0.00	
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,162.20	0.00	
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D655SA, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,441.40	0.00	
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW (5,000 pages)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6,186.16	0.00	
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	13,657.04	0.00	
Audio and Visual Equipment and Supplies																											
291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	1			1	29,415.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	29,415.00	29,415.00	
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1			1	18,974.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	18,974.00	18,974.00	
Flag or Accessories																											
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	325.42	0.00	
Printed Publications																											
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	47.17	0.00	
Fire Fighting Equipment																											
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,166.00	0.00	
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,088.00	0.00	
Consumer Electronics																											
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1			1	6,959.45	0			0	0.00	0			0	0.00	0			0	0.00	1.00	6,959.45	6,959.45	
Furniture and Furnishings																											
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	267.65	0.00	
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	267.65	0.00	
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,351.50	0.00	
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,351.50	0.00	
Arts and Crafts Equipment and Accessories and Supplies																											
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	13			13	527.15	0			0	0.00	11			11	446.05	0			0	0.00	24.00	40.55	973.20	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
		303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	16			16	691.20	0			0	0.00	11			11	475.20	0					
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4.51	0.00
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	169			169	5,962.32	65			65	2,293.20	104			104	3,669.12	52			52	1,834.56	390.00	35.28	13,759.20
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	145			145	5,115.60	68			68	2,399.04	99			99	3,492.72	61			61	2,152.08	373.00	35.28	13,159.44
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	68			68	2,399.04	43			43	1,517.04	43			43	1,517.04	32			32	1,128.96	186.00	35.28	6,562.08
308	6012124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	4			4	528.64	2			2	264.32	0			0	0.00	0			0	0.00	6.00	132.16	792.96

SOFTWARE

1	43230000-SFT-001	Business function specific software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
3	43230000-SFT-003	Computer game or entertainment software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
4	43230000-SFT-004	Content authoring and editing software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
5	43230000-SFT-005	Content management software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
6	43230000-SFT-006	Data management and query software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
7	43230000-SFT-007	Development software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
8	43230000-SFT-008	Educational or reference software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
9	43230000-SFT-009	Industry specific software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
10	43230000-SFT-010	Network applications software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
11	43230000-SFT-011	Network management software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
12	43230000-SFT-012	Networking software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
13	43230000-SFT-013	Operating environment software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
14	43230000-SFT-014	Security and protection software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
15	43230000-SFT-015	Utility and device driver software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
16	43230000-SFT-016	Information exchange software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00

