

## ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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

## Instructions:

1. Download the worksheet file APP-CSE 2019 template at [www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_ Name of Agency\_ Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office:

DEPARTMENT OF FOREIGN AFFAIRS

Region:

NCR

Address:

ROXAS BLVD. PASSAY CITY

NCA

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Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
Pesticides/Insect Repellents																					
109999-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	142	34	89	265	90	34	61	185	107	64	61	232	89	32	59	180	862.00	139.36	120,128.32
Solvents																					
103000-1-01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (500ml)	bottle	585	190	450	1225	346	143	187	676	486	171	245	902	305	140	197	642	3,445.00	43.99	151,552.44
Color Compounds and Dispersions																					
107000-SI-P01	STAMP PAD INK, purple or violet	bottle	80	37	100	217	54	36	54	144	63	35	56	154	52	33	52	197	652.00	24.63	16,056.93
Films																					
101003-AC-F01	ACETATE, thickness: 0.075mm min. (Gauge #3)	roll	6	2	0	8	6	1	0	7	1	1	0	2	1	1	0	2	19.00	737.24	14,007.47
101004-CF-P02	CARBON FILM, PE, black, size 210mm x 292mm	box	1	0	0	1	0	1	0	1	0	1	0	1	0	0	0	0	3.00	208.52	625.56
101004-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	208.52	208.52
Paper, Materials and Products																					
141105-CA-A01	CARTOLINA, assorted colors	pack	38	6	9	53	30	20	13	63	23	20	14	57	27	10	0	37	210.00	72.78	15,283.63
141106-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	682.24	0.00
141106-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,029.60	0.00
141106-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
141106-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	765.44	0.00
141106-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	596.80	0.00
141106-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,034.80	0.00
141106-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	40	3	1	44	7	3	6	16	44	2	2	48	13	1	1	15	123.00	670.70	82,495.61
141114-AP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	724	133	1027	1884	302	92	222	616	432	123	287	842	232	71	182	485	3,827.00	32.22	123,302.88

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				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
16	1411104-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	617	132	798	1547	312	83	248	643	437	110	352	799	245	77	194	516	3,505.00	56.06	196,476.28	
17	1411104-NP-S03 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	508	144	836	1488	312	92	258	662	278	123	292	693	236	90	204	530	3,373.00	41.50	139,966.01	
18	1411104-NB-S01 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	353	47	173	573	188	47	79	314	228	41	62	331	153	38	31	222	1,440.00	12.04	17,342.21	
19	1411107-PP-M01 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1660	235	1845	3740	1100	230	240	1570	1075	200	300	1575	1075	200	220	1495	8,380.00	132.37	1,109,270.66	
20	1411107-PP-M02 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	525	110	905	1540	250	60	85	395	230	60	100	390	230	60	85	375	2,700.00	154.75	417,830.40	
21	1411107-PP-C01 PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	1797	287	4507	6591	1012	316	3327	4655	1502	297	3412	5311	887	272	3412	4571	21,028.00	114.51	2,408,008.80	
22	1411107-PP-C02 PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	1137	97	1492	2726	350	100	1095	1545	870	105	1145	2120	270	95	1100	1465	7,856.00	129.98	1,021,116.60	
23	1411103-PP-R01 PAPER, PAD, ruled, size: 216mm x 330mm (L x Wmm)	pad	106	43	50	199	85	42	55	182	84	40	45	169	76	40	45	161	711.00	17.35	12,333.86	
24	1411103-PP-P01 PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	100	5	44	149	49	0	2	51	69	4	4	77	43	1	2	46	333.00	96.20	31,072.60	
25	1411108-TH-P02 PAPER, THERMAL, 55gsm, size: 216mm x 30mm x 37mm	roll	40	10	14	64	30	10	13	53	30	10	10	50	30	11	2	43	210.00	48.78	10,242.96	
26	1411103-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 228mm min	book	127	29	44	200	102	24	36	162	92	24	27	143	67	24	41	132	637.00	70.72	45,048.64	
27	1411103-RE-B02 RECORD BOOK, 500 PAGES, size: 214mm x 228mm min	book	84	19	49	152	74	14	21	109	49	14	19	82	44	14	26	84	427.00	101.92	43,519.84	
28	1411104-TT-P01 TOILET TISSUE PAPER 2-ply's sheets, 150 pulls	pack	199	180	252	631	187	170	192	549	197	180	189	566	187	170	189	546	2,292.00	65.42	149,933.47	
Batteries and Cells and Accessories																						
29	2611102-BT-A01 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	254	79	246	579	155	53	111	319	209	70	152	431	139	54	100	293	1,622.00	19.73	32,000.11	
30	2611102-BT-A02 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	215	29	119	363	144	29	75	248	175	23	88	286	125	23	60	208	1,105.00	19.50	21,547.50	
31	2611102-BT-A03 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	59	2	12	73	22	2	12	36	25	2	12	39	12	2	12	26	174.00	88.40	15,381.60	
Manufacturing Components and Supplies																						
32	310106-GU-L01 CLUE, all purpose, gross weight: 200 grams min	jar	352	95	114	561	145	89	131	365	167	78	133	378	120	83	122	325	1,629.00	47.82	77,897.48	
33	310104-SW-M01 STAPLE WIRE, for heavy duty staples, (23/13)	box	205	79	114	398	126	72	139	337	116	68	144	328	120	68	134	322	1,385.00	20.68	28,653.15	
34	310104-SW-S01 STAPLE WIRE, STANDARD (26/6)	box	643	207	1238	2088	328	212	1003	1543	483	209	1028	1720	282	207	996	1485	6,836.00	20.05	137,070.00	
35	310103-TA-E01 TAPE, ELECTRICAL, 18mm x 15M min (L x Wmm)	roll	102	3	24	129	71	3	6	80	72	2	14	88	61	2	4	67	364.00	18.20	6,624.80	
36	310103-TA-M01 TAPE, MASKING, width: 24mm (L x Wmm)	roll	345	30	175	550	185	22	170	377	220	18	202	440	161	22	164	347	1,714.00	55.12	94,475.68	
37	310103-TA-M02 TAPE, MASKING, width: 48mm (L x Wmm)	roll	250	24	60	334	130	18	35	183	145	17	75	237	106	18	35	159	913.00	106.60	97,325.80	
38	310103-TA-R01 TAPE, PACKAGING, width: 48mm (L x Wmm)	roll	408	57	274	739	182	51	225	458	267	50	266	583	162	60	235	457	2,237.00	18.20	40,713.40	
39	310103-TA-T01 TAPE, TRANSPARENT, width: 24mm (L x Wmm)	roll	675	118	533	1326	255	88	292	635	500	96	303	899	245	96	283	624	3,484.00	9.10	31,704.40	
40	310103-TA-T02 TAPE, TRANSPARENT, width: 48mm (L x Wmm)	roll	424	95	260	779	243	90	285	618	358	89	295	642	207	88	274	569	2,608.00	18.20	47,465.60	
41	311507-TA-P01 TWINE, plastic, one (1) rib per roll	roll	60	26	45	131	53	27	37	117	49	25	38	112	48	27	35	110	470.00	50.96	23,951.20	
Heating, Ventilation and Air Circulation																						
42	4010164-EF-C01 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	37	0	4	41	0	0	1	1	1	0	0	1	0	0	0	0	43.00	974.48	41,902.64	
43	4010164-EF-C01 ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,192.88	0.00	
44	4010164-EF-S01 ELECTRIC FAN, STAND type, plastic blade	unit	77	0	19	96	10	0	4	14	10	0	0	10	10	0	0	10	130.00	1,006.39	130,830.34	
45	4010164-EF-W01 ELECTRIC FAN, WALL type, plastic blade	unit	29	1	0	30	5	0	0	5	3	0	0	3	0	0	0	0	38.00	669.66	25,446.93	
Lighting and Electrical Accessories																						
46	3101065-FL-T01 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	43	8	28	79	48	8	8	64	43	8	18	69	38	8	8	54	266.00	40.56	10,788.96	
47	3101065-FL-U01 Light Bulb, LED, 7 watts 1 pc 1h individual box	piece	403	18	38	459	63	18	18	99	53	18	28	99	303	18	28	349	1,006.00	72.49	72,922.93	
Measuring and Other Equipment																						
48	4111164-RU-P02 RULER, plastic, 450mm (18") width, 38mm min	piece	155	6	32	193	46	3	29	78	101	3	3	107	41	3	3	47	425.00	15.48	6,576.96	

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				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
Cleaning Equipment and Supplies																						
49	4713b1-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	162	52	182	396	98	60	121	279	103	55	114	272	101	51	103	255	1,302.00	86.06	103,444.12
50	4713b4-AR-A01	BROOM, soft (lambo)	piece	31	3	3	37	30	1	2	33	31	1	3	35	30	1	2	33	138.00	130.00	17,940.00
51	4713b4-BH-T01	BROOM, STICK (TINC-TINC), usable length: 760mm min	piece	19	0	1	20	18	0	1	19	19	0	1	20	18	0	1	19	78.00	30.58	2,384.93
52	4713b9-1B-C01	CLEANER, TOILET BOWL AND URINAL, 900ml/300ml cap	bottle	33	19	22	74	41	19	22	82	33	19	23	75	41	19	22	82	313.00	41.60	13,020.80
53	4713b9-CL-V01	CLEANER, SCOURING POWDER, 350g min./can	can	30	2	2	34	30	2	2	34	30	2	2	34	30	2	2	34	136.00	23.92	3,253.12
54	4713b11-DE-E02	DETERGENT BAR, 140 grams as packed	bar	22	0	0	22	24	0	0	24	20	0	0	20	20	0	0	20	86.00	8.01	688.69
55	4713b11-DE-E02	DETERGENT POWDER, all purpose, 1kg	pack	43	3	3	49	41	3	3	47	31	3	3	37	31	3	3	37	170.00	37.43	6,363.03
56	4713b63-PS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	80	23	124	227	52	12	67	131	58	12	69	139	51	12	63	126	623.00	122.98	76,616.54
57	4713b61-DU-F01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	23	3	2	28	25	1	3	29	22	2	2	26	22	1	1	24	107.00	24.84	2,657.37
58	4713b61-FW-F02	FLOOR WAX, PASTE, RED	can	9	9	9	27	9	9	9	27	9	9	9	27	0	0	0	0	81.00	269.36	21,818.16
59	4713b30-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	38	12	23	73	28	11	18	57	28	11	18	57	28	12	13	53	240.00	87.36	20,966.40
60	4713b64-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	17	0	0	17	1	0	1	2	1	0	0	1	1	0	0	1	21.00	1,911.00	40,131.00
61	4713b13-MP-H02	MOP HANDLE, heavy duty, aluminum, screw type	piece	22	0	0	22	4	0	1	5	5	0	0	5	4	0	0	4	36.00	145.60	5,241.60
62	4713b16-MP-R01	MOP HEAD, made of rayon, weight: 400 grams min	piece	12	0	0	12	7	0	1	8	23	0	0	23	7	0	0	7	50.00	110.24	5,512.00
63	4713b16-RC-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	56	10	14	80	46	9	13	68	55	8	12	75	44	9	13	66	289.00	49.69	14,360.76
64	4713b61-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 230mm	pack	36	1	1	38	26	1	6	33	26	1	1	28	26	1	1	28	127.00	102.96	13,075.92
65	4713b13-TH-P02	TRASHPACK, plastic, transparent	roll	58	47	83	188	35	37	63	135	50	42	63	155	35	38	58	131	609.00	139.88	85,186.92
66	4713b13-TH-P01	WASTEBASKET, non-rigid plastic	piece	243	12	17	272	15	9	23	47	111	9	12	132	15	9	9	33	484.00	23.59	11,416.20
Information and Communication Technology (ICT) Equipment and Devices and Accessories																						
67	4313b02-DECT-03	Desktop Computer, branded	unit	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	39,208.00	392,080.00
68	4313b03-DV-M01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	272	5	0	277	195	0	0	195	97	0	30	127	90	30	0	120	719.00	21.79	15,665.57
69	4313b12-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	131	11	42	184	8	1	14	23	20	7	11	38	5	1	11	17	262.00	2,774.80	713,897.60
70	4313b01-FD-U01	FLASH DRIVE, 16 GB capacity	piece	468	62	188	718	151	44	74	269	328	45	73	446	126	49	83	258	1,691.00	276.64	467,798.24
71	4313b13-LT-C02	Laptop Computer, branded	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	35,916.40	71,832.80
72	4313b13-MO-D01	MOUSE, optical, USB connection type	unit	87	5	33	125	33	3	8	44	33	3	13	49	23	3	3	29	247.00	134.99	33,343.02
73	4313b02-PR-D02	PRINTER, IMPACT DOT MATRIX, 34 pins, 136 column	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	33,131.28	0.00
74	4313b02-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	7,995.52	31,982.08
75	4313b03-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	18.00	724.88	13,047.84
76	N/A	PRINTER, LASER, Color	unit	2	0	3	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00		0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece	3	0	0	3	0	0	0	0	0	0	0	0	2	0	0	2	5.00		0.00
78	N/A	PRINTER, Inkjet, Color	unit	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00		0.00
79	N/A	Hub/Switches	unit	5	1	2	8	0	0	0	0	0	0	0	0	0	0	0	0	8.00		0.00
80	N/A	Network Routers	unit	4	1	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00		0.00
81	N/A	Wireless Access Point	unit	3	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00		0.00
Office Equipment and Accessories and Supplies																						
82	4413170-CH-M01	CHALK, molded, white, dustless, length: 280mm min	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	25.68	51.36
83	4413105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (4mm)	box	538	50	478	1066	317	49	147	513	356	48	218	622	219	49	144	412	2,613.00	7.57	19,783.55
84	4413105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (4mm)	box	418	50	403	871	202	49	147	398	350	48	218	616	224	50	145	419	2,394.00	13.40	30,862.54
85	4413105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (4mm)	box	408	51	336	795	333	49	146	518	253	46	173	472	220	46	146	412	2,197.00	20.55	45,149.23
86	4413105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (4mm)	box	315	42	200	557	230	43	95	368	222	40	125	387	192	40	95	327	1,659.00	39.52	64,773.28
87	4413105-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	722	184	528	1434	347	144	429	920	449	134	479	1062	294	154	414	862	4,278.00	17.56	75,101.15

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88	441195-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	258	107	316	681	124	59	114	297	198	79	108	385	124	59	84	267	1,630.00	69.78	113,747.92
89	441201-DF-F01	DATA FOLDER, made of chipboard, tabula lock	piece	322	52	133	507	73	58	103	234	283	48	98	429	73	58	98	229	1,399.00	68.64	96,027.36
90	441206-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	43	10	28	81	23	12	15	50	21	9	13	43	21	9	11	41	215.00	408.14	87,749.58
91	441206-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	48	13	35	96	24	12	15	51	23	11	16	50	21	9	11	41	238.00	518.08	123,302.09
92	441206-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	92	35	45	172	62	37	49	148	69	28	37	134	46	27	33	106	560.00	738.40	413,504.00
93	441206-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	203	30	100	333	87	30	60	177	177	30	20	227	77	30	10	117	854.00	30.49	26,040.85
94	441206-EN-M01	ENVELOPE, MAILING, white, 80gsm (-S2)	box	23	5	15	43	10	4	4	18	9	4	3	16	7	3	2	12	89.00	328.64	29,248.96
95	441204-EN-W01	ENVELOPE, mailing, white, with window	box	13	3	1	17	2	2	2	6	0	1	1	2	0	1	1	2	27.00	410.80	11,091.60
96	441191-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	31	3	15	49	14	3	10	27	19	1	7	27	10	1	5	16	119.00	11.11	1,321.76
97	441218-FA-F01	FASTENER, METAL, 70mm between groups	box	208	32	155	395	79	32	67	178	168	32	85	285	74	32	57	163	1,021.00	78.92	80,572.42
98	441195-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	104	104	89	297	48	39	49	136	58	49	79	186	39	49	39	127	746.00	70.61	52,671.78
99	441208-FI-D01	FILE TAB DIVIDER, bristol board, for A4	set	430	150	164	744	40	20	30	90	90	20	44	154	40	20	20	80	1,068.00	12.48	13,328.64
100	441208-FI-D02	FILE TAB DIVIDER, bristol board, for legal	set	211	41	76	328	1	11	11	23	51	6	1	58	1	6	1	8	472.00	16.64	6,938.88
101	441201-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	89	53	52	194	46	48	58	152	46	48	58	152	46	48	55	149	647.00	253.29	163,879.92
102	441201-FO-F02	FOLDER, FANCY, for legal size documents	bundle	76	44	48	168	38	39	50	127	38	39	50	127	38	37	47	122	544.00	291.20	158,412.80
103	441201-FOL-01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	144	78	107	329	141	75	82	208	97	67	94	258	101	65	77	243	1,128.00	171.08	192,978.24
104	441201-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	118	58	84	260	113	50	67	230	80	52	74	206	83	50	62	195	891.00	213.72	190,424.52
105	441203-FO-P01	FOLDER, PRESSBOARD, size 240mm x 370mm (-57mm)	box	56	19	33	108	28	19	29	76	39	19	25	83	28	20	24	72	339.00	746.72	253,138.08
106	441201-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	58	11	48	117	15	9	33	57	22	5	31	58	13	5	20	38	270.00	217.36	58,687.20
107	441201-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	63	19	47	129	25	18	48	91	35	18	55	108	25	18	38	81	409.00	279.64	114,370.80
108	441200-IT-T01	INDEX TAB, self-adhesive, transparent	box	203	74	109	386	174	46	144	364	69	34	64	167	49	34	44	127	1,044.00	51.88	54,157.71
109	441115-MR-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	217	55	51	323	95	40	40	175	140	45	45	230	85	40	40	165	853.00	41.60	37,148.80
110	441216-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	229	52	75	356	114	47	85	246	151	46	55	252	94	45	55	194	1,048.00	37.23	39,019.14
111	441208-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	180	59	182	421	101	47	118	266	128	47	94	269	76	46	104	226	1,182.00	10.31	12,182.16
112	441208-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	154	50	157	361	86	47	118	251	110	49	94	253	66	46	94	206	1,071.00	10.31	11,038.15
113	441208-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	116	47	82	245	61	44	68	173	69	47	44	160	51	44	49	144	722.00	10.31	7,441.22
114	441208-MP-B01	MARKER, PERMANENT, bullet type, black	piece	217	48	242	507	109	46	190	345	162	47	186	395	113	140	176	429	1,676.00	9.65	16,175.41
115	441208-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	177	48	230	455	86	46	190	322	110	50	186	346	86	46	171	303	1,426.00	9.65	13,762.61
116	441208-MP-B03	MARKER, PERMANENT, bullet type, red	piece	153	48	190	391	89	46	190	325	101	47	176	324	89	46	171	306	1,346.00	9.65	12,990.52
117	441210-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	353	117	552	1022	277	107	202	586	223	106	272	601	150	65	146	361	2,570.00	5.98	15,368.60
118	441210-PC-P02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	298	80	391	769	231	70	165	466	186	70	205	461	136	63	145	344	2,040.00	12.74	25,989.60
119	441206-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	104	17	25	146	73	11	32	116	98	7	52	157	48	7	2	57	476.00	20.79	9,895.85
120	441203-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1,120	bundle	87	12	14	113	67	11	7	85	47	12	7	66	29	7	9	45	309.00	201.64	62,305.28
121	441210-RU-B01	RUBBER BAND, 70mm min lay flat length (48)	box	140	51	78	269	80	43	49	172	103	43	53	199	80	53	52	185	825.00	96.72	79,794.00
122	441205-SF-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	117	5	25	147	50	2	5	57	82	1	12	95	52	1	0	53	352.00	27.66	9,737.73
123	441218-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	141	11	131	283	93	3	91	187	114	3	91	208	93	3	91	187	865.00	11.77	10,183.47