OTHER SOFTWARE

1							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

PASSENGER AIR TRANSPORTATION

1	7811501-GFA-001	* Airline Ticket	ticket	17			17	0.00	2			2	0.00	14			14	0.00	1			1	0.00	34.00	0.00	0.00
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
COMMON ELECTRICAL SUPPLIES																									
1	Battery for Computer, CPU, CR 2032	pc	9			9	415.80	0			0	0.00	0			0	0.00	0			0	0.00	9.00	46.20	415.80
2	Battery, Rechargeable Battery AA	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	121.00	0.00
3	BATTERY, size 9v, alkaline, 1 piece per blister pack	pack	12			12	2,484.00	10			10	2,070.00	11			11	2,277.00	2			2	414.00	35.00	207.00	7,245.00
4	BATTERY, size C, alkaline, 2 pieces per blister pack	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	137.50	0.00
5	BATTERY, 23A 1B (12V)	pc	1			1	200.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	200.00	200.00
COMMON OFFICE EQUIPMENT																									
1	PRINTER, All-in-one Ink Tank Printer	unit	2			2	29,998.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	14,999.00	29,998.00
2	UPS, 650VA	unit	1			1	5,000.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	5,000.00	5,000.00
COMMON OFFICE SUPPLIES																									
1	Book cover imitation,black	yard	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	0.00
2	Book cover imitation,blue	yard	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	0.00
3	Book cover imitation,green	yard	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	0.00
4	Book cover imitation,maroon	yard	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	0.00
5	Book cover imitation,red	yard	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	0.00
6	Buttons, magnetic	pc	11			11	350.90	3			3	95.70	5			5	159.50	3			3	95.70	22.00	31.90	701.80
7	Cartolina, green , thick	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8.00	0.00
8	Cartolina, white, thick	pc	500			500	4,000.00	0			0	0.00	0			0	0.00	0			0	0.00	500.00	8.00	4,000.00
9	Cartolina, yellow, thick	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8.00	0.00
10	CD, RECORDABLE	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	13.75	0.00
11	CD, rewritable	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	20.00	0.00
12	CD-ROM Label	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	437.80	0.00
13	Chalk, colored	box	12			12	690.00	11			11	632.50	1			1	57.50	1			1	57.50	25.00	57.50	1,437.50
14	Chipboard, 22" x 36", size#30	pc	50			50	2,337.50	0			0	0.00	0			0	0.00	0			0	0.00	50.00	46.75	2,337.50
15	Dater, 3mm, self-inking	pc	3			3	1,122.00	0			0	0.00	0			0	0.00	1			1	374.00	4.00	374.00	1,496.00
16	Dater, 4 digitals, 5 mm, non-self inking	pc	2			2	345.00	0			0	0.00	2			2	345.00	0			0	0.00	4.00	172.50	690.00
17	Desk Organizer/File tray, legal size, 3 layers	pc	4			4	1,840.00	2			2	920.00	2			2	920.00	2			2	920.00	10.00	460.00	4,600.00
18	envelope, documentary, A4	pc	5			5	7.43	0			0	0.00	0			0	0.00	0			0	0.00	5.00	1.49	7.43
19	Envelope, documentary, legal size	pc	5			5	9.90	0			0	0.00	0			0	0.00	0			0	0.00	5.00	1.98	9.90
20	Envelope, expanding, kraftboard, for A4 size document	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,100.00	0.00
21	Envelope, expanding, kraftboard, legal size	pc	10			10	110.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	11.00	110.00
22	FASTENER, Metal with plastic coating	pc	22			22	847.00	9			9	346.50	16			16	616.00	9			9	346.50	56.00	38.50	2,156.00
23	Flash Drive 32 GB, High Quality, USB 3.0	pc	8			8	9,636.00	0			0	0.00	3			3	3,613.50	0			0	0.00	11.00	1,204.50	13,249.50
24	Folder Pressboard, Color Green, Legal Size	pc	85			85	1,122.00	50			50	660.00	50			50	660.00	50			50	660.00	235.00	13.20	3,102.00
25	FOLDER, Expanding, A4	pc	20			20	217.80	10			10	108.90	10			10	108.90	10			10	108.90	50.00	10.89	544.50
26	FOLDER, expanding green w/o tab long thick us 20 pts.	pc	75			75	1,793.25	20			20	478.20	20			20	478.20	20			20	478.20	135.00	23.91	3,227.85
27	FOLDER, Expanding with green tab, legal	pcs	124			124	2,318.80	0			0	0.00	4			4	74.80	0			0	0.00	128.00	18.70	2,393.60
28	FOLDER, L-Type, Legal Size	pcs	25			25	132.00	0			0	0.00	10			10	52.80	0			0	0.00	35.00	5.28	184.80
29	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	10			10	7,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	700.00	7,000.00
30	FOLDER, tagboard, legal size	pc	25			25	110.00	0			0	0.00	0			0	0.00	0			0	0.00	25.00	4.40	110.00
31	Gold hot stamp foil, 1/2" core, 2" x200"	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	850.00	0.00
32	INDEX CARD, 3" x 5", ruled on both sides, 500's/pack	pc	3			3	297.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	99.00	297.00
33	Index card, 5"x8" ruled on both sides, 500s/pack	pc	4			4	968.00	0			0	0.00	0			0	0.00	0			0	0.00	4.00	242.00	968.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
34	Laminating Film, 12" x 50m, 250 mic	rol	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,265.00	0.00
35	MARKER, permanent, chisel type, black	pc	29			29	1,000.50	9			9	310.50	10			10	345.00	13			13	448.50	61.00	34.50	2,104.50
36	Marker, Permanent, Chisel Type, blue	pc	15			15	517.50	9			9	310.50	7			7	241.50	6			6	207.00	37.00	34.50	1,276.50
37	Marker, Permanent, Chisel Type, red	pc	15			15	517.50	8			8	276.00	7			7	241.50	6			6	207.00	36.00	34.50	1,242.00
38	Morocco Folder, Blue, Letter Size	pc	20			20	400.00	0			0	0.00	0			0	0.00	0			0	0.00	20.00	20.00	400.00
39	Note Flags 5 colors per set	pck	28			28	1,047.20	14			14	523.60	16			16	598.40	14			14	523.60	72.00	37.40	2,692.80
40	Notebook, COLUMNAR NOTEBOOK, 12 cols	pad	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	28.60	0.00
41	Notebook, Spiral, Big	piece	19			19	731.50	5			5	192.50	15			15	577.50	5			5	192.50	44.00	38.50	1,694.00
42	Paper bond, neon green, letter, 100pcs/ pack	pack	2			2	391.60	0			0	0.00	0			0	0.00	0			0	0.00	2.00	195.80	391.60
43	Paper cutter, wood base, manual size	unit	3			3	3,630.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	1,210.00	3,630.00
44	Paper for certificates (Board) 10 pcs/pack	pck	41			41	1,472.60	11			11	314.60	9			9	257.40	7			7	200.20	68.00	28.60	1,944.80
45	Paper, colored 9-in-1 short, gsm89, ultrabrite 500sheets/ream	ream	1			1	434.50	0			0	0.00	1			1	434.50	0			0	0.00	2.00	434.50	869.00
46	Paper, colored, assorted, A4, 250 sheets per ream	mm	6			6	1,174.80	0			0	0.00	0			0	0.00	0			0	0.00	6.00	195.80	1,174.80
47	PAPER, colored, BLUE (A4), GSM 80, 500 sheets per ream	mm	3			3	627.00	1			1	209.00	1			1	209.00	1			1	209.00	6.00	209.00	1,254.00
48	PAPER, colored, BLUE (legal), GSM 80, 500 sheets per ream	mm	3			3	900.00	3			3	900.00	4			4	1,200.00	2			2	600.00	12.00	300.00	3,600.00
49	PAPER, colored, GREEN (A4), GSM 80, 500 sheets per ream	mm	6			6	1,254.00	1			1	209.00	2			2	418.00	1			1	209.00	10.00	209.00	2,090.00
50	PAPER, colored, GREEN (legal), GSM 80, 500 sheets per ream	mm	13			13	3,900.00	13			13	3,900.00	14			14	4,200.00	12			12	3,600.00	52.00	300.00	15,600.00
51	PAPER, colored, PINK (A4), GSM 80, 500 sheets per ream	mm	8			8	2,240.00	4			4	1,120.00	4			4	1,120.00	3			3	840.00	19.00	280.00	5,320.00
52	PAPER, colored, PINK (legal), GSM 80, 500 sheets per ream	mm	1			1	231.00	2			2	462.00	2			2	462.00	1			1	231.00	6.00	231.00	1,386.00
53	PAPER, colored, YELLOW (A4), GSM 80, 500 sheets per ream	mm	4			4	836.00	1			1	209.00	2			2	418.00	1			1	209.00	8.00	209.00	1,672.00
54	PAPER, colored, YELLOW (legal), GSM 80, 500 sheets per ream	mm	1			1	231.00	3			3	693.00	2			2	462.00	2			2	462.00	8.00	231.00	1,848.00
55	Paper, MANILA PAPER, 10 sheets per sleeves	slv	10			10	450.00	0			0	0.00	10			10	450.00	0			0	0.00	20.00	45.00	900.00
56	Paper, Matte sticker paper, A4	pack	13			13	543.40	10			10	418.00	16			16	668.80	10			10	418.00	49.00	41.80	2,048.20
57	Paper, multicopy, A3 (297x420 mm)	ream	5			5	2,000.00	0			0	0.00	0			0	0.00	2			2	800.00	7.00	400.00	2,800.00
58	Paper, multicopy, letter, for laser printing 80gsm	ream	30			30	6,435.00	11			11	2,359.50	11			11	2,359.50	13			13	2,788.50	65.00	214.50	13,942.50
59	Paper, Photopaper A3 size, NOT GLOSSY	pack	6			6	1,800.00	0			0	0.00	2			2	600.00	0			0	0.00	8.00	300.00	2,400.00
60	Paper, Poster paper, Size 13" x 20" Kromekote 189	piece	20			20	297.00	0			0	0.00	20			20	297.00	0			0	0.00	40.00	14.85	594.00
61	Paper, Specialty board paper (pale cream; 8.5 X 13"; 200 gsm; 10 sheets/pack)	pack	15			15	429.00	0			0	0.00	5			5	143.00	0			0	0.00	20.00	28.60	572.00
62	Paper, Specialty board paper (white); 8.5 X 13"; 200 gsm; 10 sheets/pack)	pack	13			13	371.80	3			3	85.80	10			10	286.00	0			0	0.00	26.00	28.60	743.60
63	Paper, stationery, A4	pack	2			2	103.50	1			1	51.75	1			1	51.75	1			1	51.75	5.00	51.75	258.75
64	PAPER, Sticker 8-1/2"x11" short not glossy, 10's	pack	4			4	207.00	2			2	103.50	2			2	103.50	2			2	103.50	10.00	51.75	517.50
65	Pen, Ballpoint pen, OG-5 black, ordinary	piece	70			70	420.00	39			39	234.00	70			70	420.00	39			39	234.00	218.00	6.00	1,308.00
66	Pen, Ballpoint pen, OG-5 blue, ordinary	piece	13			13	78.00	10			10	60.00	13			13	78.00	10			10	60.00	46.00	6.00	276.00
67	Pen, Ballpoint pen, OG-5 red, ordinary	pc	7			7	42.00	2			2	12.00	4			4	24.00	2			2	12.00	15.00	6.00	90.00
68	Pen, ballpoint, BPS fine, Japan, Black	pc	144			144	3,484.80	49			49	1,185.80	81			81	1,960.20	61			61	1,476.20	335.00	24.20	8,107.00
69	Pen, ballpoint, BPS fine, Japan, Blue	pc	95			95	2,299.00	32			32	774.40	64			64	1,548.80	32			32	774.40	223.00	24.20	5,396.60

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
70	PEN, Ballpoint, BPS Fine, Japan, Green	pc	29			29	701.80	0			0	0.00	20			20	484.00	12			12	290.40	61.00	24.20	1,476.20
71	Pen, ballpoint, BPS fine, Japan, Red	pcs	73			73	1,766.60	14			14	338.80	63			63	1,524.60	2			2	48.40	152.00	24.20	3,678.40
72	PEN, Marking Pen, Whiteboard, chisel Type refillable, black	pcs	36			36	1,863.00	36			36	1,863.00	36			36	1,863.00	36			36	1,863.00	144.00	51.75	7,452.00
73	PEN, Marking Pen, Whiteboard, chisel Type refillable, blue	pc	36			36	1,863.00	36			36	1,863.00	36			36	1,863.00	36			36	1,863.00	144.00	51.75	7,452.00
74	Pen, OHP pen, Blue	pc	6			6	300.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	50.00	300.00
75	Pen, OHP pen, green	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50.00	0.00
76	Pen, OHP pen, red	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50.00	0.00
77	pen, retractable, gel pen, 50s per pack, black, 0.5mm	pack	1			1	275.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	275.00	275.00
78	PEN, sign pen, violet, 0.5 pt.	pcs	14			14	354.20	5			5	126.50	7			7	177.10	5			5	126.50	31.00	25.30	784.30
79	Pen, Sign PEN, black blue, 0.5 pt.	pcs	30			30	726.00	24			24	580.80	30			30	726.00	24			24	580.80	108.00	24.20	2,613.60
80	Pen, SIGN PEN, Brown, 0.5 pt.	pc	7			7	169.40	0			0	0.00	0			0	0.00	0			0	0.00	7.00	24.20	169.40
81	Pen, Sign pen, green, 0.5 pt.	pc	7			7	169.40	0			0	0.00	2			2	48.40	0			0	0.00	9.00	24.20	217.80
82	Pencil, with eraser, Eberhard Faber, no.2	box	14			14	1,232.00	4			4	352.00	8			8	704.00	4			4	352.00	30.00	88.00	2,640.00
83	Pencils, no eraser	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	30.00	0.00
84	Photo Paper, A4, Glossy	pack	8			8	600.00	4			4	300.00	7			7	525.00	4			4	300.00	23.00	75.00	1,725.00
85	Photo Paper, A4, Matte	pack	2			2	150.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	75.00	150.00
86	Photopaper, A3 size, GLOSSY	pack	10			10	3,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	300.00	3,000.00
87	Post-it Flag 680 Sign Here Yellow 25x43mm (50 sheets)	pad	10			10	935.00	4			4	374.00	7			7	654.50	4			4	374.00	25.00	93.50	2,337.50
88	Push Pins, flat head type, assorted colors, 100 pcs. per case	case	11			11	338.80	5			5	154.00	6			6	184.80	5			5	154.00	27.00	30.80	831.60
89	PVC Transparent Sheet	pc	15			15	74.25	0			0	0.00	0			0	0.00	0			0	0.00	15.00	4.95	74.25
90	Ribbon, Typewriter, manual typewriter	pc	7			7	231.00	1			1	33.00	1			1	33.00	1			1	33.00	10.00	33.00	330.00
91	RULER, METAL, 12"	pc	20			20	1,150.00	0			0	0.00	5			5	287.50	0			0	0.00	25.00	57.50	1,437.50
92	Scissors, Heavy duty scissors: length: 26 cm; material: stainless steel; heavy duty stainless steel blade	pc	17			17	1,122.00	0			0	0.00	0			0	0.00	0			0	0.00	17.00	66.00	1,122.00
93	Staple Wire, Heavy Duty, 23/10	box	1			1	38.50	0			0	0.00	1			1	38.50	0			0	0.00	2.00	38.50	77.00
94	Stapler with Staple wire remover	pcs	4			4	636.00	2			2	318.00	2			2	318.00	2			2	318.00	10.00	159.00	1,590.00
95	Tape, Double-sided, 1"	roll	21			21	508.20	6			6	145.20	12			12	290.40	6			6	145.20	45.00	24.20	1,089.00
96	Tape, Duct tape, black	roll	7			7	577.50	2			2	165.00	4			4	330.00	2			2	165.00	15.00	82.50	1,237.50
97	Thumb tacks	box	14			14	154.00	8			8	88.00	11			11	121.00	0			0	0.00	33.00	11.00	363.00
98	Tissue, facial, 2 ply, 150 pulls	pack	13			13	1,215.50	12			12	1,122.00	13			13	1,215.50	12			12	1,122.00	50.00	93.50	4,675.00
99	White glue (Adhesive Star White Glue, Water Based synthetic resin emulsion developed for bonding wood to wood, Sets fast, Dries Clear, Bonds Strongly, Non-Toxic and Non-Flammable)	kilo	10			10	2,145.00	1			1	214.50	15			15	3,217.50	0			0	0.00	26.00	214.50	5,577.00
100	Pen, Sign pen, green, 0.4 pt.	pc	12			12	360.00	12			12	360.00	12			12	360.00	12			12	360.00	48.00	30.00	1,440.00
101	Multi-purpose Glue, Liquid, 454g	bot	1			1	200.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	200.00	200.00
102	FOLDER, tagboard, A4 size (brown, ordinary, 50s)	pack	1			1	200.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	200.00	200.00
103	FOLDER, tagboard, legal size (brown, ordinary, 50s)	pack	2			2	600.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	300.00	600.00
104	Tape, duct tape, red	Roll	1			1	85.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	85.00	85.00
105	cartolina, paris green, 100 gsm	piece	30			30	240.00	0			0	0.00	0			0	0.00	0			0	0.00	30.00	8.00	240.00
106	cartolina, maize yellow, 100 gsm	piece	30			30	240.00	0			0	0.00	0			0	0.00	0			0	0.00	30.00	8.00	240.00
107	folder, tagboard, legal, light brown outside cover, white inside	piece	100			100	500.00	0			0	0.00	100			100	500.00	0			0	0.00	200.00	5.00	1,000.00
108	Accession Book	book	5			5	2,500.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	500.00	2,500.00
109	PEN, COLORED		1			1	230.00	0			0	0.00	1			1	230.00	0			0	0.00	2.00	230.00	460.00
110	Self-inking personalized stamp		1			1	250.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	250.00	250.00