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
124	4410163-CU-M01	CUTTER KNIFE, for general purpose	piece	185	5	42	232	70	0	6	76	101	0	2	103	70	0	70	481.00	27.40	13,181.32
125	4410303-05-M01	DATING AND STAMPING MACHINE, heavy duty	piece	73	32	41	146	44	28	28	100	46	29	33	108	41	28	97	451.00	478.38	215,749.02
126	4412169-P5-M01	PENCIL SHARPENER, manual, single cutter head	piece	58	5	18	81	30	1	0	31	42	2	14	58	30	1	31	201.00	187.20	37,627.20
127	4410160-PU-F01	PUNCHER, paper, heavy duty, with two hole punch	piece	193	3	53	249	12	3	17	32	151	0	28	179	12	0	20	492.00	131.96	64,921.96
128	4411618-SS-S01	SCISSORS, symmetrical, Blade length: 65mm min	pair	270	87	212	569	114	73	153	340	202	77	163	442	114	73	310	1,661.00	15.60	25,911.60
129	4412165-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	347	13	184	544	172	5	78	255	280	8	106	394	161	3	252	1,445.00	82.16	118,721.20
130	4412165-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	42	2	1	45	10	0	1	11	12	0	3	15	10	0	11	82.00	878.80	72,061.60
131	4412165-ST-P01	STAPLER, REMOVER, PLIER-TYPE	piece	427	11	198	636	41	4	124	169	342	8	96	446	31	4	109	1,360.00	18.18	24,723.71
132	4412166-10-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	176	9	38	223	22	2	10	34	120	4	11	135	21	2	28	420.00	55.83	23,447.42
133	4410160-FB-M01	BINDING AND PUNCHING MACHINE, binding cap: 30mm	unit	6	2	0	8	0	0	0	0	0	1	0	1	0	0	0	9.00	10,400.00	93,600.00
134	4410160-CA-C01	CALCULATOR, compact, 12 digits	unit	62	4	13	79	12	1	5	18	34	0	0	34	12	0	12	143.00	135.20	19,333.60
135	4410174-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	6	0	0	6	2	0	0	2	2	0	0	2	3	0	3	13.00	4,711.20	61,245.60
136	4410160-FT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size B4	unit	2	2	3	7	0	0	3	3	0	0	0	0	0	0	0	10.00	8,088.08	80,880.80
137	4410160-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	22	3	3	28	0	0	0	0	0	0	1	1	0	0	0	29.00	5,609.20	165,276.80
138	4410160-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid Level)	unit	17	0	0	17	0	0	0	0	0	0	1	1	0	0	0	18.00	0.00	0.00
Printer or Facsimile or Photocopy Supplies																					
139	4410105-BK-B05	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,864.00	0.00
140	4410105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,001.52	0.00
141	4410105-CA-C03	INK CART, CANON CL-811, Colored	cart	2	0	0	2	2	0	2	2	2	0	2	0	2	0	2	8.00	1,029.60	8,236.80
142	4410105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	754.00	0.00
143	4410105-CA-B02	INK CART, CANON PG-810, Black	cart	3	0	0	3	2	0	0	2	3	0	0	3	2	0	2	10.00	780.00	7,800.00
144	4410105-EP-B07	INK CART, EPSON C13T664100 (T6641), Black	cart	11	0	1	12	3	0	0	3	3	0	0	3	3	0	3	21.00	254.80	5,350.80
145	4410105-EP-C07	INK CART, EPSON C13T664200 (T6642), Cyan	cart	9	0	1	10	3	0	0	3	3	0	0	3	3	0	3	19.00	254.80	4,841.20
146	4410105-EP-M07	INK CART, EPSON C13T664300 (T6643), Magenta	cart	9	0	1	10	3	0	0	3	3	0	0	3	3	0	3	19.00	254.80	4,841.20
147	4410105-EP-Y07	INK CART, EPSON C13T664400 (T6644), Yellow	cart	9	0	1	10	3	0	0	3	3	0	0	3	3	0	3	19.00	254.80	4,841.20
148	4410105-HP-B40	INK CART, HP C3P04AA (HP62), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
149	4410105-HP-T40	INK CART, HP C3P06AA (HP62), Tri-Color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
150	4410105-HP-B09	INK CART, HP C3351AA, (HP21), Black	cart	32	2	2	36	0	0	0	0	0	0	0	0	0	0	0	66.00	658.32	43,449.12
151	4410105-HP-T10	INK CART, HP C3352AA, (HP22), Tri-Color	cart	35	2	2	39	0	0	0	0	0	0	0	0	0	0	0	69.00	745.68	51,451.92
152	4410105-HP-T30	INK CART, HP C3363YWA, (HP97), Tri-Color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,492.40	0.00
153	4410105-HP-P48	INK CART, HP C33937A (HP72), 69ml Photo Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
154	4410105-HP-C48	INK CART, HP C3398A (HP72), 69ml Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
155	4410105-HP-M48	INK CART, HP C3399A (HP72), 69ml Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
156	4410105-HP-Y48	INK CART, HP C3400A (HP72), 69ml Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
157	4410105-HP-C48	INK CART, HP C3401A (HP72), 69ml Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
158	4410105-HP-B48	INK CART, HP C3403A (HP72), 130ml Matte Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,016.00	0.00
159	4410105-HP-B17	INK CART, HP C6640WA, (HP60), Black	cart	35	0	0	35	5	0	0	5	35	0	0	0	0	0	0	75.00	650.00	48,750.00
160	4410105-HP-T17	INK CART, HP C6643WA, (HP60), Tri-Color	cart	35	0	0	35	5	0	0	5	35	0	0	0	0	0	0	75.00	766.48	57,486.00
161	4410105-HP-B35	INK CART, HP C0887AA, (HP703), Black	cart	3	0	0	3	0	0	0	3	0	0	0	0	0	0	0	6.00	339.04	2,034.24

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
62	440305-HP-135 color INK CART, HP CDB88AA, (HP703), Tri-	cart	3	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	6.00	339.04	2,034.24	
63	440305-HP-140 Cyan INK CART, HP CD972AA, (HP 920XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	629.20	0.00	
64	440305-HP-140 Magenta INK CART, HP CD973AA, (HP 920XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	629.20	0.00	
65	440305-HP-140 Yellow INK CART, HP CD974AA, (HP 920XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	629.20	0.00	
66	440305-HP-140 Black INK CART, HP CD975AA, (HP 920XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,242.80	0.00	
67	440305-HP-140 Black INK CART, HP CH561AA, (HP61),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	644.80	0.00	
68	440305-HP-140 Tri-color INK CART, HP CH563AA, (HP61),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	826.80	0.00	
69	440305-HP-149 INK CART, HP CH565A (HP82) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,872.00	0.00	
70	440305-HP-149 INK CART, HP CH566A (HP82) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00	
71	440305-HP-149 Magenta INK CART, HP CH567A (HP82)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00	
72	440305-HP-149 INK CART, HP CH568A (HP82) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00	
73	440305-HP-149 Black INK CART, HP CH045AA, (HP950XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,554.80	0.00	
74	440305-HP-149 Cyan INK CART, HP CH046AA, (HP95XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,175.20	0.00	
75	440305-HP-149 Magenta INK CART, HP CH047AA, (HP95XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00	
76	440305-HP-149 Yellow INK CART, HP CH048AA, (HP95XL),	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00	
77	440305-HP-149 Black INK CART, HP CH062AA, (HP704),	cart	5	0	0	5	3	0	0	3	3	0	0	3	3	0	0	3	14.00	339.04	4,746.56	
78	440305-HP-136 color INK CART, HP CH063AA, (HP704), Tri-	cart	5	0	0	5	3	0	0	3	3	0	0	3	3	0	0	3	14.00	339.04	4,746.56	
79	440305-HP-833 Black INK CART, HP CZ107AA, (HP678),	cart	50	0	10	60	0	0	15	15	30	0	10	40	0	0	10	125.00	339.04	42,380.00		
80	440305-HP-133 Tri-color INK CART, HP CZ108AA, (HP678),	cart	45	0	10	55	0	0	15	15	30	0	10	40	0	0	10	120.00	339.04	40,684.80		
81	440305-HP-142 INK CART, HP CZ121A (HP685A), Black	cart	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	366.08	1,830.40		
82	440305-HP-143 INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	249.60	1,248.00		
83	440305-HP-143 Magenta INK CART, HP CZ123A (HP685A),	cart	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	249.60	1,248.00		
84	440305-HP-143 Yellow INK CART, HP CZ124A (HP685A),	cart	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	249.60	1,248.00		
85	440305-HP-143 color INK CART, HP FCV56AA (HP680) Tri-	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00		
86	440305-HP-843 INK CART, HP FCV57AA (HP680) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00		
87	440305-HP-140 Original INK CART, HP L0511AA (HP955) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
88	440305-HP-140 Magenta Original INK CART, HP L0514AA (HP955)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
89	440305-HP-140 Yellow Original INK CART, HP L0517AA (HP955)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
90	440305-HP-140 Original INK CART, HP L0560AA (HP955) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		
91	440305-HP-148 Cyan Original INK CART, HP L0563AA (HP955XL)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00		
92	440305-HP-148 Magenta Original INK CART, HP L0566AA (HP955XL)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00		
93	440305-HP-148 Yellow Original INK CART, HP L0569AA (HP955XL)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,277.76	0.00		
94	440305-HP-148 Black Original INK CART, HP L0572AA (HP955XL)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,337.02	0.00		
95	440305-HP-149 Original INK CART, HP T6189AA (HP905) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00		
96	440305-HP-149 Magenta Original INK CART, HP T6193AA (HP905)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00		
97	440305-HP-149 Yellow Original INK CART, HP T6197AA (HP905)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	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	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				
198	440903-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	741.28	0.00
199	440903-HP-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
200	440903-HP-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
201	440903-HP-X49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
202	440903-HP-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
203	440903-EP-B05	RIBBON CART, EPSON C13501516 (#8750), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	76.75	0.00
204	440903-EP-R07	RIBBON CART, EPSON C135015531 (5015086), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	724.88	0.00
205	440903-EP-R13	RIBBON CART, EPSON C135015632, Black, for LX-310	cart	100	0	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	0	200.00	75.92	15,184.00
206	440903-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,556.32	0.00
207	440903-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,820.00	0.00
208	440903-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,615.60	0.00
209	440903-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,941.95	0.00
210	440903-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL-3450DN (CU Printer)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,288.54	0.00
211	440903-HP-B12	TONER CART, HP CB435A, Black	cart	31	0	76	107	1	1	1	2	30	1	0	0	31	0	1	1	2	142.00	2,857.92	405,824.64	
212	440903-HP-B14	TONER CART, HP CB435A, Black	cart	0	0	10	10	4	4	0	4	3	0	0	0	3	0	0	0	0	17.00	3,312.40	56,310.80	
213	440903-HP-B18	TONER CART, HP CE355A, Black	cart	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20.00	6,791.20	135,824.00	
214	440903-HP-B21	TONER CART, HP CE378A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,179.28	0.00	
215	440903-HP-B22	TONER CART, HP CE385A (HP85A), Black	cart	116	19	108	243	34	10	10	54	69	18	12	99	9	25	5	39	435.00	2,953.60	1,284,816.00		
216	440903-HP-B33	TONER CART, HP CE310A, Black	cart	40	0	20	60	0	0	0	0	40	0	0	0	40	0	0	0	0	100.00	2,386.80	238,680.00	
217	440903-HP-C33	TONER CART, HP CE311A, Cyan	cart	40	0	20	60	0	0	0	0	40	0	0	0	40	0	0	0	0	100.00	2,490.80	249,080.00	
218	440903-HP-Y33	TONER CART, HP CE312A, Yellow	cart	40	0	20	60	0	0	0	0	40	0	0	0	40	0	0	0	0	100.00	2,490.80	249,080.00	
219	440903-HP-M33	TONER CART, HP CE313A, Magenta	cart	40	0	20	60	0	0	0	0	40	0	0	0	40	0	0	0	0	100.00	2,490.80	249,080.00	
220	440903-HP-B34	TONER CART, HP CE320A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,854.80	0.00	
221	440903-HP-C34	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00	
222	440903-HP-Y34	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00	
223	440903-HP-M34	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00	
224	440903-HP-B35	TONER CART, HP CE390A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,690.80	0.00	
225	440903-HP-B36	TONER CART, HP CE400A, Black	cart	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	6,754.80	6,754.80	
226	440903-HP-C36	TONER CART, HP CE401A, Cyan	cart	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	9,978.80	9,978.80	
227	440903-HP-Y36	TONER CART, HP CE402A, Yellow	cart	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	9,978.80	9,978.80	
228	440903-HP-M36	TONER CART, HP CE403A, Magenta	cart	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	9,978.80	9,978.80	
229	440903-HP-B37	TONER CART, HP CE410A (HP305), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,868.80	0.00	
230	440903-HP-C37	TONER CART, HP CE411A (HP305), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00	
231	440903-HP-Y37	TONER CART, HP CE412A (HP305), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00	
232	440903-HP-M37	TONER CART, HP CE413A (HP305), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00	
233	440903-HP-B38	TONER CART, HP CE505A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,079.92	0.00	
234	440903-HP-C38	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,213.44	0.00	
235	440903-HP-B39	TONER CART, HP CF317A (HP17A) Black LaserJet	cart	5	0	0	0	5	5	0	5	10	0	0	0	10	5	0	5	5	25.00	2,932.80	73,320.00	
236	440903-HP-B33	TONER CART, HP CF256A (HP26A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
237	440903-HP-B30	TONER CART, HP CF256XC (HP26XC) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
238	440903-HP-B55	TONER CART, HP CF380A, LaserJet Pro M401/M425 2.7K Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
329	44103 HP B51	TONER CART, HP CF380XC	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,962.80	0.00
340	44103 HP B55	TONER CART, HP CF81A (HP81A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8,640.85	0.00
341	44103 HP B57	TONER CART, HP CF83A (HP83A) LaserJet Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,241.70	0.00
342	44103 HP B51	TONER CART, HP CF83XC (HP83X) BK Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,946.80	0.00
343	44103 HP B58	TONER CART, HP CF87A (HP87) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10,051.60	0.00
344	44103 HP B55	TONER CART, HP CF10AC (HP836) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
345	44103 HP C39	TONER CART, HP CF311XC (HP826) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
346	44103 HP Y39	TONER CART, HP CF32AC (HP826) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
347	44103 HP M39	TONER CART, HP CF33AC (HP826) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
348	44103 HP B51	TONER CART, HP CF35XC (HP835) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13,156.00	0.00
349	44103 HP B60	TONER CART, HP CF350A Black LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,901.60	0.00
350	44103 HP C60	TONER CART, HP CF35A Cyan LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
351	44103 HP Y60	TONER CART, HP CF35A Yellow LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
352	44103 HP M60	TONER CART, HP CF35A Magenta LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
353	44103 HP B61	TONER CART, HP CF360A (HP808A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,389.20	0.00
354	44103 HP C63	TONER CART, HP CF360XC (HP808X) Black Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
355	44103 HP C61	TONER CART, HP CF361A (HP808A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
356	44103 HP C63	TONER CART, HP CF36XC (HP808X) Cyan Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
357	44103 HP Y61	TONER CART, HP CF362A (HP808A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
358	44103 HP Y63	TONER CART, HP CF362XC (HP808X) Yellow Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
359	44103 HP M61	TONER CART, HP CF363A (HP808A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
360	44103 HP M63	TONER CART, HP CF36XC (HP808X) Magenta Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
361	44103 HP B65	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	13	0	0	0	13	5	2	0	7	7	2	0	9	0	0	2	0	31.00	0.00	0.00
362	44103 HP C65	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	11	0	0	0	11	2	2	0	4	7	2	0	9	0	0	2	0	26.00	0.00	0.00
363	44103 HP Y65	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	11	0	0	0	11	2	2	0	4	7	2	0	9	0	0	2	0	26.00	0.00	0.00
364	44103 HP M65	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	11	0	0	0	11	2	2	0	4	7	2	0	9	0	0	2	0	26.00	0.00	0.00
365	44103 HP B63	TONER CART, HP CF410A (HP410A) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,440.80	0.00
366	44103 HP B64	TONER CART, HP CF410XC (HP410X) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,441.20	0.00
367	44103 HP C63	TONER CART, HP CF411A (HP410A) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
368	44103 HP C64	TONER CART, HP CF41XC (HP410X) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
369	44103 HP Y63	TONER CART, HP CF412A (HP410A) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
370	44103 HP Y64	TONER CART, HP CF412XC (HP410X) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
371	44103 HP M63	TONER CART, HP CF413A (HP410A) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
372	44103 HP M64	TONER CART, HP CF413XC (HP410X) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
373	44103 HP B34	TONER CART, HP Q2612A, Black	cart	71	2	61	134	3	2	2	5	38	2	2	0	40	3	2	0	5	184.00	3,164.72	582,308.48
374	44103 HP B39	TONER CART, HP Q5942A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,482.80	0.00
375	44103 HP B48	TONER CART, HP Q7552A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,972.80	0.00
376	44103 LJ B03	TONER CART, LEXMARK E36011P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8,874.32	0.00