111	Glue, White glue, all purpose, gross weight: 100 grams	bottle	0			0	0.00	3			3	240.00	0			0	0.00	0			0	0.00	3.00	80.00	240.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
COMMON JANITORIAL SUPPLIES																									
1	Bath towels	pc	2			2	231.00	2			2	231.00	2			2	231.00	2			2	231.00	8.00	115.50	924.00
2	Bleach, liquid lemon scent	gal	17			17	2,618.00	13			13	2,002.00	17			17	2,618.00	13			13	2,002.00	60.00	154.00	9,240.00
3	Cleaner, Toilet bowl Cleaner glazed blue, high grade	gal	11			11	3,025.00	10			10	2,750.00	11			11	3,025.00	10			10	2,750.00	42.00	275.00	11,550.00
4	Dirt and Stain Remover	can	1			1	143.88	1			1	143.88	1			1	143.88	1			1	143.88	4.00	143.88	575.52
5	Door mat, braided	pc	38			38	2,090.00	14			14	770.00	12			12	660.00	5			5	275.00	69.00	55.00	3,795.00
6	Dishwashing Scrub with Foam	pc	49			49	2,317.70	29			29	1,371.70	42			42	1,986.60	30			30	1,419.00	150.00	47.30	7,095.00
7	Gloves knitted with rubber padding (palm side)	pair	22			22	1,210.00	26			26	1,430.00	22			22	1,210.00	26			26	1,430.00	96.00	55.00	5,280.00
8	Gloves, rubber, extra large	pair	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	132.00	0.00
9	Gloves, rubber, large	pair	10			10	1,320.00	10			10	1,320.00	10			10	1,320.00	10			10	1,320.00	40.00	132.00	5,280.00
10	Gloves, rubber, medium	pair	20			20	2,640.00	15			15	1,980.00	17			17	2,244.00	15			15	1,980.00	67.00	132.00	8,844.00
11	Gloves, Surgical gloves, Large	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	350.00	0.00
12	Gloves, Surgical gloves, medium	box	5			5	1,540.00	0			0	0.00	4			4	1,232.00	0			0	0.00	9.00	308.00	2,772.00
13	Gloves, White cotton gloves ordinary	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50.00	0.00
14	Insecticide, waterbase spraym 600ml	can	4			4	1,408.00	1			1	352.00	2			2	704.00	1			1	352.00	8.00	352.00	2,816.00
15	Mask, Face mask	box	11			11	1,925.00	5			5	875.00	10			10	1,750.00	5			5	875.00	31.00	175.00	5,425.00
16	Mop, Magic mop, long handle	pcs	32			32	12,672.00	0			0	0.00	10			10	3,960.00	0			0	0.00	42.00	396.00	16,632.00
17	Mop, Mop Squeezer (complete set)	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,400.00	0.00
18	Oil, Multi-Purpose oil	pc	5			5	250.00	0			0	0.00	3			3	150.00	0			0	0.00	8.00	50.00	400.00
19	Plastic bag, sando, Medium for CR trash can, 100/pack	pack	17			17	1,589.50	2			2	187.00	10			10	935.00	0			0	0.00	29.00	93.50	2,711.50
20	Scrubbing pad without foam, heavy duty	pc	31			31	2,728.00	30			30	2,640.00	31			31	2,728.00	0			0	0.00	92.00	88.00	8,096.00
21	Soap, anti bacterial hand soap (in bottle dispenser), 450ml per bottle	bot	22			22	3,300.00	6			6	900.00	14			14	2,100.00	6			6	900.00	48.00	150.00	7,200.00
22	Soap, bath, antibacterial, 90gms	pc	30			30	1,056.00	24			24	844.80	26			26	915.20	17			17	598.40	97.00	35.20	3,414.40
23	Soap, Dishwashing gel, 1 liter	bot	35			35	2,695.00	23			23	1,771.00	32			32	2,464.00	21			21	1,617.00	111.00	77.00	8,547.00
24	Soap, DISHWASHING GEL, antibacterial, 250ml	bot	23			23	2,403.50	11			11	1,149.50	18			18	1,881.00	11			11	1,149.50	63.00	104.50	6,583.50
25	Tile brush, for laundry sink	pc	6			6	462.00	0			0	0.00	5			5	385.00	0			0	0.00	11.00	77.00	847.00
26	Toilet bowl pump, w/ rubber suction & wooden handle	pcs	2			2	220.00	0			0	0.00	6			6	660.00	0			0	0.00	8.00	110.00	880.00
27	Toilet deodorant cake	box	18			18	712.80	15			15	594.00	18			18	712.80	13			13	514.80	64.00	39.60	2,534.40
28	Trash bag, 37"x40", black, 100pcs./bundle	bundle	17			17	14,025.00	14			14	11,550.00	14			14	11,550.00	10			10	8,250.00	55.00	825.00	45,375.00
29	Wax, Emulsion	gal	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	275.00	0.00
30	Wax, Floor, liquid type, red	gals	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	495.00	0.00
31	Wax, Floor, liquid type, white	gal	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	475.00	0.00
32	Wax, Tru Tone	can	2			2	1,200.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	600.00	1,200.00
33	Wax, Vinyl	gals	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	385.00	0.00
34	Hand Sanitizer, 1lt per bot	bot	1			1	120.00	1			1	120.00	1			1	120.00	1			1	120.00	4.00	120.00	480.00
35	Microfiber hand towel	gals	10			10	500.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	50.00	500.00
36	Good Morning towel	gals	5			5	250.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	50.00	250.00
37	Toilet brush	gals	2			2	400.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	200.00	400.00
38	Bathroom Long-handled Brush Bristles	gals	1			1	325.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	325.00	325.00
39	Apron		1			1	100.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	100.00	100.00
Office Equipment and Accessories																									
1	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,000.00	0.00
2	Filing Cabinet, steel, 4 drawers, wrinkled	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	17,250.00	0.00
Office Supplies																									

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
1 MOED, 2020 Financial Desk Calendar, Newsprint, Refill Only	Pad	0			0	0.00	0			0	0.00	1			1	250.00	0			0	0.00	1.00	250.00	250.00
Audio and visual presentation and composing equipment																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Photographic or filming or video equipment																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Cleaning Equipment and Supplies																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Paper Materials and Products																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Lighting and fixtures and accessories																								
1	LED FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	50.00	0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Electrical equipment and components and supplies																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Computer Supplies																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Common ICT Equipment																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
CONSUMABLES																								
1	DRUM CART for DocuCentre S2056	cart	4		4	33,000.00	0			0	0.00	3			3	24,750.00	0			0	0.00	7.00	8,250.00	57,750.00
2	Drum Cart, cF 232A for HP Laserjet Pro MFP M2275dn	cart	0		0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,390.00	0.00
3	DRUM CART, for DocuCentre S2220	cart	1		1	12,320.00	0			0	0.00	1			1	12,320.00	0			0	0.00	2.00	12,320.00	24,640.00
4	Drum Cartridge for Brother HL-L8350CDW	cart	1		1	3,850.00	1			1	3,850.00	0			0	0.00	0			0	0.00	2.00	3,850.00	7,700.00
5	Imaging drum, M102 (19A)	cart	1		1	3,500.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	3,500.00	3,500.00
6	INK CART, EPSON T673, Black	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00
7	INK CART, EPSON T673, Cyan	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00
8	INK CART, EPSON T673, Magenta	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00
9	INK CART, EPSON T673, Yellow	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00
10	INK CART, EPSON T673, Light Cyan	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00
11	INK CART, EPSON T673, Light Magenta	bot	1		1	650.00	2			2	1,300.00	1			1	650.00	2			2	1,300.00	6.00	650.00	3,900.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
12	Ink Cartridge, Canon 790 Black	bot	4			4	4,000.00	3			3	3,000.00	4			4	4,000.00	3			3	3,000.00	14.00	1,000.00	14,000.00
13	Ink Cartridge, Canon 790 Cyan	bot	3			3	3,000.00	1			1	1,000.00	2			2	2,000.00	2			2	2,000.00	8.00	1,000.00	8,000.00
14	Ink Cartridge, Canon 790 Magenta	bot	3			3	3,000.00	1			1	1,000.00	2			2	2,000.00	2			2	2,000.00	8.00	1,000.00	8,000.00
15	Ink Cartridge, Canon 790 Yellow	bot	3			3	3,000.00	1			1	1,000.00	2			2	2,000.00	2			2	2,000.00	8.00	1,000.00	8,000.00
16	Ink Cartridge, HP 950 Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,304.50	0.00
17	Ink Cartridge, HP 951 Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,595.00	0.00
18	Ink Cartridge, HP 951 Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,595.00	0.00
19	Ink Cartridge, HP 951 Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,595.00	0.00
20	Print cartridge, M102 (17A)	cart	1			1	3,500.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	3,500.00	3,500.00
21	Toner Canon LBP 6000 Series Toner Cartridge	cart	1			1	3,520.00	0			0	0.00	1			1	3,520.00	0			0	0.00	2.00	3,520.00	7,040.00
22	TONER CART for DocuCentre S2056	cart	3			3	8,250.00	1			1	2,750.00	3			3	8,250.00	1			1	2,750.00	8.00	2,750.00	22,000.00
23	TONER CART, HP CB436A, Black	cart	1			1	5,000.00	0			0	0.00	1			1	5,000.00	0			0	0.00	2.00	5,000.00	10,000.00
24	Toner Cartridge for Brother HL-L8350CDW, black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,750.00	0.00
25	Toner Cartridge for Brother HL-L8350CDW, cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,750.00	0.00
26	Toner Cartridge for Brother HL-L8350CDW, magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,750.00	0.00
27	Toner Cartridge for Brother HL-L8350CDW, yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,750.00	0.00
28	Toner Cartridge for Brother Printer DR-351CL-TN351BK	cart	1			1	3,850.00	0			0	0.00	1			1	3,850.00	0			0	0.00	2.00	3,850.00	7,700.00
29	Toner Cartridge for Brother Printer DR-351CL-TN351C	cart	1			1	3,850.00	0			0	0.00	1			1	3,850.00	0			0	0.00	2.00	3,850.00	7,700.00
30	Toner Cartridge for Brother Printer DR-351CL-TN351M	cart	1			1	3,850.00	0			0	0.00	1			1	3,850.00	0			0	0.00	2.00	3,850.00	7,700.00
31	Toner Cartridge for Brother Printer DR-351CL-TN351Y	cart	1			1	3,850.00	0			0	0.00	1			1	3,850.00	0			0	0.00	2.00	3,850.00	7,700.00
32	Toner Cartridge, CF279A (HP79A), Black	cart	2			2	8,000.00	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	5.00	4,000.00	20,000.00
33	TONER CART for DocuCentre S2520	cart	4			4	16,000.00	2			2	8,000.00	2			2	8,000.00	2			2	8,000.00	10.00	4,000.00	40,000.00
34	Drum Cartridge for DocuCentre S2520	cart	2			2	23,000.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	11,500.00	23,000.00
35	Drum Cartridge for Brother Printer DR-2255	cart	1			1	3,850.00	1			1	3,850.00	0			0	0.00	0			0	0.00	2.00	3,850.00	7,700.00