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					Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
277	4410303-JX-B05 Black TONER CART, LEXMARK T650AH1P,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,630.40	0.00
278	4410303-SA-B06 Black TONER CART, SAMSUNG MLT-D101S,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,641.60	0.00
279	4410303-SA-B07 Black TONER CART, SAMSUNG MLT-D103S,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,912.00	0.00
280	4410303-SA-B08 Black TONER CART, SAMSUNG MLT-D104S,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,444.00	0.00
281	4410303-SA-B09 Black TONER CART, SAMSUNG MLT-D105L,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,787.20	0.00
282	4410303-SA-B14 Black TONER CART, SAMSUNG MLT-D108S,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,745.60	0.00
283	4410303-SA-B14 Black TONER CART, SAMSUNG MLT-D203E,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,124.00	0.00
284	4410303-SA-B18 Black TONER CART, SAMSUNG MLT-D203L,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,617.60	0.00
285	4410303-SA-B20 Black TONER CART, SAMSUNG MLT-D203U,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,464.00	0.00
286	4410303-SA-B12 Black TONER CART, SAMSUNG MLT-D205E,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,204.00	0.00
287	4410303-SA-B05 Black TONER CART, SAMSUNG MLT-D205L,	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,064.80	0.00
288	4410303-SA-B10 DB555SA, Black TONER CART, SAMSUNG SCX-	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,357.60	0.00
289	4410303-BK-B15 (12,000 pages) TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-9400DW	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,069.44	0.00
290	4410303-CA-B00 for printer LBP670Box TONER CARTRIDGE, CANON 324 II,	cart	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	13,399.36	13,399.36
Audio and Visual Equipment and Supplies																							
291	4312157-DO-001 DOCUMENT CAMERA, 3.2M. pixels	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	28,860.00	0.00
292	45111609-MA-P01 MULTIMEDIA PROJECTOR, 4000 mlm ANSI Lumens	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	18,616.00	0.00
Flag and Accessories																							
293	55121905-PH-F01 POLYESTER PHILIPPINE NATIONAL FLAG, 100%	piece	41	6	1	48	4	4	4	0	0	4	5	0	0	5	4	0	0	4	61.00	319.28	19,476.08
Printed Publications																							
294	5510154-RA-H101 HANDBOOK (RA 9184), 7th Edition	book	42	5	0	47	20	20	20	0	0	20	20	0	0	20	20	0	0	20	107.00	46.28	4,951.96
Fire Fighting Equipment																							
295	46191601-IF-FM-001 4.5KGS FIRE EXTINGUISHER, DRY CHEMICAL,	unit	49	3	5	57	2	2	1	0	0	3	4	1	0	5	2	0	0	2	67.00	1,144.00	76,648.00
296	46191601-IF-FM-001 4.5KGS FIRE EXTINGUISHER, PURE HCFC 123,	unit	39	3	4	46	50	50	1	1	1	52	25	1	1	27	50	0	1	51	176.00	4,992.00	878,592.00
Communication Equipment																							
297	54161333-DV-F01 4GB (expandable) DIGITAL VOICE RECORDER, memory:	unit	14	5	1	20	2	2	2	0	0	4	2	0	1	3	2	0	0	2	29.00	6,828.14	198,016.08
Furniture and Luminaires																							
298	56101504-CH-B01 CHAIR, monobloc, beige, with backrest, w/o armrest	piece	52	0	25	77	20	0	0	0	20	20	0	0	0	20	20	0	0	20	137.00	262.60	35,976.20
299	56101504-CH-W01 CHAIR, monobloc, white, with backrest, w/o armrest	piece	40	0	0	40	20	0	0	0	20	20	0	0	0	20	20	0	0	20	100.00	262.60	26,260.00
300	56101519-TM-S01 889mm (35" x 35") min TABLE, MONOBLOC, WHITE, 889 x	unit	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6.00	1,326.00	7,956.00
301	56101519-TM-S02 889mm (35" x 35") min TABLE, MONOBLOC, BEIGE, 889 x	unit	2	0	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.00	1,326.00	5,304.00
Arts and Crafts Equipment and Accessories and Supplies																							
302	60121413-CB-P01 for A4 size CLEARBOOK, 20 transparent pockets,	piece	140	137	61	338	77	42	42	61	180	115	37	46	198	55	37	36	128	844.00	39.78	33,574.32	
303	60121413-CB-P02 for LEGAL size CLEARBOOK, 20 transparent pockets,	piece	150	137	71	358	77	42	42	61	180	115	37	46	198	55	37	36	128	864.00	42.38	36,616.32	
304	60121534-ER-P01 eraser, PLASTIC/RUBBER, for pencil drawing, 10x10x10mm	piece	176	15	63	254	20	5	5	30	55	125	5	15	145	20	5	15	40	494.00	4.42	2,183.48	
305	60121534-SF-G01 0.5mm needle tip SIGN PEN, BLACK, liquid/gel ink,	piece	1664	248	1307	2619	475	210	805	1490	582	198	795	1575	420	210	728	958	7,042.00	34.61	243,732.07		
306	60121534-SF-G02 0.5mm needle tip SIGN PEN, BLUE, liquid/gel ink,	piece	990	247	1396	2633	479	209	789	1477	613	197	774	1584	419	209	707	1335	7,029.00	34.61	243,282.12		
307	60121534-SF-G03 0.5mm needle tip SIGN PEN, RED, liquid/gel ink, 0.5mm	piece	564	146	727	1437	311	127	716	1154	367	121	1277	1765	280	126	635	1041	5,397.00	34.61	186,796.65		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
308	60x34x4 Wb-Pol	WRAPPING PAPER, kraft, 65gsm (53)	pack	63	5	11	79	17	10	0	27	12	10	10	32	25	15	0	40	178.00	129,67	23,080.76
SOFTWARE																				19,061,134.02		
1	4330000-SFT-001	Business function specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
2	4330000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
3	4330000-SFT-003	Computer game or entertainment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
4	4330000-SFT-004	Content authoring and editing software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
5	4330000-SFT-005	Content management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
6	4330000-SFT-006	Data management and query software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
7	4330000-SFT-007	Development software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
8	4330000-SFT-008	Educational or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
9	4330000-SFT-009	Industry specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
10	4330000-SFT-010	Network applications software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
11	4330000-SFT-011	Network management software	license	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00		0.00
12	4330000-SFT-012	Networking software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
13	4330000-SFT-013	Operating environment software	license	5	0	1	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00		0.00
14	4330000-SFT-014	Security and protection software	license	29	0	13	42	0	0	0	0	0	0	0	0	0	0	0	0	42.00		0.00
15	4330000-SFT-015	Utility and device driver software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
16	4330000-SFT-016	Information exchange software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
OTHER SOFTWARE																						
1	Anti-virus Software 2 Year Validity for 5 PC (Kaspersky (Total Security) or Norton (Defender))		license	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	10,000.00	40,000.00
2	Photostop (latest annual subscription or no expiration) Microsoft Office Home and Business 2016 for PC (one time purchase with Word, Excel, PowerPoint, One Note, Outlook)		license	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	14,999.00	14,999.00
3			license	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	14,999.00	224,985.00
4				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
5				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
6				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
7				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
8				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
PASSENGER AIR TRANSPORTATION																						
1	28000-FA-001	* Airline Ticket	ticket	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
COMMON ELECTRICAL SUPPLIES																						
1	Universal Outlet Extension Cord, 5 Gang with switch		piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	1000	12,000.00
2	Flexible Cord Cables Organizers 2m		PC	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30.00	450	13,500.00
3	Extension cord		PC	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	500	1,500.00
4	EXTENSION CORD WITH POWER SURGE, 4M, 6 OUTLETS		UNIT	6	0	0	6	0	0	0	4	0	0	0	4	0	0	0	0	10.00	750	7,500.00
5	EXTENSION CORD WITH POWER SURGE, 5M, 6 OUTLETS		UNIT	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	2.00	1000	2,000.00
6	Universal Outlet Extension Cord, 5 Gang with switch		piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1000	0.00
7	LED 7 watts pin light		piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	350	0.00
8	Flourescent T5 type 28 watts		piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	300	0.00
9	10m Extension Wheelcord		unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	900	1,800.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
10	TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
11	Public Address System	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	21000	0.00
12	Microphone	piece	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	650	2,600.00
13	TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
14	Utility box (2 x 2 x 4) metal, gauge 24	pcs	50	0	0	50	50	0	50	50	0	50	50	0	50	50	0	50	200.00	60	12,000.00
15	Flat cord, 16, 150 mtrs	roll	6	0	0	6	6	0	6	6	0	6	5	0	0	0	0	3	20.00	4000	80,000.00
16	T8 LED tube, 18watts, 230-265voltz	pcs	500	0	0	500	500	0	500	500	0	500	500	0	500	500	0	500	2,000.00	450	900,000.00
17	T5 LED tube, 18watts, 230-265voltz	pcs	500	0	0	500	500	0	500	500	0	500	500	0	500	500	0	500	2,000.00	400	800,000.00
18	LED bulb, E27, 12w, 1055lm, 230-265v, daylight	pcs	175	0	0	175	175	0	175	175	0	175	175	0	175	175	0	175	700.00	300	210,000.00
19	LED bulb, E27, 12w, 1055lm, 230-265v, warmwhite	pcs	25	0	0	25	25	0	25	25	0	25	25	0	25	25	0	25	100.00	300	30,000.00
20	Distilled water	blts	125	0	0	125	125	0	125	125	0	125	125	0	125	125	0	125	500.00	50	25,000.00
21	6-socket Heavy-Duty Power Outlet Extension	piece	0	2	0	2	2	0	2	0	0	0	0	0	0	0	0	0	2.00	770	1,540.00
22	Extension Cord with 5 ports with individual switch on/off	piece	2	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	2.00	500	1,000.00
23	Extension wire cords ( 6outlet, 3 meters)	piece	2	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	2.00	650	1,300.00
24	Extension wire cords ( 6 outlets, 6 meters)	piece	2	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	2.00	750	1,500.00
25	Extension wire cords ( 6 outlet, 10 meters)	piece	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
COMMON/OFFICE/EQUIPMENT																					
1	Executive Chair, all mesh	piece	0	0	0	0	0	0	0	0	0	20	20	0	0	0	0	0	20.00	13000	260,000.00
2	Air cooler	piece	0	0	0	0	0	0	0	0	4	4	4	0	0	0	0	0	4.00	10000	40,000.00
3	Air Purifier	piece	0	0	0	0	0	0	0	0	10	10	10	0	0	0	0	0	10.00	14000	140,000.00
4	Shredding Machine	unit	0	0	0	0	0	0	0	0	4	4	4	0	0	0	0	0	4.00	14995	59,980.00
5	Comb ring binding 24 holes, heavy duty	piece	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	1.00	14995	14,995.00
6	Flag pole	set	0	0	0	0	0	0	0	0	4	4	4	0	0	0	0	0	4.00	3500	14,000.00
7	Carton sealer dispenser (pistol type)	0	0	0	2	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
8	Executive Chair	0	0	0	9	9	9	0	0	0	0	0	0	0	0	0	0	0	9.00	11872.79	106,855.11
9	Office Chair	0	0	0	19	19	19	0	0	0	0	0	0	0	0	0	0	0	19.00	3999	75,981.00
10	COUNTER BELL	piece	3	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	3.00	65	195.00
11	CRATES, plastic	piece	12	0	0	12	12	0	12	0	0	0	0	0	0	0	0	0	12.00	350	4,200.00
12	DATER	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	45	270.00
13	FILE BACK, 3 layers	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
14	FLUORESCENT LAMP, tubular, 36/40 watts	tube	24	0	0	24	24	0	24	24	0	24	24	0	24	24	0	24	96.00	155	14,880.00
15	MAGNIFYING GLASS	piece	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	3.00	45	135.00
16	STAMP, rubber, wood frame	piece	25	0	0	25	25	0	25	0	0	0	0	0	0	0	0	0	25.00	250	6,250.00
17	STAMP, selfinking	piece	12	0	0	12	12	0	12	0	0	0	0	0	0	0	0	0	12.00	900	10,800.00
18	PAPER CUTTER, legal	piece	1	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
19	COUNTER BELL	piece	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	3.00	65	195.00
20	CRATES, plastic	piece	5	0	0	5	5	0	5	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
21	DATER	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	45	270.00
22	FILE BACK, 3 layers	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
23	FLUORESCENT LAMP, tubular, 36/40 watts	tube	15	0	0	15	15	0	15	10	0	10	10	0	10	10	0	10	45.00	155	6,975.00
24	MAGNIFYING GLASS	piece	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	3.00	45	135.00
25	STAMP, rubber, wood frame	piece	10	0	0	10	10	0	10	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
26	STAMP, selfinking	piece	5	0	0	5	5	0	5	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
27	PAPER CUTTER, legal	piece	1	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
28	COUNTER BELL	piece	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	3.00	65	195.00
29	CRATES, plastic	piece	5	0	0	5	5	0	5	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
30	DATER	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	45	270.00
31	FILE BACK, 3 layers	piece	6	0	0	6	6	0	6	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
32	FLUORESCENT LAMP, tubular, 36/40 watts	tube	15	0	0	15	15	0	15	10	0	10	10	0	10	10	0	10	45.00	155	6,975.00
33	PAPER CUTTER, legal	piece	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	3.00	45	135.00