36	Drum Cartridge for Brother Printer DR-2355	cart	1			1	3,850.00	1			1	3,850.00	0			0	0.00	0			0	0.00	2.00	3,850.00	7,700.00
37	Toner Cartridge for Brother Printer TN-2260	cart	1			1	2,750.00	1			1	2,750.00	0			0	0.00	0			0	0.00	2.00	2,750.00	5,500.00
38	Toner Cartridge for Brother Printer TN-2360	cart	1			1	2,750.00	1			1	2,750.00	0			0	0.00	0			0	0.00	2.00	2,750.00	5,500.00
39	TONER CART for DocuCentre S2220	cart	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	4.00	4,000.00	16,000.00
40	Toner Cartridge, CZ192A (HP93A)	cart	1			1	11,500.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	11,500.00	11,500.00
41	Ink Cartridge, MoH57AA (HPGT51), Black	bot	1			1	350.00	0			0	0.00	1			1	350.00	0			0	0.00	2.00	350.00	700.00
42	Ink Cartridge, MoH54AE (HPGT52), Cyan	bot	1			1	350.00	0			0	0.00	1			1	350.00	0			0	0.00	2.00	350.00	700.00
43	Ink Cartridge, MoH55AE (HPGT52), Magenta	bot	1			1	350.00	0			0	0.00	1			1	350.00	0			0	0.00	2.00	350.00	700.00
44	Ink Cartridge, MoH56AE (HPGT52), Yellow	bot	1			1	350.00	0			0	0.00	1			1	350.00	0			0	0.00	2.00	350.00	700.00
45	Ink, Epson L3150, 003, Black	bot	6			6	2,400.00	4			4	1,600.00	6			6	2,400.00	4			4	1,600.00	20.00	400.00	8,000.00
46	Ink, Epson, L3150, 003, Cyan	bot	4			4	1,600.00	2			2	800.00	4			4	1,600.00	2			2	800.00	12.00	400.00	4,800.00
47	Ink, Epson, L3150, 003, Magenta	bot	4			4	1,600.00	2			2	800.00	4			4	1,600.00	2			2	800.00	12.00	400.00	4,800.00
48	Ink, Epson, L3150, 003, Yellow	bot	4			4	1,600.00	2			2	800.00	4			4	1,600.00	2			2	800.00	12.00	400.00	4,800.00
49	Ink, Epson M200, T774, Black	bot	1			1	400.00	0			0	0.00	1			1	400.00	0			0	0.00	2.00	400.00	800.00
50	INK CART, HP CF237A, Black	cart	1			1	11,480.00	0			0	0.00	1			1	11,480.00	0			0	0.00	2.00	11,480.00	22,960.00
51	Ink bottle for all-in-one tank printer, black	bottle	2			2	700.00	2			2	700.00	2			2	700.00	2			2	700.00	8.00	350.00	2,800.00
52	Ink bottle for all-in-one tank printer, Cyan	bottle	2			2	700.00	2			2	700.00	2			2	700.00	2			2	700.00	8.00	350.00	2,800.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
53	Ink bottle for all-in-one tank printer, Magenta	bottle	2			2	700.00	2			2	700.00	2			2	700.00	2			2	700.00	8.00	350.00	2,800.00	
54	Ink bottle for all-in-one tank printer, Yellow	bottle	2			2	700.00	2			2	700.00	2			2	700.00	2			2	700.00	8.00	350.00	2,800.00	
Medical and Dental Supplies																										
1	ALCOHOL, Isopropyl, 70%, 500 ml	btl	8			8	910.80	8			8	910.80	8			8	910.80	8			8	910.80	32.00	113.85	3,643.20	
2	ALUMINIUM HYDROXIDE 175mg + MAGNESIUM HYDROXIDE 233mg + SIMETHICONE, light pink, round, speckled, tutti-frutti flavored chewable tablet in flex foil of 4's, 100's	box	1			1	695.75	1			1	695.75	1			1	695.75	1			1	695.75	4.00	695.75	2,783.00	
3	AMLODIPINE BESILATE, 5mg, tablet, blister pack, 100's	box	0			0	0.00	1			1	759.00	0			0	0.00	0			0	0.00	1.00	759.00	759.00	
4	ANTI-TETANUS SERUM (ATS), 1,500 IU/ml	pc	0			0	0.00	1			1	189.75	0			0	0.00	1			1	189.75	2.00	189.75	379.50	
5	ASCORBIC ACID 500 mg + ZINC 15 mg, green capsule, blister pack, 100's	box	4			4	4,048.00	2			2	2,024.00	4			4	4,048.00	2			2	2,024.00	12.00	1,012.00	12,144.00	
6	PHENIRAMINE MALEATE + NAPHAZOLINE HCl eye drop, 15 ml	btl	0			0	0.00	1			1	632.50	0			0	0.00	1			1	632.50	2.00	632.50	1,265.00	
7	BETAHISTINE MESYLATE 12 mg, 100's	box	0			0	0.00	1			1	3,289.00	0			0	0.00	1			1	3,289.00	2.00	3,289.00	6,578.00	
8	BUTAMIRATE CITRATE, sustained release red orange tablet in flex foil of 4's, 100's	box	0			0	0.00	1			1	2,150.50	0			0	0.00	1			1	2,150.50	2.00	2,150.50	4,301.00	
9	PHENYLEPHRINE HCl 10mg + PARACETAMOL 500mg + CHLORPHENAMINE MALEATE 2mg, green and white elliptical convex, two-layer tablet, debossed with an insignia on the green layer and plain on the white layer in blister strips of 10's, 500's	box	1			1	3,162.50	1			1	3,162.50	1			1	3,162.50	1			1	3,162.50	4.00	3,162.50	12,650.00	
10	CARBOCISTEINE, 500mg, capsule in blister strip of 10's, 100's	box	0			0	0.00	1			1	1,012.00	0			0	0.00	1			1	1,012.00	2.00	1,012.00	2,024.00	
11	CEFALEXIN, 500mg, off-white compacted powder, encapped in a hard gelatin capsule with a dark gray cap and yellow body in blister strip of 10's, 100's	box	0			0	0.00	1			1	2,277.00	0			0	0.00	1			1	2,277.00	2.00	2,277.00	4,554.00	
12	CELECOXIB 200mg, capsule, blister pack, 100's	box	0			0	0.00	1			1	2,530.00	0			0	0.00	1			1	2,530.00	2.00	2,530.00	5,060.00	
13	CHLORPHENAMINE MALEATE 1mg + DEXTROMETHORPHAN HBr 15mg + GUIAFENESIN 100mg + PARACETAMOL 325mg + PHENYLPROPANOLAMINE HCl 20mg, yellow and green capsule, blister pack, 100's	box	0			0	0.00	1			1	1,265.00	0			0	0.00	1			1	1,265.00	2.00	1,265.00	2,530.00	
14	CIPROFLOXACIN, 500 mg, white to off-white capsule shaped film coated tablet with breakline (bisected) on one side and plain on the other side in blister foil, 100's	box	0			0	0.00	1			1	3,162.50	0			0	0.00	1			1	3,162.50	2.00	3,162.50	6,325.00	
15	CLOXACILLIN Na, 500mg, hard gelatin capsule with T. Caramel opaque cap and Buff opaque body in flex foil, 100's	box	0			0	0.00	1			1	2,024.00	0			0	0.00	1			1	2,024.00	2.00	2,024.00	4,048.00	
16	CO-AMOXICLAV, 625mg, white to off-white, capsule-shaped, film-coated tablet, monogrammed with an 'A' and 'C' and a breakline on one side and 'A' and 'C' only on the other side in blister foil of 5's, 100's	box	1			1	4,427.50	1			1	4,427.50	1			1	4,427.50	1			1	4,427.50	4.00	4,427.50	17,710.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
17	DEXAMETHASONE Na PHOSPHATE 1mg + NEOMYCIN SULFATE 5mg + POLYMYXIN B SULFATE 6,000 u, 5 ml eye drop	btl	0			0	0.00	1			1	632.50	0			0	0.00	1			1	632.50	2.00	632.50	1,265.00
18	DOMPERIDONE, 10mg, white to faintly cream coloured, circular, biconvex film coated tablet in blister pack consisting of aluminum foil and PVC genotherm clear glass, 100's	box	0			0	0.00	1			1	4,048.00	1			1	4,048.00	1			1	4,048.00	3.00	4,048.00	12,144.00
19	HYDROCORTISONE ACETATE 10mg + NEOMYCIN SULFATE 3,400 IU + POLYMYXIN B SULFATE 10,000 IU otic drops, 5ml	btl	0			0	0.00	1			1	442.75	0			0	0.00	1			1	442.75	2.00	442.75	885.50
20	HYDROGEN PEROXIDE, 120ml	btl	2			2	126.50	1			1	63.25	2			2	126.50	1			1	63.25	6.00	63.25	379.50
21	LIDOCAINE HCl & EPINEPHRINE HCl (dental local anesthetic in glass carpule), green head, gray stopper, 50's	box	1			1	2,530.00	0			0	0.00	1			1	2,530.00	0			0	0.00	2.00	2,530.00	5,060.00
22	LOPERAMIDE, 2mg, capsule, blister pack, 100's	tub	2			2	2,530.00	1			1	1,265.00	1			1	1,265.00	1			1	1,265.00	5.00	1,265.00	6,325.00
23	LORATADINE, 10mg, white, round, biconvex tablet bisected on one side and plain on the other side in blister pack of 10's, 100's	box	1			1	2,530.00	1			1	2,530.00	1			1	2,530.00	1			1	2,530.00	4.00	2,530.00	10,120.00
24	MEDIPLAST/BAND-AID, sterilized, with acrinol, perforated strip, strong adhesive, soft absorbent layer, non-stick film, 100's	box	4			4	455.40	2			2	227.70	3			3	341.55	2			2	227.70	11.00	113.85	1,252.35
25	MEFENAMIC ACID, 500mg, elliptically-shaped, pink-colored tablet, scored on one side and plain on the other in flex foil of 4's, 100's	box	1			1	4,427.50	0			0	0.00	3			3	13,282.50	2			2	8,855.00	6.00	4,427.50	26,565.00
26	MUPIROCIN 2% 15g ointment/cream	tub	1			1	1,012.00	1			1	1,012.00	1			1	1,012.00	0			0	0.00	3.00	1,012.00	3,036.00
27	NaCl 350mg + Na BICARBONATE 250mg + KCl 250mg + ANHYDROUS GLUCOSE 2mg, sachet, 100's	box	0			0	0.00	1			1	1,897.50	1			1	1,897.50	1			1	1,897.50	3.00	1,897.50	5,692.50
28	OFLOXACIN 3mg/ml, 5ml ophthalmic drops	btl	0			0	0.00	1			1	506.00	0			0	0.00	1			1	506.00	2.00	506.00	1,012.00
29	OMEPRAZOLE, 20mg, hard gelatin capsule with an opaque pink body and opaque reddish brown cap in flexi foil, 100's	box	0			0	0.00	1			1	2,530.00	0			0	0.00	1			1	2,530.00	2.00	2,530.00	5,060.00
30	PARACETAMOL, 500mg, round, orange-colored, flat, bevel-edged tablet, bisected with an insignia on one side and plain on the other side in blister strip of 20's, 500's	box	2			2	5,060.00	1			1	2,530.00	1			1	2,530.00	1			1	2,530.00	5.00	2,530.00	12,650.00
31	ANTHRAQUINONE 50 mg + GLYCOSIDES + SALICYLIC ACID 10 mg, 10ml	btl	0			0	0.00	1			1	316.25	0			0	0.00	0			0	0.00	1.00	316.25	316.25
32	POLYETHYLENE GLYCOL 11.4mg + GLYCERIN 2.5 mg + HYPROMELLOSE 2 mg eye drop, 6 ml	btl	0			0	0.00	1			1	113.85	0			0	0.00	1			1	113.85	2.00	113.85	227.70
33	POVIDONE IODINE, 10% topical, 120ml	btl	2			2	379.50	1			1	189.75	2			2	379.50	1			1	189.75	6.00	189.75	1,138.50
34	PREDNISOLONE ointment, 10g	tub	1			1	253.00	1			1	253.00	1			1	253.00	1			1	253.00	4.00	253.00	1,012.00
35	SALBUTAMOL 2mg + GUIAFENESIN 8mg + BROMHEXINE HCL 100mg, tablet, blister pack, 100's	box	0			0	0.00	1			1	2,150.50	0			0	0.00	0			0	0.00	1.00	2,150.50	2,150.50
36	SILVER SULFADIAZINE cream 1%, 50g	tub	1			1	1,265.00	0			0	0.00	1			1	1,265.00	0			0	0.00	2.00	1,265.00	2,530.00
37	TETANUS TOXOID vaccine	pc	1			1	151.80	1			1	151.80	1			1	151.80	1			1	151.80	4.00	151.80	607.20
38	ZINC OXIDE/EUGENOL cement	pck	1			1	885.50	0			0	0.00	1			1	885.50	0			0	0.00	2.00	885.50	1,771.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
39	COTTON BALLS, sterile, 300's	pck	2			2	253.00	1			1	126.50	1			1	126.50	1			1	126.50	5.00	126.50	632.50
40	DENTAL BIB, disposable, 100's	pck	1			1	330.00	1			1	330.00	1			1	330.00	1			1	330.00	4.00	330.00	1,320.00
41	DENTAL NEEDLES, g.27, short	box	0			0	0.00	1			1	1,012.00	0			0	0.00	1			1	1,012.00	2.00	1,012.00	2,024.00
42	ELASTIC BANDAGE, 3"	pc	2			2	202.40	2			2	202.40	2			2	202.40	2			2	202.40	8.00	101.20	809.60
43	FACE MASK, elastic ear loop, 3-ply filter mask, bacterial latex free, 50's	box	4			4	1,518.00	2			2	759.00	3			3	1,138.50	2			2	759.00	11.00	379.50	4,174.50
44	GENTIANAE RADIX 6mg + PRIMULAE FLOS 18mg + RUMICIS HERBA 18mg + SAMBUCCI FLOS 18mg + VERBANAE HERBE 18mg, yellow green sugar coated tablet in blister pack, 100's	un	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	0.00
45	GLOVES, med., ambidextrous, powdered latex 100's (50 pairs)	box	7			7	2,213.75	6			6	1,897.50	6			6	1,897.50	6			6	1,897.50	25.00	316.25	7,906.25
46	GLOVES, surgical, sterile, medium, 2pcs/pack	pck	0			0	0.00	1			1	94.88	0			0	0.00	1			1	94.88	2.00	94.88	189.76
47	NEOPORE transparent surgical tape, 1" x 10 yards	pc	0			0	0.00	2			2	253.00	0			0	0.00	2			2	253.00	4.00	126.50	506.00
48	ORPHENADRINE CITRATE 50mg + PARACETAMOL 650mg, capsule, individually wrapped, 100's	box	0			0	0.00	1			1	4,427.50	0			0	0.00	1			1	4,427.50	2.00	4,427.50	8,855.00