Item & Specifications				Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year		
Unit of Measure	Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec				Q4	
34	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
35	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
36	Clip Buidlog (3)	piece	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
37	ILLUSTRATION BOARD(30x40) 2 ply	box	2	0	0	0	2	2	0	0	0	2	2	2	0	0	2	8.00	72.5	580.00
38	Rubber Band Big	piece	2	0	0	0	2	2	0	0	0	2	2	2	0	0	2	8.00	50.3	402.40
39	Foldable Training Table	pack	6	0	0	0	6	6	0	0	0	6	6	6	0	0	6	24.00	105	2,520.00
40	Counter Chair	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	5200	15,600.00
41	Steel Cabinet (4) four drawer	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	5200	15,600.00
42	COUNTER BELL	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
43	CRATES plastic	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	65	195.00
44	DATER	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
45	FILE RACK, 3 layers	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	45	270.00
46	FLUORESCENT LAMP, tubular, 36/40 watts	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
47	MAGNIFYING GLASS	tube	15	0	0	0	15	10	0	0	0	10	10	10	0	0	10	45.00	155	6,975.00
48	STAMP, rubber, wood frame	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	45	135.00
49	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
50	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
51	COUNTER BELL	piece	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
52	CRATES plastic	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	65	195.00
53	DATER	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
54	FILE RACK, 3 layers	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	45	270.00
55	FLUORESCENT LAMP, tubular, 36/40 watts	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
56	MAGNIFYING GLASS	tube	15	0	0	0	15	10	0	0	0	10	10	10	0	0	10	45.00	155	6,975.00
57	STAMP, rubber, wood frame	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	45	135.00
58	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
59	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
60	COUNTER BELL	piece	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
61	CRATES plastic	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	65	195.00
62	DATER	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
63	FILE RACK, 3 layers	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	45	270.00
64	FLUORESCENT LAMP, tubular, 36/40 watts	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
65	MAGNIFYING GLASS	tube	15	0	0	0	15	10	0	0	0	10	10	10	0	0	10	45.00	155	6,975.00
66	STAMP, rubber, wood frame	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	45	135.00
67	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
68	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
69	COUNTER BELL	piece	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
70	CRATES plastic	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	65	195.00
71	DATER	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
72	FILE RACK, 3 layers	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	45	270.00
73	FLUORESCENT LAMP, tubular, 36/40 watts	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
74	MAGNIFYING GLASS	tube	15	0	0	0	15	10	0	0	0	10	10	10	0	0	10	45.00	155	6,975.00
75	STAMP, rubber, wood frame	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	45	135.00
76	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
77	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00
78	Paper Shredder Heavy Duty, Cross cut	piece	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
79	COUNTER BELL	pcs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	14979.91	0.00
80	CRATES plastic	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	65	195.00
81	DATER	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	350	1,750.00
82	FILE RACK, 3 layers	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	45	270.00
83	FLUORESCENT LAMP, tubular, 36/40 watts	piece	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00
84	MAGNIFYING GLASS	tube	15	0	0	0	15	10	0	0	0	10	10	10	0	0	10	45.00	155	6,975.00
85	STAMP, rubber, wood frame	piece	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3.00	45	135.00
86	STAMP, selfinking	piece	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10.00	250	2,500.00
87	PAPER CUTTER, legal	piece	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5.00	900	4,500.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
88	STAMP, Self-Inking, Triodot, (CANCELLED/NAME/DATE)	Unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	2000	16,000.00
89	STAMP, Self-Inking, Triodot, (RECEIVED/NAME/DATE)	Unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	2000	16,000.00
90	filing cabinet ( various size)	unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	2000	16,000.00
91	Executive chair, various kinds	unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	2000	16,000.00
92	Shredding machine, heavy duty	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
93	48"X36" Magnetic Whiteboard, Dry Erase	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1.00	4950	4,950.00
94	Small Metal Personal Cabinet	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1.00	3300	3,300.00
95	Paper Shredder Heavy Duty, Cross cut	pcs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	14979.91	0.00
96	Paper Shredder Heavy Duty, Cross cut	pcs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	14979.91	0.00
97	Office Swivel Chair	unit	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15.00	14999	224,985.00
COMMON OFFICES SUPPLIES																				
1	Folder, Transparent (A4 size)	piece	0	0	500	500	0	0	0	0	0	0	0	0	0	0	0	500.00	50	25,000.00
2	Folder, Transparent (Legal size)	piece	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	200.00	60	12,000.00
3	Folder, L-Type, A4, 50pieces per pack, clear white	pack	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	175	1,750.00
4	Folder, L-Type, Legal, 50pieces per pack, clear white	pack	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	215	1,075.00
5	Note pad, stick-on, 2' X 3" (Post-it)	pad	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	1,000.00	42	42,000.00
6	Note pad, stick-on, 3' X 3" (Post-it)	pad	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	1,000.00	53	53,000.00
7	Note pad, stick-on, 3' X 4" (Post-it)	pad	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	1,000.00	58	58,000.00
8	Note pad, stick-on, 2' X 2" (Post-it), cube	pad	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	1,000.00	51	51,000.00
9	Post-it flags, 25.4mm X 43.2mm (Sign here) @12packs/box	pad	0	0	500	500	0	0	0	0	0	0	0	0	0	0	0	500.00	40	20,000.00
10	Index card, 5' X 8" (Plain) @100sheets per pack	pack	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	100.00	40	4,000.00
11	Paper, Multi color copy, 80 gsm Legal size, (Light green)	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	586	29,000.00
12	Permanent glue stick	piece	0	0	300	300	0	0	0	0	0	0	0	0	0	0	0	300.00	30	9,000.00
13	Clipboard A4	pc	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	250	500.00
14	Clipboard legal size	pc	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	300	600.00
15	Glue stick	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	350	350.00
16	Folder with tab, Manila, legal size	each	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	100.00	19	1,900.00
17	Ruler 1ft.	pc	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	15	150.00
18	Sign pen black 0.5 mm	pc	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
19	Sign pen blue 0.5 mm	pc	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
20	Balkbayan Box	pc	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	30.00	100	3,000.00
21	Colored A4 size bond paper	ream	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	110	1,100.00
22	Colored legal size bond paper	ream	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	120	1,200.00
23	Binding cover, A4 Colored Board paper	pack	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	20.00	50	1,000.00
24	Document file folder (holes, A4)	pc	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	20.00	180	3,600.00
25	Document file folder (holes, long)	pc	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	20.00	200	4,000.00
26	Envelope, Mailing with DFA return address, 500 pcs/box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	1000	1,000.00
27	Plastic, binding Cover A4	pack	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	30.00	60	1,800.00
28	Arch file, horizontal, legal size	pc	0	0	250	250	0	0	0	0	0	0	0	0	0	0	0	250.00	220	55,000.00
29	Sign pen, green .5 mm	pack	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
30	Sign pen, green 1.0mm	pack	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
31	RING BINDER, plastic 25mm, 10 pieces per bundle	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	250	1,250.00
32	RING BINDER, plastic 50mm, 10 pieces per bundle	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	300	1,500.00
33	BALLPOINT PEN, black, 125/box	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	3.00	252	756.00
34	BALLPOINT PEN, blue, 125/box	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	3.00	252	756.00
35	BALLPOINT PEN, red, 125/box	0	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	252	1,260.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
36	FACIAL TISSUE	0	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30.00	118	3,540.00
37	GLUE STICK	0	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30.00	50	1,500.00
38	Ribbon, Thermal Brother PC-402rt (fax machine)	0	0	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	1530	4,590.00
39	Staple Wire, Standard, no 35	0	0	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	100	600.00
40	LEVER ARCH FILE 2 HOLE BLACK A4	PC	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24.00	0	0.00
41	LEVER ARCH FILE 2 HOLE BLACK F5	PC	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36.00	0	0.00
42	FOLDER TRANSPARENT PLASTIC BLUE F5/LONG	PC	12	12	12	36	20	20	20	60	15	15	15	45	20	20	20	60	201.00	0	0.00
43	FOLDER TRANSPARENT PLASTIC A4 BLUE	PC	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60.00	0	0.00
44	GLUE STICK	PC	12	12	12	36	10	10	10	30	10	10	10	30	10	10	10	30	126.00	0	0.00
45	POST IT PLACS "SIGN HERE"	PK	10	10	10	30	5	5	5	15	5	5	5	15	10	10	10	30	90.00	0	0.00
46	FOLDER HARD BACK PLASTIC FILE FOLDER A4 BLUE	PK	3	3	3	9	1	1	1	3	2	2	2	6	2	2	2	6	24.00	0	0.00
47	FOLDER HARD BACK PLASTIC FILE FOLDER F5/LONG BLUE	PK	3	3	3	9	1	1	1	3	2	2	2	6	2	2	2	6	24.00	0	0.00
48	BINDING COVER A4 HARD SHEET	PK	3	3	3	9	1	1	1	3	2	2	2	6	2	2	2	6	24.00	0	0.00
49	BINDING COVER A4 CLEAR PVC	PK	3	3	3	9	1	1	1	3	2	2	2	6	2	2	2	6	24.00	0	0.00
50	GUEST BOOK	PC	0	2	0	2	0	2	0	2	0	0	0	0	0	1	0	1	5.00	0	0.00
51	POST IT ASSTD. COLORS 76X51MM	PK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60.00	0	0.00
52	POST IT ASSTD. COLORS 76X101MM	PK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60.00	0	0.00
53	POST IT Flags 5 colors	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12.00	0	0.00
54	SIGN PEN black 1.0 ball point	PC	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144.00	0	0.00
55	SIGN PEN blue 1.0 ball point	PC	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144.00	0	0.00
56	SIGN PEN red 1.0 ball point	PC	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144.00	0	0.00
57	TAPE duct tape 48mm	roll	0	5	0	5	0	3	0	3	0	2	0	2	0	2	0	2	12.00	0	0.00
58	RING BINDER 8mm BLUE	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
59	RING BINDER 8mm BLACK	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
60	RING BINDER 12mm BLUE	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
61	RING BINDER 12mm BLACK	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
62	RING BINDER 22mm BLUE	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
63	RING BINDER 22mm BLACK	PK	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	0	0.00
64	BALLPOINT PEN BLUE, UNIBALL GEL IMPACT 1.0	PC	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360.00	88	31,680.00
65	BALLPOINT PEN BLACK, UNIBALL GEL IMPACT 1.0	PC	10	10	10	30	0	0	0	0	10	10	0	20	0	0	0	0	50.00	88	4,400.00
66	BALLPOINT PEN, BLACK, 12 PER BOX	BOX	10	10	10	30	0	0	0	0	0	0	0	0	0	0	0	0	30.00	280	8,400.00
67	BALLPOINT PEN, BLUE, 12 PER BOX	BOX	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120.00	280	33,600.00
68	GLUE STICK, 6 PER BOX	BOX	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60.00	50	3,000.00
69	PRESANTATION FOLDER, A4, BLUE, 125	PACK	5	5	5	15	5	5	5	15	10	10	10	30	5	5	5	15	75.00	460	34,500.00
70	PRESANTATION FOLDER, LEGAL, BLUE, 125	PACK	5	5	5	15	5	5	5	15	10	10	10	30	5	5	5	15	75.00	490	33,000.00
71	Colored paper (A4), blue	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	200	20,000.00
72	Colored paper (A4), pink	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	200	20,000.00
73	Colored paper (A4), green	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	200	20,000.00
74	Colored paper (A4), yellow	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	200	20,000.00
75	Colored paper (A4), peach	ream	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	200	12,000.00
76	Colored paper (Legal), blue	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	250	25,000.00
77	Colored paper (Legal), pink	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	250	25,000.00
78	Colored paper (Legal), green	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	250	25,000.00
79	Colored paper (Legal), yellow	ream	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	250	25,000.00
80	Colored paper (Legal), peach	ream	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	250	15,000.00
81	BALLPEN, BLACK	piece	0	36	0	36	0	36	0	36	0	36	0	36	0	36	0	36	144.00	25	3,600.00
82	BALLPEN, BLUE	piece	0	36	0	36	0	36	0	36	0	36	0	36	0	36	0	36	144.00	25	3,600.00
83	BOND PAPER, colored, Legal	ream	0	12	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	250	3,000.00
84	CORRECTION FLUID	bottle	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
85	FILE BACK, 3 layers	piece	0	6	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	175	1,050.00	
86	GLUE, multipurpose, Elmer's brand	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	45	540.00	
87	PAPER FASTENER, plastic	box	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	45	540.00	
88	PASTE, water well	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	30	360.00	
89	PUSH PIN	box	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00	
90	RUBBER BAND SMALL	box	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	8.5	408.00	
91	SIGN PEN, black, 1.0	piece	0	9	0	9	0	9	0	9	0	9	0	9	0	9	0	9	36.00	65	2,340.00	
92	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00	
93	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00	
94	STAMP PAD, big	piece	0	6	0	6	0	6	0	0	0	0	0	0	0	0	0	0	6.00	265	1,590.00	
95	STAMP PAD, small	piece	0	6	0	6	0	6	0	0	0	0	0	0	0	0	0	0	6.00	165	990.00	
96	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00	
97	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00	
98	TONER CART, HP CB35A, Black	cart	0	2	0	2	0	1	0	1	0	1	0	2	0	2	0	1	6.00	4400	26,400.00	
99	CARTOLINA, white	piece	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	40.00	9	360.00	
100	COMPACT DISK (cd) STORAGE	piece	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	250	250.00	
101	RUGBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00	
102	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00	
103	BALLPEN, BLUE	piece	0	19	0	19	0	19	0	19	0	19	0	19	0	19	0	18	75.00	25	1,875.00	
104	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00	
105	CORRECTION FLUID	bottle	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00	
106	FILE BACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00	
107	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00	
108	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00	
109	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00	
110	PUSH PIN	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00	
111	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	7	52.00	8.5	442.00	
112	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00	
113	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00	
114	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00	
115	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00	
116	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00	
117	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00	
118	CARTOLINA, white	piece	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00	
119	TONER CART, HP CB35A, Black	cart	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00	
120	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00	
121	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	0.00	
122	RUGBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00	
123	Cash register Dot matrix printer nylon ribbon 12.7mmx8mm black for	piece	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20.00	185	3,700.00	
124	Cash Register Tape 44mm	roll	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	40.00	60	2,400.00	
125	Paper, copy, 8.5 x 14 "	ream	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	260	780.00	
126	Paper, copy, legal, assorted color	ream	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	200	600.00	
127	Ballpoint pen, black	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	10	1,200.00	
128	Ballpoint pen, blue	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	10	1,200.00	
129	Ballpoint pen, red	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	10	1,200.00	
130	Glue Stick	piece	0	15	0	15	0	15	0	0	0	0	0	15	0	0	0	0	30.00	50	1,500.00	
131	Glue, adhesive, cyanoacrylate based	piece	0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	0	3.00	150	450.00	
132	Storage Box, blue w/cover	piece	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20.00	250	5,000.00	
133	Dater, manual	piece	0	5	0	5	0	5	0	0	0	0	0	5	0	0	0	0	10.00	75	750.00	
134	Dater, self-inking	piece	0	5	0	5	0	5	0	0	0	0	0	5	0	0	0	0	10.00	300	3,000.00	
135	Self-Inking Stamps for Names	piece	0	15	0	15	0	15	0	0	0	0	0	0	0	0	0	0	15.00	500	7,500.00	
136	Self-Inking Stamps for Received w/ date	piece	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	5.00	800	4,000.00	
137	Self-Inking Stamps	piece	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	10.00	900	9,000.00	
138	Document File Folder A4	piece	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	10.00	155	1,550.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
139	Document File folder Legal	piece	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	10.00	295	2,950.00
140	Input trays, plastic, assorted colors	piece	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	10.00	290	2,900.00
141	Link for prodat stamps	bottle	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	40.00	50	2,000.00
142	Padlock heavy duty	piece	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	5.00	1500	7,500.00
143	Paper, photo, A4	ream	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
144	Phil. Flag, standard rubberized w/lo fittings	piece	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	363	363.00
145	Rubber Stamps	piece	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	5.00	700	3,500.00
146	Seal, dry	piece	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	750	1,500.00
147	Seal, wet	piece	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	160	320.00
148	Link film for fax machine	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
149	Queueing Tape	roll	0	30	0	30	0	30	0	0	0	0	0	0	0	0	0	0	60.00	125	7,500.00
150	Passport Slips	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	385	0.00
151	Paper, copy, A4 letterhead	ream	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	4.00	1000	4,000.00
152	Paper, copy, Legal, letterhead	ream	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
153	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
154	BALLPEN, BLUE	piece	0	19	0	19	0	19	0	19	0	19	0	19	0	18	0	18	75.00	25	1,875.00
155	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
156	CORRECTION FLUID	bottle	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
157	FILE RACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
158	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
159	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
160	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00
161	PUSH PIN	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
162	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	7	0	7	52.00	8.5	442.00
163	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
164	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
165	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
166	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
167	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	155	9,900.00
168	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
169	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
170	TONER CART, HP CB436A, Black	cart	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
171	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
172	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	0.00
173	RUBBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
174	Cash Register Tape, 4mm	roll	0	36	0	36	0	36	0	36	0	36	0	36	0	36	0	36	144.00	14	2,016.00
175	Dater Stamp	piece	0	16	0	16	0	16	0	0	0	0	0	0	0	0	0	0	16.00	41	656.00
176	Paper Fastener, 8 1/2" long	box	0	30	0	30	0	30	0	0	0	0	0	0	0	0	0	0	30.00	130	3,900.00
177	Glue Stick	box	0	7	0	7	0	7	0	0	0	0	0	0	0	0	0	0	7.00	240	1,680.00
178	Sphygmomanometer (Omron Manual)	piece	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	3000	3,000.00
179	Brood Pressure Kit	piece	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	1500	1,500.00
180	Medical Rubber Hot Water Bag 500 ml	piece	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	250	250.00
181	Digital thermometer	piece	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	200	400.00
182	Medical Face Mask	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	250	250.00
183	Emergency Medicines	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1.00	2500	2,500.00
184	Cash register Ribbon, (Fullmark, No. N992BK)	cart	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	200	2,400.00
185	Cash Register Paper Roll (4.3 cm)	roll	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	100.00	20	2,000.00
186	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
187	BALLPEN, BLUE	piece	0	15	0	15	0	15	0	30	0	15	0	15	0	15	0	15	75.00	25	1,875.00
188	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
189	CORRECTION FLUID	bottle	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
190	FILE RACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
191	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
192	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00



Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
193	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	48.00	30	1,440.00
194	PUSH PIN	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
195	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	7	52.00	8.5	442.00
196	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
197	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
198	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
199	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
200	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00
201	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
202	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
203	TONER CART, HP C8436A, Black	cart	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
204	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
205	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	0.00
206	RUGBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
207	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
208	BALLPEN, BLUE	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	75.00	25	1,875.00
209	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
210	CORRECTION FLUID	bottle	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
211	FILE PACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
212	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
213	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
214	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00
215	PUSH PIN	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
216	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	7	52.00	8.5	442.00
217	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
218	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
219	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
220	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
221	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00
222	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
223	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
224	TONER CART, HP C8436A, Black	cart	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
225	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
226	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	0.00
227	RUGBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
228	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
229	BALLPEN, BLUE	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	75.00	25	1,875.00
230	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
231	CORRECTION FLUID	bottle	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
232	FILE PACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
233	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
234	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
235	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00
236	PUSH PIN	box	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
237	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	7	52.00	8.5	442.00
238	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
239	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
240	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
241	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
242	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00
243	THUMB TACKS	box	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
244	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
245	TONER CART, HP C8436A, Black	cart	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
246	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
247	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	0.00
248	RUGBY	bottle	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
249	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
250	BALLPEN, BLUE	piece	0	15	0	15	0	30	0	30	0	15	0	15	0	15	0	15	75.00	25	1,875.00
251	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
252	CORRECTION FLUID	bottle	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
253	FILE BACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
254	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
255	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
256	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00
257	PUSH PIN	box	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
258	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	7	0	7	52.00	8.5	442.00
259	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
260	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
261	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
262	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
263	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00
264	THUMB TACKS	box	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
265	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
266	TONER CART, HP CB436A, Black	cart	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
267	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
268	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	250	50.00
269	RUGBY	bottle	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
270	BALLPEN, BLACK	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
271	BALLPEN, BLUE	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	25	1,500.00
272	BOND PAPER, colored, Legal	ream	0	12	0	12	0	12	0	12	0	12	0	12	0	12	0	12	48.00	250	12,000.00
273	CORRECTION FLUID	bottle	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	38	114.00
274	FILE PACK, 3 layers	piece	0	18	0	18	0	18	0	18	0	18	0	18	0	18	0	18	72.00	175	12,600.00
275	GLUE, multipurpose, Elmer's brand	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
276	PAPER FASTENER, plastic	box	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	45	2,700.00
277	PASTE, water well	bottle	0	15	0	15	0	15	0	15	0	15	0	15	0	3	0	3	48.00	30	1,440.00
278	PUSH PIN	box	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	80	80.00
279	RUBBER BAND SMALL	box	0	15	0	15	0	15	0	15	0	15	0	15	0	7	0	7	52.00	8.5	442.00
280	SIGN PEN, black, 1.0	piece	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	120.00	65	7,800.00
281	STAMP INK, black	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
282	STAMP INK, red	bottle	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	35	420.00
283	STAMP PAD, big	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	265	15,900.00
284	STAMP PAD, small	piece	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	60.00	165	9,900.00
285	THUMB TACKS	box	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	10	20.00
286	TIME CARD	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	98	1,176.00
287	TONER CART, HP CB436A, Black	cart	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	4400	8,800.00
288	CARTOLINA, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9	0.00
289	COMPACT DISK (cd) STORAGE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
290	RUGBY	bottle	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	50	50.00
291	BALLPOINT PEN (RETRACTABLE w/GRIP), Black	box	0	0	0	70	0	0	0	0	0	0	0	0	0	0	0	0	70.00	28.75	2,012.50
292	BALLPOINT PEN (RETRACTABLE w/GRIP), Blue	box	0	0	0	80	0	0	0	0	0	0	0	0	0	0	0	0	80.00	28.75	2,300.00
293	BROTHER Cartridge PCL301	piece	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1190	2,380.00
294	HP 21 Black Inkjet Print Cartridge (G935AA)	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	916	2,748.00
295	HP 22 Colored Inkjet Print Cartridge (G9352AA)	piece	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	1075	6,450.00
296	BUBBLE WRAP, 1 meter x 100 yard	yard	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1555.4	1,555.40
297	CLEAR BOOK FIXED, 40 sheet, A4	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	125	375.00
298	CLEAR BOOK FIXED, 40 sheet, long	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	135	405.00
299	CLEAR BOOK FIXED, 60 sheet, A4	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	185	925.00
300	CLEAR BOOK FIXED, 60 sheet, long	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	200	600.00
301	CORRECTION FLUID	piece	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	36	360.00
302	COVER SHEET, Confidential, A4	ream	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1250	2,500.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
303	COVER SHEET, Confidential, legal	ream	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	1450	1,450.00
304	DATER, stamp	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	90	450.00
305	DOCUMENT FILE FOLDER, 2 holes, 3" legal	piece	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	70.00	175	12,250.00
306	DOCUMENT FILE FOLDER, 3 holes, 3" legal	piece	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	20.00	175	3,500.00
307	ENVELOPE, mailing, w/ DFA return address, 4" x 9-1/2", 500s/box	box	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
308	ENVELOPE, mailing, white, 4" x 9-1/2", 100s/box	pack	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	120	600.00
309	EXTENSION CORD, 5 mtrs, 6 outlet, surge protector, heavy duty	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	780	3,900.00
310	FOLDER, presentation, transparent 1st cover, A4	pack	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	100.00	33	3,300.00
311	FOLDER, presentation, transparent 1st cover, legal	pack	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	200.00	37	7,400.00
312	GLUE STICK, 25g grams	piece	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	200.00	75	15,000.00
313	ID HOLDER, vertical, clear plastic seal (for training/seminar)	piece	0	0	2300	2300	0	0	0	0	0	0	0	0	0	0	0	2,300.00	7.5	17,250.00
314	ID LACE, 1/2 inch with hook (for training/seminar)	piece	0	0	2300	2300	0	0	0	0	0	0	0	0	0	0	0	2,300.00	9	20,700.00
315	IN/OUT TRAY, plastic, assid, colors	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	320	1,600.00
316	PAPER COLORED, green, A4	ream	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	294	2,940.00
317	PAPER COLORED, yellow, A4	ream	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	294	2,940.00
318	PAPER COLORED, pink, A4	ream	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	294	2,940.00
319	PAPER COLORED, yellow, legal	ream	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	300	600.00
320	PAPER COLORED, orange, legal	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
321	PAPER COLORED, pink, legal	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
322	PAPER COLORED, blue, legal	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
323	PAPER COLORED, peach, legal	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
324	PAPER STICKER, satin finish, A4, 100s/box	pack	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	200.00	36	7,200.00
325	PAPER FASTENER, plastic, 50 set/box	box	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	100.00	52	5,200.00
326	PAPER, w/ DFA letterhead, A4	ream	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	70.00	1400	98,000.00
327	PAPER, w/ DFA letterhead, legal	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	1500	75,000.00
328	PARCHMENT PAPER, legal, 75 gsm, 100 sheets/ream	pack	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	7.00	1700	11,900.00
329	PUNCHER, 3-hole	piece	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	1850	1,850.00
330	RUBBER STAMP (name)	piece	0	0	5	5	0	0	0	31	31	0	0	0	0	0	0	36.00	600	21,600.00
331	RUBBER STAMP (received/section)	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	5.00	500	2,500.00
332	SEAL, dry	piece	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	2.00	2250	4,500.00
333	SIGN PEN, black, 0.7	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	70	3,500.00
334	SIGN PEN, green, 0.7	piece	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	25.00	70	1,750.00
335	SIGN PEN, black, 1.0	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	75	3,750.00
336	SIGN PEN, blue, 0.7	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	70	3,500.00
337	SIGN PEN, blue, 1.0	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	50.00	75	3,750.00
338	SIGN PEN, red, 0.7	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
339	SIGN PEN, red, 1.0	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
340	STAPLER, Eltona 160	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
341	Ballpen, black 12pc/box	box	20	0	0	20	0	0	0	0	0	0	20	0	0	0	0	40.00	250	10,000.00
342	Ballpen, blue 12pc/box	box	20	0	0	20	0	0	0	0	0	0	20	0	0	0	0	40.00	250	10,000.00
343	Ballpen, red 12pc/box	box	15	0	0	15	0	0	0	0	0	0	15	0	0	0	0	30.00	250	7,500.00
344	Book Binding Cover Blue A4 230GSM	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	500	10,000.00
345	Book Binding Cover Blue Long 8.5x13 inches 230GSM	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	500	10,000.00
346	Book Binding Cover Transparent A4	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	500	10,000.00
347	Long 8.5x13 inches Carbon/thermal for fax machine	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	500	10,000.00
348	Brother model 8725 plain paper	box	4	0	0	4	0	0	0	0	0	0	4	0	0	0	0	8.00	1500	12,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan.	Feb.	Mar.	Q1	April	May	June	Q2	July	Aug.	Sept.	Q3				Oct.	Nov.	Dec.	Q4
349	Cash register ribbon (Epson ERC 32)	piece	250	0	0	250	0	0	0	0	0	0	250	0	0	0	0	500.00	250	125,000.00
350	Cash register tape machine roll,100s/box,4x6x8mm	roll	2000	0	0	2000	0	0	0	0	0	0	2000	0	0	0	0	4,000.00	40	160,000.00
351	Copy paper, letter size (80gms, 8.5x11 inches) ENVELOPE, Documentary w/ DFA	ream	150	0	0	150	0	0	0	0	0	0	150	0	0	0	0	300.00	250	75,000.00
352	print A4 size document, 500 pieces per box ENVELOPE, Documentary w/ DFA	box	5	0	0	5	0	0	0	0	0	0	5	0	0	0	0	10.00	1000	10,000.00
353	print legal size document, 500 pieces per box ENVELOPE, MAILING, Brown w/ DFA,	box	5	0	0	5	0	0	0	0	0	0	5	0	0	0	0	10.00	1000	10,000.00
354	500 pieces per box ENVELOPE, MAILING, White w/ DFA,	Box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
355	500 pieces per box Glue stick, 2pc/3pack	Box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
356	In/Out tray plastic	pack	200	0	0	200	0	0	0	0	0	0	200	0	0	0	0	400.00	50	20,000.00
357	Index card creditor	set	30	0	0	30	0	0	0	0	0	0	30	0	0	0	0	60.00	350	21,000.00
358	Index card employee	piece	400	0	0	400	0	0	0	0	0	0	400	0	0	0	0	800.00	40	32,000.00
359	Index card plain, 5x8 inches 50pcs per pack	piece	400	0	0	400	0	0	0	0	0	0	400	0	0	0	0	800.00	40	32,000.00
360	Paper color blue legal size	ream	100	0	0	100	0	0	0	0	0	0	100	0	0	0	0	200.00	130	26,000.00
361	Paper color green legal size	ream	100	0	0	100	0	0	0	0	0	0	100	0	0	0	0	200.00	300	60,000.00
362	Paper color pink legal size	ream	100	0	0	100	0	0	0	0	0	0	100	0	0	0	0	200.00	300	60,000.00
363	Paper color yellow legal size	ream	100	0	0	100	0	0	0	0	0	0	100	0	0	0	0	200.00	300	60,000.00
364	PAPER, DFA letterhead, A4, 80gsm	ream	15	0	0	15	0	0	0	0	0	0	15	0	0	0	0	30.00	1200	36,000.00
365	PAPER, DFA letterhead, Legal size, 80gsm	ream	15	0	0	15	0	0	0	0	0	0	15	0	0	0	0	30.00	1200	36,000.00
366	Post it, sign here	pad	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	100.00	200	20,000.00
368	RING BINDER, Plastic 16mm	piece	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	100.00	40	4,000.00
369	RING BINDER, Plastic 50mm	piece	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	100.00	50	5,000.00
370	Screw Post 1-1/2", 100s/pack	pack	5	0	0	5	0	0	0	0	0	0	5	0	0	0	0	10.00	700	7,000.00
371	Screw Post 2", 100s/pack	pack	5	0	0	5	0	0	0	0	0	0	5	0	0	0	0	10.00	800	8,000.00
372	Screw Post 3", 100s/pack	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	800	16,000.00
373	Screw Post 4", 100s/pack	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	800	16,000.00
374	Screw Post 4-1/2", 100s/pack	pack	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	800	16,000.00
375	Sign pen, black with rubber grip 1.0	box	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	200	4,000.00
376	Sign pen, black with rubber grip, 0.7	box	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	200	4,000.00
377	Sign pen, blue with rubber grip 1.0	box	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	200	4,000.00
378	Sign pen, blue with rubber grip, 0.7	box	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20.00	200	4,000.00
379	Staple wire #10	box	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	30	3,000.00
380	Sticker Paper A4 Size tops/pack	pack	200	0	0	200	0	0	0	0	0	0	200	0	0	0	0	400.00	50	20,000.00
381	Ballpoint pen, large	pcs	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	150	15,000.00
382	Ballpoint pen, black 0.1mm	pcs	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	200.00	95	19,000.00
383	Ballpoint pen, blue 0.1mm	pcs	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	200.00	95	19,000.00
384	Ballpoint pen, black, 1/2s	box	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	280	28,000.00
385	Ballpoint pen, blue, 1/2s	box	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	280	28,000.00
386	Ballpoint, red 1/2s	box	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	280	28,000.00
387	Bubble wrap, units x 50yards	roll	5	0	0	5	0	0	0	0	0	0	5	0	0	0	5	20.00	2000	40,000.00
388	Card board 3 x 6	pcs	2	0	0	2	0	0	0	0	0	0	2	0	0	0	0	4.00	1500	6,000.00
389	White board, 3 x 6	pcs	2	0	0	2	0	0	0	0	0	0	2	0	0	0	0	4.00	1500	6,000.00
390	Presentation folder, A-4 size (assid color)	pcs	150	0	0	150	0	0	0	0	0	0	150	0	0	0	0	600.00	50	30,000.00
391	Presentation folder, legal size (assid color)	pcs	150	0	0	150	0	0	0	0	0	0	150	0	0	0	0	600.00	55	33,000.00
392	Glue stick, 3M, 8gms	pcs	100	0	0	100	0	0	0	0	0	0	100	0	0	0	0	200.00	50	10,000.00
393	Marker, permanent, artline, 400X5, white	pcs	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	200	20,000.00
394	Nylon cord, 3-1/2mm	roll	25	0	0	25	0	0	0	0	0	0	25	0	0	0	0	100.00	150	15,000.00