49	SALIVA EJECTOR tips, disposable, 100's	pck	1			1	221.38	1			1	221.38	1			1	221.38	1			1	221.38	4.00	221.38	885.52
50	SYRINGE, g.23, 3ml	pc	2			2	37.96	2			2	37.96	2			2	37.96	2			2	37.96	8.00	18.98	151.84
51	TONGUE DEPRESSOR, sterile, individually wrapped, 100's	box	1			1	253.00	1			1	253.00	1			1	253.00	1			1	253.00	4.00	253.00	1,012.00
52	BUDESONIDE inhalation solution, 250mcg/ml, 2ml/nebule	pc	1			1	94.88	1			1	94.88	1			1	94.88	1			1	94.88	4.00	94.88	379.52
53	DICYCLOVERINE HYDROCHLORIDE 10mg tab 200's	box	0			0	0.00	1			1	2,530.00	0			0	0.00	1			1	2,530.00	2.00	2,530.00	5,060.00
54	STERI STRIP SKIN CLOSURES 1/4"x3", 10 packages of 3	box	0			0	0.00	1			1	506.00	0			0	0.00	1			1	506.00	2.00	506.00	1,012.00
55	CLONIDINE HCl, 75mcg tablet	tab	20			20	500.00	0			0	0.00	0			0	0.00	0			0	0.00	20.00	25.00	500.00
56	MONTELUKAST SODIUM 10mg, LEVOCETIRIZINE HCl 5mg, yellow-pink round 0.9 cm tablet, blister pack, 30's	box	1			1	1,000.00	0			0	0.00	1			1	1,000.00	0			0	0.00	2.00	1,000.00	2,000.00
57	SAMBUCUS NIGRA 36mg + PRIMULA VERIS & PRIMULA ELATIOR 36mg + RUMEX CRISPUS 36mg + VERBENA OFFICINALIS 36mg + GENTIANA LUTEA 12mg, yellow green sugar coated tablet in blister pack, 100's	un	0			0	0.00	2			2	4,300.00	2			2	4,300.00	2			2	4,300.00	6.00	2,150.00	12,900.00
58	DENTAL NEEDLES, g.27, long	box	0			0	0.00	0			0	0.00	1			1	1,012.00	0			0	0.00	1.00	1,012.00	1,012.00
Kapihan Supplies																									
1	Coffee stirrer, wooden, 100's/pack	pck	14			14	350.00	6			6	150.00	10			10	250.00	4			4	100.00	34.00	25.00	850.00
2	Coffee, Barako ground coffee, for brewing	kg	26			26	8,320.00	18			18	5,760.00	20			20	6,400.00	13			13	4,160.00	77.00	320.00	24,640.00
3	Creamer, Coffee Creamers, 450 grams/pack	pck	33			33	3,135.00	26			26	2,470.00	23			23	2,185.00	17			17	1,615.00	99.00	95.00	9,405.00
4	Cups, PAPER CUP 8oz, 25 pieces per pack	pck	28			28	1,904.00	14			14	952.00	21			21	1,428.00	9			9	612.00	72.00	68.00	4,896.00
5	Paper plates (big), 20 pcs per pack	pck	11			11	495.00	2			2	90.00	5			5	225.00	0			0	0.00	18.00	45.00	810.00
6	Spoon, plastic, 20's/pack	pck	5			5	230.00	2			2	92.00	6			6	276.00	0			0	0.00	13.00	46.00	598.00
7	Forks, plastic, 20's/pack	pck	5			5	230.00	2			2	92.00	6			6	276.00	0			0	0.00	13.00	46.00	598.00
8	Sugar, Brown sugar	kg	13			13	780.00	10			10	600.00	12			12	720.00	9			9	540.00	44.00	60.00	2,640.00
9	Sugar, Brown, Washed	kg	9			9	558.00	5			5	310.00	7			7	434.00	4			4	248.00	25.00	62.00	1,550.00
10	Sugar, Muscovado	kg	11			11	1,320.00	7			7	840.00	8			8	960.00	4			4	480.00	30.00	120.00	3,600.00
11	Table napkins, quarter folded, 254mm x 305mm, 40 napkins per pack	pck	9			9	450.00	6			6	300.00	10			10	500.00	6			6	300.00	31.00	50.00	1,550.00
12	Creamer, Coffee Creamers, individually packed, 5g/pc (sachet)	pck	1			1	165.00	0			0	0.00	1			1	165.00	0			0	0.00	2.00	165.00	330.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year																					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT																								
13 Sugar, Brown Sugar, individually packed (sachet)	pck	1			1	165.00	0			0	0.00	1			1	165.00	0			0	0.00	2.00	165.00	330.00																					
Other Categories																																													
1 Plastic flower pots (big circle)		5			5	1,000.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	200.00	1,000.00																					
2 Plastic flower pots (rectangle)		3			3	900.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	300.00	900.00																					
3 Megabox (35L)		2			2	1,200.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	600.00	1,200.00																					
4 Megabox (58L)		2			2	1,600.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	800.00	1,600.00																					
5 Water Mineral for Drinking (5 Gallon/container)		1			1	46.00	1			1	46.00	1			1	46.00	1			1	46.00	4.00	46.00	184.00																					
A. TOTAL																																												2,194,393.04	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																																													219,439.30
C. GRAND TOTAL (A + B)																																													2,413,832.34
D. APPROVED BUDGET BY THE AGENCY HEAD in Figures and Words:																																													
G. MONTHLY CASH REQUIREMENTS																																													
G.1 Available at Procurement Service Stores						494,244.70					165,341.30					262,736.03							138,637.12	P	1,060,959.15																				
G.2 Other Items not available at PS but regularly purchased from other sources						475,271.23					198,365.58					283,976.35							175,820.73	P	1,133,433.89																				
TOTAL MONTHLY CASH REQUIREMENTS						969,515.93					363,706.88					546,712.38						314,457.85	P	2,194,393.04																					

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

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

Prepared by:

IRENE J. ENRIQUEZ
Chief, SPMO

Certified Funds Available / Certified Appropriate Funds Available:

GLORIA Q. RODRIGUERA
Accountant / Local Budget Officer

Approved by:

Prof. RAYMUNDO D. ROVILLOS, Ph.D
Chancellor

Date Prepared: _____