Item #	Item & Specifications	Unit/Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
395	Paper, fastener, vinyl type	box	25	0	0	25	25	0	0	0	0	25	25	0	0	0	0	25	100.00	50	5,000.00
396	Plastic cover/wrapping	roll	5	0	0	5	0	0	0	0	0	5	0	0	0	0	0	0	10.00	2600	26,000.00
397	Signpen, black 0.7mm	pcs	25	0	0	25	25	0	0	0	0	25	25	0	0	0	0	25	100.00	60	6,000.00
398	Signpen, blue 0.7mm	pcs	25	0	0	25	25	0	0	0	0	25	25	0	0	0	0	25	100.00	60	6,000.00
399	Signpen, red 0.7mm	pcs	25	0	0	25	25	0	0	0	0	25	25	0	0	0	0	25	100.00	60	6,000.00
400	Stick on note "SIGN HERE"	pack	20	0	0	20	20	0	0	0	0	20	20	0	0	0	0	20	80.00	140	11,200.00
401	Tape, double adhesive, 2"	roll	20	0	0	20	20	0	0	0	0	20	20	0	0	0	0	20	80.00	150	12,000.00
402	Tape, double adhesive, 1"	roll	20	0	0	20	20	0	0	0	0	20	20	0	0	0	0	20	80.00	250	20,000.00
403	Tape, duct cloth, 2"	roll	20	0	0	20	20	0	0	0	0	20	20	0	0	0	0	20	80.00	150	12,000.00
404	Index Cards, Plain White	box	0	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	550	2,200.00
405	Index Cards, Ruled	box	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	550	1,100.00
406	PAPER, Sticker A4	Pack	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	45	900.00
407	PAPER, Vellum A4	Pack	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	50	100.00
408	PAPER, Colored divider	Ream	0	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	200	800.00
409	Badge Holder w/ Lanyard plastic	Piece	0	50	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	40	2,000.00
410	Balpen Blue (12 per box)	Box	0	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	12	300.00
411	Balpen Black (12 per box)	Box	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	12	180.00
412	Balpen Red (12 per box)	Box	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	12	120.00
413	Envelope Brown with DFA Return Address A4 Size	Piece	0	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	10	1,000.00
414	Envelope Brown with DFA Return Address Legal Size	Piece	0	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	11.5	1,150.00
415	FOLDER Plastic Presentation Legal (Sky Blue)	Piece	0	150	0	150	0	0	0	0	0	0	0	0	0	0	0	0	150.00	22	3,300.00
416	Balpen Black	pack	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	250	1,000.00
417	Balpen Blue	pack	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	250	1,000.00
418	Balpen Red	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	250	750.00
419	Sign Pen, Liquid Gel Black	pack	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	40	4,000.00
420	Sign Pen, Liquid Gel Blue	pack	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	40	2,000.00
421	Sign Pen, Liquid Gel Black	pack	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	40	800.00
422	Sign Pen, Liquid Gel Black	pack	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	40	4,000.00
423	Sign Pen, Liquid Gel Blue	pack	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	40	2,000.00
424	Sign Pen, Liquid Gel Black	pack	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	40	800.00
425	BALLPOINT, black, 125/box	box	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	276	2,760.00
426	BALLPOINT, blue, 125/box	box	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	276	2,760.00
427	ENVELOPE, mailing, w/DFA return address, 4"x9-1/2"x500/box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	690	690.00
428	ENVELOPE, Note Verbal, A4	pc	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	35	3,500.00
429	ENVELOPE, note Verbal, Legal	pc	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	37	3,700.00
430	FOLDER EXPANDING, Long Green and White	pc	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	0	200.00	12	2,400.00
431	FOLDER EXPANDING, Short Green and White	box	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	980	1,960.00
432	FOLDER TRANSPARENT, A4, Blue	pc	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	38	1,900.00
433	GLUE STICK	pc	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	45	1,125.00
434	ILLUSTRATION BOARD, 2'x3'	pc	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	30	150.00
435	PAPER FASTENER, Plastic, 50 set/box	box	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	35	700.00
436	PAPER, Photo, A4	pack	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1900	3,800.00
437	POST IT 3x4, 100 sheets (yellow)	pad	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	40.00	58	2,320.00
438	SIGN PEN, Black, 0.5	pc	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	54	2,700.00
439	SIGN PEN, Blue, 0.5	pc	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	96	4,800.00
440	STICK ON NOTES, w/print "SIGN HERE"	pack	0	0	15	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	130	1,950.00
441	Fax paper ("10 x30m" for Panasonic fax machine)	roll	5	0	0	5	5	0	5	10	5	0	5	10	5	5	4	14	39.00	100	3,900.00
442	Facsimile ink film (for Panasonic KX-FH331) film length 31mmx30m	piece	1	1	2	4	2	1	1	4	1	1	0	2	1	1	0	2	12.00	1700	20,400.00
443		piece	1	0	0	1	1	0	0	0	0	1	1	0	0	0	0	0	3.00	2000	6,000.00
444	3 Hole puncher	piece	1	1	0	2	1	1	0	2	0	1	1	0	0	0	0	0	5.00	4900	24,500.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
445	Folder transparent 1st cover Black A4 size	piece	20		30	0	50	30												200.00	35	7,000.00
446	Folder transparent 1st cover black, legal size	piece	3	2	5	10	10	5	0	5	10	1	1	1	3	1	1	0	2	25.00	40	1,000.00
447	Index Tabs (clear/transparent)	piece	10	5	10	25	5	5	5	5	15	0	0	5	5	5	0	0	5	50.00	60	3,000.00
448	Uni-Ball (Gel-Impact 0.5) Black	box	0	3	0	3	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	360	4,320.00
449	Uni Ball (Gel-Impact 0.5) Blue	box	0	3	0	3	3	0	3	0	3	0	4	0	4	0	0	3	3	13.00	360	4,680.00
450	Uni Ballpen Classic (Black)	box	0	3	0	3	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	294	3,528.00
451	Uni Ballpen Classic (Blue)	box	0	3	0	3	3	0	3	0	3	0	3	0	3	0	3	0	3	12.00	294	3,528.00
452	Letterhead A4	rem	0	2	0	2	2	0	2	0	2	0	3	0	3	0	2	0	2	9.00	1200	10,800.00
453	Letterhead Legal Size	rem	0	1	0	1	1	0	0	0	0	0	1	0	1	0	1	0	1	3.00	1200	3,600.00
454	Letterhead Note Verbal A4	rem	0	1	0	1	1	0	0	0	0	0	1	0	1	0	0	0	0	2.00	1200	2,400.00
455	Memo Pad (Medium Size with DFA Logo)	Pad	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	15.00	65	975.00
456	Multi Colour Bond Paper (A4 Blue)	rem	0	4	0	4	4	0	4	0	4	0	4	0	4	0	0	0	0	12.00	300	3,600.00
457	Multi Colour Bond Paper (A4 Green)	rem	0	1	0	1	1	0	0	0	0	0	1	0	1	0	0	0	0	2.00	300	600.00
458	Multi Colour Bond Paper (A4 Pink)	rem	0	1	0	1	1	0	0	0	0	0	1	0	1	0	0	0	0	2.00	300	600.00
459	Presentation Folder (A4 Blue)	pack	0	2	0	2	2	0	2	0	2	0	2	0	2	0	3	0	3	9.00	280	2,520.00
460	Presentation Folder (A4 Black)	pack	0	2	0	2	2	0	2	0	2	0	3	0	3	0	3	0	3	10.00	280	2,800.00
461	Index Card 1/2 (5x8")	pack	0	2	0	2	2	0	0	0	0	0	2	0	2	0	0	0	0	4.00	46	184.00
462	Cross Pen Bailey Silver Ballpen CAT0455-6	piece	2	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	4290	8,780.00
463	Presentation of Credentials Kit	kit	50	0	0	50	50	0	0	0	50	50	0	0	50	0	0	0	0	150.00	950	142,500.00
464	Consumables for ID printer (HD5000 ymkc PVC)	box	8	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8.00	3045	24,360.00
465	Consumables for ID printer ( HD5000 film)	roll	8	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8.00	6037.5	48,300.00
466	Acrylic desk name holder Price card holder (11.5x4 inches)	piece	80	0	0	80	80	0	0	0	0	0	0	0	0	0	0	0	0	80.00	250	20,000.00
467	Car flags	piece	100	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	200	20,000.00
468	Poster Tube 27 in x 1.8 x 2mm	pieces	100	0	0	100	100	0	0	0	0	100	0	0	100	0	0	0	0	200.00	30	6,000.00
469	Box, Corrugated	pieces	10	0	0	10	10	1	0	0	1	10	0	0	10	0	0	0	0	21.00	150	3,150.00
470	Stamp pad (signing officer/receiving name of office)	unit	1	0	0	1	1	2	0	0	2	0	0	0	0	0	0	0	0	3.00	500	1,500.00
471	Sticker Note "Sign here"	pieces	10	0	0	10	10	10	0	0	10	10	0	0	10	0	0	0	0	30.00	120	3,600.00
472	Paper Fastener, Plastic	box	25	0	0	25	25	0	0	0	25	25	0	0	25	0	0	0	0	50.00	50	2,500.00
473	Glue stick, roll on	box	50	0	0	50	50	0	0	0	50	25	0	0	25	0	0	0	0	125.00	30	3,750.00
474	Glue gun, stick refills	pieces	50	0	0	50	50	0	0	0	0	25	0	0	25	0	0	0	0	75.00	20	1,500.00
475	Padding Glue	jar (1 kilo)	5	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	250	1,250.00
476	Tape, Double Adhesive	rolls	20	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	50	1,000.00
477	Tape, Cloth/Duct	rolls	10	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	100	1,000.00
478	Laminating Film	rolls	5	0	0	5	5	0	0	0	0	5	0	0	5	0	0	0	0	10.00	1500	15,000.00
479	Tacker Gun Wires	boxes	5	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	150	750.00
480	Cling on Wrap	rolls	5	0	0	5	5	0	0	0	5	0	0	0	5	0	0	0	0	10.00	120	1,200.00
481	Bubble Wrap	rolls	15	0	0	15	15	5	0	0	5	0	0	0	0	0	0	0	0	20.00	320	6,400.00
482	Push Pins	boxes	5	0	0	5	5	0	0	0	0	2	0	0	2	0	0	0	0	7.00	300	2,100.00
483	Sign Pen, point 1.0	pieces	25	0	0	25	25	15	0	0	15	15	0	15	0	0	0	0	0	55.00	70	3,850.00
484	BALLPOINT, black, 125/box	box	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8.00	276	2,208.00
485	BALLPOINT, blue, 125/box	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	276	2,760.00
486	ENVELOPE, mailing, w/DFA return address, 4 1/2 x 7 1/2, 500/box	box	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	690	690.00
487	FOLDER EXPANDING, Long Green and White	pc	0	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	0	200.00	12	2,400.00
488	FOLDER, Ring Binder, 2 holes, Legal size	pc	0	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	209.75	5,243.75
489	CLUE STICK	pc	0	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	30	750.00
490	PAPER FASTENER, Plastic, 50 set/box	box	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	35	35.00
491	PAPER, Photo, 34	pack	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1900	1,900.00
492	SIGN PEN, Black, 0.5	pc	0	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60.00	54	3,240.00
493	SIGN PEN, Blue, 0.5	pc	0	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60.00	96	5,760.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
494	STICK ON NOTES, w/print "SIGN HERE"	pack		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	130	130.00
COMMON JANITORIAL SUPPLIES																						
1	FLEXIBLE HOSE	piece		0	6	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	150	900.00
2	LADDER	unit		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	500	5,000.00
3	LAVATORY P TRAP	set		0	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	300	1,200.00
4	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
5	FLEXIBLE HOSE	piece		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	150	0.00
6	LADDER	unit		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	500	0.00
7	LAVATORY P TRAP	set		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	300	0.00
8	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
9	OIL, for general purpose	roll		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	200	0.00
10	Tool Box Set w/complete basic tools for maintenance	set		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	3000	3,000.00
11	Teflon Tape	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
12	Tool Box Set w/complete basic tools for maintenance	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
13	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
14	BATHROOM SOAP, 79gms	bar		0	6	0	6	0	0	0	6	0	0	0	6	0	0	0	6	24.00	60.5	1,452.00
15	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
16	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
17	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
18	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
19	OIL, for general purpose	bottle		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	150	150.00
20	Muriatic acid	gal		5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20.00	1000	20,000.00
21	Feather duster	pcs		6	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	24.00	200	4,800.00
22	Push brush	pcs		4	0	0	4	4	0	0	4	4	0	0	4	4	0	0	4	16.00	200	3,200.00
23	Facemask, disposable	box		10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40.00	150	6,000.00
24	Ceiling broom	pcs		6	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	24.00	250	6,000.00
25	Hand gloves, Disposable	pair		10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40.00	200	8,000.00
26	Carbage bag, XXL black	pcs		250	0	0	250	250	0	0	250	250	0	0	250	250	0	0	250	1,000.00	50	50,000.00
Office Equipment and Accessories																						
1	Brother Toner MFC L2700D	0		0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	4000	16,000.00
2	HP933 Black CN0575	0		0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	3000	9,000.00
3	HP933 Black CN0585	0		0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	2000	6,000.00
4	HP933 Black CN0595	0		0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	2000	8,000.00
5	HP933 Black CN0605	0		0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	2000	6,000.00
6	AIR CONDITIONER, floor mounted	unit		3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	80000	240,000.00
7	AIR CONDITIONER, wall mounted	unit		2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	60000	120,000.00
8	CHAIR, Clerical, Chrome Leg	unit		15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	2500	37,500.00
9	CHAIR, Executive, Chrome Leg	unit		12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	3900	46,800.00
10	CHAIR, Metal High for Counter	unit		5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	3500	16,000.00
11	Clock, wall/digital	unit		2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	350	700.00
12	FILING CABINET, Steel, 4 drawer	unit		10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	10000	100,000.00
13	PUSH CART, flatform, heavy duty	unit		1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	5000	5,000.00
14	STORAGE CABINET, Steel, 2 doors, 5 bays	unit		6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	10000	60,000.00
15	TABLE for Desktop	unit		6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	2500	15,000.00
16	TABLE, Clerical	unit		6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	6500	39,000.00
17	TABLE, J/ Executive	unit		6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6.00	8500	51,000.00
18	TELEVISION	set		2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	25000	50,000.00
19	AUTOMATIC NUMBERING MACHINE	piece		1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	595	595.00
20	SWIVEL CHAIR, executive type	unit		5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	5545	27,725.00
21	AUTOMATIC NUMBERING MACHINE	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
22	SWIVEL CHAIR, executive type	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
23	EMERGENCY LIGHTS	piece		3	0	0	3	0	0	0	0	3	0	0	3	0	0	0	0	6.00	3000	18,000.00
24	Office Chairs	set		10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	2500	25,000.00
25	Office Tables	set		5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	7000	35,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
26	Office Cabinets (5 layer shelves)	set	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3.00	7000	21,000.00
27	Dryseal	pcs	25	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	50.00	1900	95,000.00
28	Wet seal/ metal	pcs	25	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	50.00	1750	87,500.00
29	Rubber stamp / wet seal	pcs	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	20.00	1500	30,000.00
Office Supplies																					
1	Framas for DFA Quality policy, 8R size	pc	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	200	20,000.00
2	Notepad, with DFA logo A5	pad	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	100	5,000.00
3	Clear view folder, legal size	pc	150	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	150.00	15	2,250.00
4	Bubble wrap	roll	0	0	6	6	6	0	0	0	6	6	0	0	6	6	0	6	24.00	1000	24,000.00
5	Plastic cover	roll	0	0	10	10	10	0	0	0	0	0	0	0	10	10	0	0	20.00	1000	20,000.00
6	Glue stick	piece	0	0	125	125	125	0	0	0	125	125	0	0	125	125	0	125	500.00	35	17,500.00
7	Dater	piece	0	0	50	50	50	0	0	0	50	50	0	0	50	50	0	50	200.00	155	31,000.00
8	Face mask	box	0	0	100	100	100	0	0	0	100	100	0	0	100	100	0	100	400.00	50	20,000.00
9	Dust mask	piece	0	0	25	25	25	0	0	0	25	25	0	0	25	25	0	25	100.00	20	2,000.00
10	"Sign here" flag/stick on note	pad	0	0	50	50	50	0	0	0	50	50	0	0	50	50	0	50	200.00	150	30,000.00
11	Red Ribbon	roll	0	0	5000	5000	5000	0	0	0	5000	5000	0	0	5000	5000	0	5000	20,000.00	57	1,140,000.00
12	Notarial Gold Seal	box	0	0	3750	3750	3750	0	0	0	3750	3750	0	0	3750	3750	0	3750	15,000.00	270	4,050,000.00
13	Eyeglet	case	0	0	25	25	25	0	0	0	25	25	0	0	25	25	0	25	100.00	190	19,000.00
14	TAPE, double sided	roll	0	0	2	2	2	0	0	0	2	2	0	0	2	2	0	2	8.00	40.6	324.80
15	IN/OUT tray, steel, 2 layers	unit	0	0	2	2	2	0	0	0	2	2	0	0	2	2	0	2	8.00	287.5	2,300.00
16	BALLPEN with string	piece	0	0	8	8	8	0	0	0	8	8	0	0	8	8	0	8	32.00	78	2,496.00
17	BALLPEN black	piece	0	0	36	36	36	0	0	0	36	36	0	0	36	36	0	36	144.00	32	4,608.00
18	BALLPEN red	piece	0	0	36	36	36	0	0	0	36	36	0	0	36	36	0	36	144.00	32	4,608.00
19	TAPE, Duct, 2'	roll	0	0	2	2	2	0	0	0	2	2	0	0	2	2	0	2	8.00	73	584.00
20	GLUE stick	piece	0	0	3	3	3	0	0	0	3	3	0	0	3	3	0	3	12.00	23.4	280.80
21	HIGHLIGHTER	piece	0	0	8	8	8	0	0	0	8	8	0	0	8	8	0	8	32.00	38.5	1,232.00
22	Balpen, black (Faber Castell)	piece	0	0	60	60	60	0	0	0	60	60	0	0	60	60	0	60	240.00	13	3,120.00
23	Balpen, red (Faber Castell)	piece	0	0	60	60	60	0	0	0	60	60	0	0	60	60	0	60	240.00	13	3,120.00
24	Balpen, blue (Faber Castell)	piece	0	0	60	60	60	0	0	0	60	60	0	0	60	60	0	60	240.00	13	3,120.00
25	Cannon G2000 head print ink (black)	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
26	Cannon G2000 BK ink 790 (black)	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	500	1,000.00
27	Cannon G2000 BK ink 790 (cyan)	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	350	700.00
28	Cannon G2000 BK ink 790 (yellow)	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	350	700.00
29	Cannon G2000 BK ink 790 (magenta)	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	350	700.00
30	Bubble Wraps	rolls	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
31	3 hole Binder Folder 8.5cm X 13.5cm	pieces	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
32	Lever Arch File Folder 2" With Ring Binder And Metal, 2 holes, A4, black	pcs	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	300	7,500.00
33	Lever Arch File Folder 3" With Ring Binder And Metal, 2 holes, A4, black	pcs	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	300	7,500.00
34	Lever Arch File Folder 3" With Ring Binder And Metal, 2 holes, Legal, black	pcs	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	300	6,000.00
35	Storage File Box 17.5x8.5 Brown 12" X 16"	pcs	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	200	10,000.00
36	Index Card, 5" X 8" Plain (100 sheets/box)	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
37	Document Tray, 2 layers, black	pcs	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	300	3,000.00
38	Stamps, Self Ink (Trodad)	pcs	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	500	2,000.00
39	Assorted Flags of Asia and Pacific Countries	pcs	31	0	0	31	0	0	0	0	0	0	0	0	0	0	0	0	31.00	500	15,500.00
40	Assorted Table Flags of Asia and Pacific Countries (standard size)	pcs	31	0	0	31	0	0	0	0	0	0	0	0	0	0	0	0	31.00	500	15,500.00
41	Acrylic Table Name Plate Holder (Troberson)	pcs	40	0	0	40	0	0	0	0	0	0	0	0	0	0	0	0	40.00	300	12,000.00
42	Confidential Cover A4	reams	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	1000	4,000.00
43	ID Card Holder	pcs	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	0	0.00



Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
44	ID Card Lase	PCS	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	0	0.00
45	Bubble Wraps	rolls	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
46	3 hole Binder Folder 85cm X 135cm	pieces	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
47	Lever Arch File Folder 2" With Ring Binder And Metal, 2 holes, A4, black	PCS	25	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	25.00	300	7,500.00
48	Lever Arch File Folder 3" With Ring Binder And Metal, 2 holes, A4, black	PCS	25	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	25.00	300	7,500.00
49	Lever Arch File Folder 3" With Ring Binder And Metal, 2 holes, Legal, black	PCS	20	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	20.00	300	6,000.00
50	Storage File Box 175LBS Brown 12" X 16"	PCS	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	200	10,000.00
51	Index Card, 5" X 8" Plain (100 sheets/box)	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
52	Document Tray, 2 layers, black	PCS	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10.00	300	3,000.00
53	Stamps, Self Ink (Trodz)	PCS	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4.00	500	2,000.00
54	Assorted Flags of Asia and Pacific Countries	PCS	31	0	0	0	31	0	0	0	0	0	0	0	0	0	0	0	31.00	500	15,500.00
55	Assorted Table Flags of Asia and Pacific Countries (standard size)	PCS	31	0	0	0	31	0	0	0	0	0	0	0	0	0	0	0	31.00	500	15,500.00
56	Acrylic Table Name Plate Holder (Toblerone)	PCS	40	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40.00	300	12,000.00
57	Confidential Cover A4	reams	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4.00	1000	4,000.00
58	ID Card Holder	PCS	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	0	0.00
59	ID Card Lase	PCS	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	0	0.00
60	Ink Cartridges, HPCC600A (HP702) Black	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	1200	3,600.00
61	Glue Stick	0	15	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15.00	20	300.00
62	Paper, colored, A4	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3.00	500	1,500.00
63	Paper, colored, Legal	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3.00	600	1,800.00
64	Stick on notes, Sign Here	0	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10.00	150	1,500.00
65	Post-it, Index Tab/Flag	0	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10.00	200	2,000.00
66	Other office supplies to be bought out of petty cash fund	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1.00	4717.04	4,717.04
Audio and Visual Presentation and Computing Equipment																					
1	Connector (mabook to projector)	PC	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	500	500.00
2	Conference mictrophones, boundary mics	PC	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1.00	7200	7,200.00
3	MICROPHONE	set	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	4000	4,000.00
4	SPEAKER & AMPLIFIER	set	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	9000	9,000.00
5	Amplifer	unit	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1.00	14500	14,500.00
6	Power speaker	unit	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2.00	14500	29,000.00
7	Mic mixer with 12 output	unit	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1.00	14900	14,900.00
8	Mic mixer with 12 stand	unit	3	0	0	0	3	2	0	0	0	0	0	0	0	0	0	0	10.00	3500	35,000.00
9	Microphone (wireless)	PCS	3	0	0	0	3	2	0	0	0	0	0	0	0	0	0	0	10.00	8000	80,000.00
Cleaning Equipment and Supplies																					
1	FLOOR POLISHER	unit	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	10000	10,000.00
2	DISWASHING Paste, Big	piece	0	0	6	6	0	0	0	6	6	0	0	6	6	0	0	6	24.00	8613	2,057.12
3	LIQUID HAND SOAP	bottle	0	0	6	6	0	0	0	6	6	0	0	6	6	0	0	6	24.00	1255	3,012.00
4	Vacuum cleaner	unit	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2.00	3500	7,000.00
5	Electric pressured washer, 1700-psi 125gpm	unit	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2.00	5900	10,000.00
6	Push cart trolley, Made of fiber glass	unit	2	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	8.00	7000	56,000.00
Paper Material and Records																					
1	DFA Letterhead (A4 size)	ream	0	0	200	200	0	0	0	0	0	0	0	0	0	0	0	0	200.00	200	40,000.00
2	DFA Letterhead (Legal size)	ream	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	250	25,000.00
3	SFA Letterhead with seal (A4 size)	ream	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	200	4,000.00
4	SFA Letterhead with seal (Legal size)	ream	0	0	15	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	250	3,750.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
5	Storage box, 15W X 24L X 10H X 31/6T	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100.00	100	10,000.00
6	Balkyran box, 20" X 30"	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50.00	150	7,500.00
7	74mm Barcode ink, ribbon CX-4, 110mm X 1.0	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	300	0.00
8	Barcode sticker, polyester white, 2.0 X 1.0	piece	0	0	0	0	0	0	0	70	70	0	0	0	0	0	0	0	70.00	3900	161,000.00
9	Security Hologram sticker	piece	0	0	0	0	0	0	0	20000	20000	0	0	0	0	0	0	0	20,000.00	7.5	150,000.00
10	COVER SHEET, Confidential, A4	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1490	1,490.00
11	COVER SHEET, Confidential, Legal	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1690	1,690.00
12	COVER SHEET, Secret, A4	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1490	1,490.00
13	COVER SHEET, Secret, Legal	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1690	1,690.00
14	NOTE VERBALE FORM, A4	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1990	1,990.00
15	NOTE VERBALE FORM, Legal	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	2120	2,120.00
16	PAPER COLORED, Yellow, A4	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	220	440.00
17	STICK ON NOTES, ( SIGN HERE)	0	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	142	2,840.00
18	Letterhead (A4)	ream	0	0	60	60	0	0	0	60	60	0	0	0	0	0	0	0	240.00	120	28,800.00
19	Letterhead (Legal)	ream	0	0	30	30	0	0	0	30	30	0	0	0	0	0	0	0	120.00	150	18,000.00
20	Note verbaie (A4)	ream	0	0	50	50	0	0	0	50	50	0	0	0	0	0	0	0	200.00	120	24,000.00
21	Note verbaie (Legal)	ream	0	0	15	15	0	0	0	15	15	0	0	0	0	0	0	0	60.00	150	9,000.00
22	CASH REGISTER TAPE, .44 mm	roll	0	0	18	18	0	0	0	18	18	0	0	0	0	0	0	0	72.00	45	3,240.00
23	CAN REGISTER TAPE, .44mm	roll	0	0	6	6	0	0	0	6	6	0	0	0	0	0	0	0	24.00	36.5	876.00
24	Paper, Multi-copy w/ DFA letterhead, A-4 size	ream	20	0	0	20	20	0	0	20	20	0	0	0	0	0	0	0	80.00	1000	80,000.00
25	Paper, multi-copy 11 X 17, A-3 size	ream	5	0	0	5	5	0	0	5	5	0	0	0	0	0	0	0	20.00	350	7,000.00
26	Paper, multi-colored, A-4 size (assid color)	ream	50	0	0	50	0	50	0	50	50	0	0	0	0	0	0	0	200.00	350	70,000.00
27	Paper, multi-colored, legal size (assid color)	ream	50	0	0	50	0	50	0	50	50	0	0	0	0	0	0	0	200.00	360	72,000.00
28	Paper, photo, A-4 size	pack	10	0	0	10	10	0	0	10	10	0	0	0	0	0	0	0	40.00	1900	76,000.00
29	Paper, stationary, A-4 size with DFA seal and print	ream	5	0	0	5	5	0	0	5	5	0	0	0	0	0	0	0	20.00	3500	70,000.00
30	Paper, stationary, legal size with DFA seal and print	ream	5	0	0	5	5	0	0	5	5	0	0	0	0	0	0	0	20.00	3300	66,000.00
31	COLORED PAPER, MULTICOPY, 80gsm, size: 210mm X 297mm BLUE	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	140	700.00
32	COLORED PAPER, MULTICOPY, 80gsm, size: 210mm X 297mm YELLOW	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	140	700.00
33	DFA Letterhead A4	Ream	0	15	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15.00	150	2,250.00
34	DFA Letterhead Legal	Ream	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	150	1,500.00
35	Photo paper sticker	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	100	300.00
36	Photo paper	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	150	450.00
37	Note Verbaie with DFA letterhead (legal size)	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	2000	6,000.00
38	Bond paper w/ DFA letterhead (legal size)	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	950	2,850.00
39	Bond paper w/ DFA letterhead (A4 size)	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	950	2,850.00
40	Laminating Pouch	pack	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1000	2,000.00
41	Note verbaie envelope a4 size 100/pack	pack	5	0	0	5	5	0	0	5	5	0	0	0	0	0	0	0	10.00	1999	19,990.00
42	Note verbaie A4 size	reams	5	0	0	5	5	0	0	5	5	0	0	0	0	0	0	0	10.00	1000	10,000.00
43	SFA envelope A4 size white 100/pack	pack	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	2171.18	4,342.36
44	DFA Letterhead A4	ream	25	0	0	25	25	0	0	25	25	0	0	0	0	0	0	0	50.00	1000	50,000.00
45	DFA Letterhead Legal size	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	1000	3,000.00
46	Transparent Folder A4 Black (report cover)	box	8	0	0	8	8	0	0	8	8	0	0	0	0	0	0	0	24.00	40	960.00
47	Transparent Folder legal size, Black, (report cover)	box	3	0	0	3	4	0	0	4	0	0	0	0	0	0	0	0	7.00	40	280.00
48	Copy paper blue A4 size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
49	Copy paper yellow A4 size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
50	Copy Paper, white, 200gms A4	ream	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5.00	250	1,250.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
51	A4 Multi Colored Divider with Tab (INDEX DIVIDER, A4, A TO Z, GRAY)	pack	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	400	20,000.00
52	Sticky Notes (Post-it Strips "Sign here")	pack	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	150	7,500.00
53	Note verbaile envelope A4 size 100/pack	pack	5	0	0	0	5	5	0	0	0	5	0	0	0	0	0	0	10.00	1999	19,990.00
54	Note verbaile A4 size	reams	5	0	0	0	5	5	0	0	0	5	0	0	0	0	0	0	10.00	1000	10,000.00
55	SFA envelope A4 size white 100/pack	pack	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	2171.16	4,342.36
56	DFA Letterhead A4	ream	25	0	0	0	25	25	0	0	0	25	0	0	0	0	0	0	50.00	1000	50,000.00
57	DFA Letterhead Legal Size	ream	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3.00	1000	3,000.00
58	Transparent Folder A4 Black (report cover)	box	8	0	0	0	8	8	0	0	0	8	8	0	0	0	0	0	24.00	40	960.00
59	Transparent Folder legal size, Black (report cover)	box	3	0	0	0	3	4	0	0	0	4	0	0	0	0	0	0	7.00	40	280.00
60	Copy paper blue A4 size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
61	Copy paper yellow A4 size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
62	Copy Paper, white, 200grms/A4	ream	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	5.00	250	1,250.00
63	A4 Multi Colored Divider with Tab (INDEX DIVIDER, A4, A TO Z, GRAY)	pack	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	400	20,000.00
64	Sticky Notes (Post-it Strips "Sign here")	pack	50	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	50.00	150	7,500.00
65	Off white Label Stickers paper	pack	5	0	0	0	5	5	0	0	0	5	5	0	0	0	0	0	15.00	100	1,500.00
66	Transparent Sticker Paper	pack	10	0	0	0	10	10	0	0	0	10	10	0	0	0	0	10	40.00	100	4,000.00
67	Envelope for Accreditation Letters with coat of arms (9x13.5 inches)	piece	800	0	0	0	800	0	0	0	0	0	0	0	0	0	0	0	800.00	45	36,000.00
68	Envelope for Note Verbaile with DFA seal Standard A4 size	piece	500	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	500.00	40	20,000.00
69	Placecards with DFA logo (big)	piece	0	0	100	100	0	0	100	0	100	0	0	100	0	0	0	0	300.00	15	4,500.00
70	Paper Note Verbal DFA embossed, legal	box	0	0	50	50	0	0	50	0	50	0	50	0	0	0	0	0	150.00	15	2,250.00
71	Placecards with DFA logo (semi big gold seal)	piece	500	0	0	0	500	500	0	0	0	500	0	0	0	0	0	0	1,000.00	40	40,000.00
72	Invitations cards of SFA with embossed gold seal w/ env. Parchment Paper with gold seal of coat of arms 8.5x 13 inches (500 pieces)	piece	1000	0	0	0	1000	0	0	0	0	1000	0	0	0	0	0	0	2,000.00	50	100,000.00
73	Menu Card (with embossed gold seal)	piece	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	7250	14,500.00
74	Complimentary card with DFA seal	piece	500	0	0	0	500	500	0	0	0	500	0	0	0	0	0	0	1,000.00	30	30,000.00
75	Complimentary card with DFA seal	piece	0	0	0	0	0	0	0	0	0	0	300	0	0	0	0	0	300.00	20	6,000.00
76	Paper, Sticker, A4 Size	0	40	0	0	0	40	0	0	0	0	0	0	0	0	25	0	25	65.00	70	4,550.00
77	DFA Letterhead, A4 Size	reams	20	0	0	0	20	0	0	20	0	20	20	0	0	0	0	0	60.00	990	59,400.00
78	DFA Letterhead, Legal Size	reams	20	0	0	0	20	0	0	20	0	20	20	0	0	0	0	0	60.00	1200	72,000.00
79	Index Card, Plain 5 x 8, 9005	0	15	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15.00	50	750.00
Utility, maintenance and accessories																					
1	STARTER	piece	0	0	24	24	0	0	0	0	0	0	0	0	24	24	0	0	48.00	8	384.00
2	BALLAST	piece	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24.00	250	6,000.00
3	FLUORESCENT LAMP, LED	set	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	350	4,200.00
4	WIRE	roll	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	2500	2,500.00
5	RECECTACLE	piece	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	50	200.00
6	BULB Daylight Capsule	box	0	0	28	28	0	0	0	28	28	0	0	28	28	0	0	28	112.00	130	14,560.00
7	Flash light, heavy duty	pcs	10	0	0	0	10	10	0	0	0	10	10	0	0	10	0	10	40.00	1500	60,000.00
8	LED flood light/ various kinds	pcs	20	0	0	0	20	0	0	0	0	20	0	0	0	0	0	0	40.00	4000	160,000.00
9	LED street light various kinds	pcs	5	0	0	0	5	5	0	0	0	5	5	0	0	0	0	0	15.00	10000	150,000.00
Electrical equipment and components and supplies																					
1	EXTENSION CORD, gang type	piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	800	9,600.00
2	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	0	0	6	6	0	0	6	6	0	6	24.00	800	19,200.00
3	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	0	0	6	6	0	0	6	6	0	6	24.00	800	19,200.00
4	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	0	0	6	6	0	0	6	6	0	6	24.00	800	19,200.00
5	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	0	0	6	6	0	0	6	6	0	6	24.00	800	19,200.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
6	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	6	24.00	800	19,200.00
7	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	6	24.00	800	19,200.00
8	EXTENSION CORD, gang type	piece	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	6	24.00	800	19,200.00
9	Extension cord, 5mtrs, 5 outlet	pcs	10	0	0	10	0	0	0	0	0	0	10	0	0	0	0	0	20.00	350	7,000.00
10	Car battery, various size	pcs	2	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	4.00	8000	32,000.00
11	Cable CAT-6	box	1	0	0	1	0	0	1	0	0	0	1	0	0	0	0	1	4.00	7500	30,000.00
12	PVC electrical pipes (various size)	pcs	100	0	0	100	0	0	150	0	0	0	150	100	0	0	0	100	500.00	100	50,000.00
13	Straight connector w/ lock and bushing (various kinds)	pcs	250	0	0	250	0	0	250	0	0	0	250	250	0	0	0	250	1,000.00	60	60,000.00
14	Utility box (various kinds)	pcs	100	0	0	100	100	0	100	0	0	0	100	100	0	0	0	100	400.00	80	32,000.00
15	Junction box (various kind )	pcs	100	0	0	100	150	0	150	0	0	0	150	100	0	0	0	100	500.00	100	50,000.00
16	Plastic moulding (various kinds)	pcs	25	0	0	25	25	0	25	25	0	0	25	25	0	0	0	25	100.00	50	5,000.00
17	Electrical wire (various kinds)	box	5	0	0	5	5	0	5	5	0	0	5	5	0	0	0	5	20.00	7000	140,000.00
18	Electrical conduit pipes (various kinds)	pcs	125	0	0	125	125	0	125	125	0	0	125	125	0	0	0	125	500.00	120	60,000.00
19	Battery, for generator	pcs	4	0	0	4	0	0	4	0	0	0	4	0	0	0	0	0	8.00	8000	64,000.00
20	Convenience outlet (various kinds)	pcs	75	0	0	75	75	0	75	75	0	0	75	75	0	0	0	75	300.00	400	120,000.00
21	Building lighting system (various kinds)	pcs	15	0	0	15	10	0	10	0	0	0	10	15	0	0	0	10	50.00	1000	50,000.00
22	Circuit breaker (various kinds)	set/pcs	10	0	0	10	0	0	10	0	0	0	10	0	0	0	0	0	20.00	6000	120,000.00
23	electrical tape	roll	50	0	0	50	50	0	50	50	0	0	50	50	0	0	0	50	200.00	35	7,000.00
24	PVC cement	pcs	10	0	0	10	10	0	10	10	0	0	10	10	0	0	0	10	40.00	200	8,000.00
25	Amco box, various size	pcs	50	0	0	50	50	0	50	50	0	0	50	50	0	0	0	50	200.00	70	14,000.00
26	Royal cord, various size	roll	1	0	0	1	2	0	2	2	0	0	2	2	0	0	0	1	6.00	8000	48,000.00
27	Extension Wires	meter	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25.00	45	1,125.00
28	Semi Expendable Electrical Materials	piece	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	700	7,000.00
29	Electrical, 3 gang	piece	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	100	1,000.00
30	Electrical Outlet, 4 gang	piece	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	100	1,000.00
31	Regular Electric Plug, 10 amp	piece	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20.00	29	580.00
Computer Supplies																					
1	INK HP 900, BLACK	BOX	5	0	0	5	0	0	5	5	0	0	5	5	0	0	0	0	10.00	340	3,400.00
2	INK HP 900, COLORED	BOX	5	0	0	5	0	0	5	5	0	0	5	5	0	0	0	0	10.00	340	3,400.00
3	INK HP 63, COLORED	BOX	5	0	0	5	0	0	5	5	0	0	5	5	0	0	0	0	10.00	400	4,000.00
4	INK HP 63, BLACK	BOX	5	0	0	5	0	0	5	5	0	0	5	5	0	0	0	0	10.00	400	4,000.00
5	Computer keyboard	0	0	0	25	25	0	0	25	25	0	25	25	0	0	25	25	25	100.00	500	50,000.00
6	Thermal Paste	piece	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	2.00	500	1,000.00
7	Licensed Operating System	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
8	Licensed Software	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
9	Fax ribbon, brother PC004	box	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	3600	7,200.00
10	MOUSE, optical, USB connection	Unit	50	0	0	50	0	0	0	0	0	0	50	0	0	0	0	0	100.00	300	30,000.00
11	Flash drive, 32gb, USB 3.0	Unit	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12.00	1000	12,000.00
12	Solid State Drive (SSD), SATA, 500gb	Unit	23	0	0	23	0	0	0	0	0	0	0	0	0	0	0	0	23.00	10000	230,000.00
13	HDMI Cable 10 meters	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1800	1,800.00
14	VGA Cable 10 meters	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1000	1,000.00
15	HDMI Splitter	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	300	300.00
16	VGA Splitter	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	200	200.00
17	Thunderbolt Adapter	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	1600	1,600.00
18	Mini Displayport to VGA Adapter	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	580	580.00
19	Macbook adapter cable to Projector	Piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	400	400.00
20	Asus VivoBook E402-CA00T-BLUE 14" LED AMD Quad Core E2-6110 Laptop	0	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4.00	14999	59,996.00
21	Mouse Pad	0	0	0	4	4	0	0	4	4	0	0	4	4	0	0	4	4	16.00	300	4,800.00
22	HP 35A Laser Jet Toner Cartridge (Black)	piece	0	2	0	2	0	0	2	0	2	2	0	2	0	1	0	1	7.00	2300	16,100.00
23	HP CTS3 Original Ink Bottle Pack of 4 (Black, Cyan, Magenta & Yellow)	set	0	2	0	2	0	0	2	0	2	2	0	2	0	1	0	1	7.00	1400	9,800.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
24	HP Laser Jet Cartridge set of 4 (Black, Cyan, Yellow & Magenta)	set	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	11000	11,000.00
25	TONER CARTRIDGE CANON 303	0	0	0	0	0	0	6	0	0	6	0	0	15	15	0	0	0	0	21.00	3245	68,145.00
Common/IC Equipment																						
1	Portable printer	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	12000	12,000.00
2	Portable DVD writer drive	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	3500	3,500.00
3	PROJECTOR, CLICKER	PC	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	265	795.00
4	BARCODE SCANNER	unit	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	1500	4,500.00
5	CAMERA	unit	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	20000	60,000.00
6	DOCUMENT SCANNER	unit	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	20000	60,000.00
7	FINGER SCANNER	unit	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	5000	15,000.00
8	LAN CABLE, 20 meter	roll	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4.00	600	2,400.00
9	LAN CABLE, 3/5 meter	roll	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	100	1,000.00
10	SIGNATURE PAD & PEN	unit	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3.00	3500	10,500.00
11	WIFI RANGE EXTENDER	piece	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2.00	3000	6,000.00
12	WIRELESS WIFI, USB type	piece	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	650	6,500.00
13	UPS	unit	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	4000	40,000.00
14	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
15	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
16	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
17	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
18	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
19	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
20	UPS	unit	0	0	0	3	3	0	0	0	3	0	0	3	3	0	0	3	3	12.00	4000	48,000.00
21	External harddrive, 2TB	pcs	2	0	0	0	2	2	0	0	0	3	0	0	3	0	0	0	0	5.00	4500	22,500.00
22	Printer, basejet	unit	2	0	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8.00	9000	72,000.00
23	Brother DR 2255 Drumkit Unit	cart	0	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8.00	3500	28,000.00
24	Ink, HP Officejet Pro 7740- 995XL, Black	cart	0	0	0	5	5	0	0	0	5	0	0	2	2	0	0	2	2	14.00	1500	21,000.00
25	Ink, HP Officejet Pro 7740- 995XL, Cyan	cart	0	0	0	5	5	0	0	0	5	0	0	2	2	0	0	2	2	14.00	1500	21,000.00
26	Ink, HP Officejet Pro 7740- 995XL, Yellow	cart	0	0	0	5	5	0	0	0	5	0	0	2	2	0	0	2	2	14.00	1500	21,000.00
27	Ink, HP Officejet Pro 7740- 995XL, Black	cart	0	0	0	5	5	0	0	0	5	0	0	2	2	0	0	2	2	14.00	1500	21,000.00
28	Ink, HP CT 5810, Black	cart	0	0	0	3	3	0	0	0	3	0	0	2	2	0	0	2	2	10.00	500	5,000.00
29	Ink, HP CT 5810, Cyan	cart	0	0	0	3	3	0	0	0	3	0	0	2	2	0	0	2	2	10.00	500	5,000.00
30	Ink, HP CT 5810, Yellow	cart	0	0	0	3	3	0	0	0	3	0	0	2	2	0	0	2	2	10.00	500	5,000.00
31	Ink, HP CT 5810, Magenta	cart	0	0	0	3	3	0	0	0	3	0	0	2	2	0	0	2	2	10.00	500	5,000.00
32	Ink, HP Deskjet 3635, Black	cart	0	0	0	5	5	0	0	0	5	0	0	5	5	0	0	0	0	15.00	500	7,500.00
33	Ink, HP Deskjet 3635, Tri-color	cart	0	0	0	5	5	0	0	0	5	0	0	5	5	0	0	0	0	15.00	500	7,500.00
34	CD Recordable	0	0	0	0	0	0	150	0	0	150	0	0	100	100	0	0	0	0	250.00	21	5,250.00
CONSUMABLES																						
WATER BASED OIL AROMA (FOR AIR HUMIDIFIER)		BOTTLE	10	0	0	0	10	10	0	0	10	10	0	0	0	10	10	0	0	40.00	192.086	7,683.44
1	ERC-31 Ribbon Cartridge	0	0	0	30	30	30	0	0	0	30	0	0	30	30	0	0	30	30	120.00	150	18,000.00
2	Cash Register Tape	0	0	0	300	300	300	0	0	0	300	0	0	300	300	0	0	300	300	1,200.00	15	18,000.00
3	Paper cup	piece	0	0	0	2500	2500	0	0	0	2500	0	0	2500	2500	0	0	2500	2500	10,000.00	0.8	8,000.00
4	Drinking Water Supply with Plastic water cups	Bot	0	0	0	120	120	0	0	0	120	0	0	120	120	0	0	120	120	480.00	66.8	32,064.00
6	STAPLER, SWIVEL STANDARD DESKTOP STAPLER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
7	STAPLER, small, size No. 10	box	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10.00	55	550.00
8	STAPLE WIRE, E-2317 (38MM) ETONA L1.D. WIRE (1M) For E-160, E-260 - 120 to 160 sheets	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
9	STICK ON NOTES, w/ print "SIGN HERE"	pad	0	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	0	70.00	145	10,150.00
10	ELECTRIC FAN, wall fan	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
11	ELECTRIC FAN, stand fan	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
12	Sign Pen, Black, 0.5	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
13	Sign Pen, Blue, 0.5	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00

Item & Specifications		Unit/Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
14	Sign Pen, Red, 0.5	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
15	CLIP, bulldog, 73mm (3")	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
16	INDEX CARD, 5"x8", 50 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
17	MANILA PAPER, 10sheets per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
18	MAP PIN, round head, 50 pieces per case	case	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
19	PAPER, Thermal, 210mm x 30m	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
20	PUSH PIN, flat head type, assorted colors, 50 pieces per case	case	0	0	2	2	2	2	0	0	0	0	0	0	0	0	0	0	2.00	35	70.00	
21	RING BINDER, Plastic 25mm, black, 10 pieces per bundle	bundle	0	0	2	2	2	2	0	0	0	0	0	0	0	0	0	0	2.00	170	340.00	
22	RING BINDER, Plastic 50mm, black, 10 pieces per bundle	bundle	0	0	2	2	2	2	0	0	0	0	0	0	0	0	0	0	2.00	355	650.00	
23	STAPLE WIRE, Heavy duty, 23/17	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
24	TAPE DISPENSER, handheld	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
25	TRASH BIN, Soft Close Pedal Bin, 5L	piece	0	0	15	15	15	15	0	0	0	0	0	0	0	0	0	0	15.00	1600	24,000.00	
26	Motor oil	ltr	5	0	0	0	5	10	0	0	0	0	10	5	0	0	0	5	30.00	350	10,500.00	
27	OIL filter	pcs	0	0	0	0	0	4	0	0	0	4	4	0	0	0	0	0	8.00	300	2,400.00	
28	Coolant	ltr	2	0	0	0	2	2	0	0	0	2	2	0	0	0	0	2	8.00	300	2,400.00	
29	ATF	ltr	0	0	0	0	0	5	0	0	0	5	5	0	0	0	5	5	15.00	350	5,250.00	
30	Brake fluid	litrs	2	0	0	2	2	2	0	0	0	2	2	0	0	0	2	2	8.00	200	1,600.00	
31	Diesel fuel (for generator (including delivery))	litrs	200	0	0	0	200	200	0	0	0	200	200	0	0	0	200	200	800.00	60	48,000.00	
32	Toner Cartridge Canon 903 (LBP-2900/3000)	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4.00	4000	16,000.00	
33	SIGN PEN, BLACK, liquid/gel ink, 1.0 mm needle tip	0	12	0	0	0	12	0	0	0	0	0	0	0	0	0	12	12	24.00	40	960.00	
34	SIGN PEN, BLUE, liquid/gel ink, 1.0 mm needle tip	0	12	0	0	0	12	0	0	0	0	0	0	0	0	0	12	12	24.00	40	960.00	
35	Cartridge Brother MFC-9330CDW TN621 Black	Piece	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2.00	3600	7,200.00	
36	Cartridge Brother MFC-9330CDW TN621 Yellow	Piece	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2.00	3600	7,200.00	
37	Cartridge Brother MFC-9330CDW TN621 Cyan	Piece	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2.00	3600	7,200.00	
38	Cartridge Brother MFC-9330CDW TN621 Magenta	Piece	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2.00	3600	7,200.00	
39	Drum Brother MFC-9330CDW CMY	Piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5550	0.00	
40	Drum Brother MFC-9330CDW DB61CL Black	Piece	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2.00	3600	7,200.00	
41	TONER CART, HP CB541A, Cyan	cart	0	0	4	4	4	0	0	0	0	0	0	0	0	0	0	0	4.00	2984.8	11,939.20	
42	TONER CART, HP CB542A, yellow	cart	0	0	4	4	4	0	0	0	0	0	0	0	0	0	0	0	4.00	2984.8	11,939.20	
43	TONER CART, HP CB543A, Magenta	cart	0	0	4	4	4	0	0	0	0	0	0	0	0	0	0	0	4.00	2984.8	11,939.20	
44	TONER CART, Brother Fax 2840	cart	0	0	1	1	1	0	0	0	0	0	0	1	0	0	0	0	2.00	4000	8,000.00	
OTHER CATEGORY 23																						
1	Rice Cooker (12 cups)	pc	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	4000	4,000.00	
2	Comments box, acrylic, A4 size	pc	0	0	3	3	3	0	0	0	0	0	0	0	0	0	0	0	3.00	3500	10,500.00	
3	HARD HAT	0	0	0	17	17	17	0	0	0	0	0	0	0	0	0	0	0	17.00	11,900.00	700	1,500.00
4	FRAME	piece	0	0	10	10	10	0	0	0	0	0	0	0	0	0	0	0	10.00	150	1,500.00	
5	TARPAILIN, large size	set	0	0	15	15	15	0	0	0	0	0	0	0	0	0	0	0	15.00	700	10,500.00	
6	TARPAILIN, small size	set	0	0	15	15	15	0	0	0	0	0	0	0	0	0	0	0	15.00	350	5,250.00	
7	Blue Cloth	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1.00	500	500.00	
8	ANALGESIC/ANTI-PYRETIC/ANTI-INFLAMMATORY MEDICINES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
9	Paracetamol 500 mg (100's)	piece	1200	0	0	0	1200	0	0	0	0	0	0	0	0	0	0	0	1,200.00	0	0.00	
10	Meferanmic Acid 500 mg (100's)	piece	1000	0	0	0	1000	0	0	0	0	0	0	0	0	0	0	0	1,000.00	0	0.00	
11	ANTIACID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
12	Hyoscine N-Buylbromide 10mg Tablet (100's) P33,50/tablet	tablet	400	0	0	0	400	0	0	0	0	0	0	0	0	0	0	0	400.00	0	0.00
13	Domperidone 10mg Tablet (10's) P19,500/box	box	40	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40.00	0	0.00
14	Racecadotril 100mg capsules (20's) P125,50/box	box	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	0	0.00
15	ANTI-ALLERGY P125,50/box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
16	Loratadine 10 mg (100's) P270.00/box	box	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	8.00	0	0.00
17	Cetirizine 10 mg (100's) P135.00/box	box	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10.00	0	0.00
18	Bethamethasone 250 mcg/Dexamethorphanine Maleate 2mg Tablet P35,35/tablet	tablet	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100.00	0	0.00
19	ANTI-HYPERTENSIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
20	Clonidine tablet 75mg - P46,50/tablet	tablet	200	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	200.00	0	0.00
21	Betadine (220 ml)	bottle	6	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	6.00	0	0.00
22	Hydrogen Peroxide (1L)	bottle	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	0	0.00
23	Alcohol (bot.)	bottle	10	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10.00	0	0.00
24	Hand Sanitizer (Wall mount)	bottle	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4.00	0	0.00
25	Band-Aid (50's) Medicated Strips	box	2	0	2	2	4	0	2	0	2	0	4	0	4	0	2	0	12.00	0	0.00
26	BP Portable (Aneroid Sphygmomanometer)	piece	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	0	0.00
27	Laundry Services	twice a month	2	2	2	2	6	0	6	0	6	0	6	0	6	0	6	0	24.00	0	0.00
28	Oxygen Refill (Big Tank)	once a year	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	0	0.00
29	Oxygen Refill (Small Tank)	once a year	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2.00	0	0.00
30	HONORARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
31	HONCOM, consular rubber seal	piece	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	30.00	2000	60,000.00
32	HONCOM, dry seal	piece	0	0	0	0	15	0	15	0	0	0	0	0	0	0	0	0	15.00	2300	34,500.00
33	HONCOM, wet seal	piece	0	0	0	0	15	0	15	0	0	0	0	0	0	0	0	0	15.00	1700	25,500.00
34	HONCOM, outdoor flag, nylon	piece	0	0	0	0	25	0	25	0	0	0	0	0	0	0	0	0	25.00	380	9,500.00
35	HONCOM, indoor flag, satin	piece	0	0	0	0	25	0	25	0	0	0	0	0	0	0	0	0	25.00	960	24,000.00
36	HONCOM, table flag, satin	piece	0	0	0	0	25	0	25	0	0	0	0	0	0	0	0	0	25.00	900	22,500.00
37	ASSISTANT SECRETARY'S DINING /PRESENTATION REQUIREMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
38	CUP AND SAUCER SET, pure white, 18 sets	set	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3.00	14000	42,000.00
39	DINNER PLATES, break and chip resistant, pure white, 18pcs (6pcs or 4pcs per set)	set	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	4.00	4500	18,000.00
40	SERVING PLATTER, break and chip resistant, pure white, 80cs	piece	0	0	0	0	0	0	8	0	8	0	0	0	0	0	0	0	8.00	13125	105,000.00
41	SERVING TRAY, wooden filipinana design	piece	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	2.00	3800	7,600.00
42	CUTLERY, 18/0 stainless steel, stain-resistance and durability , service for 6	box	0	0	0	0	0	0	3	0	3	0	0	0	0	0	0	0	3.00	3100	9,300.00
43	DRINKING GLASS, tempered thick heat-resistant glass, transparent, oval shape, 6pcs	box	0	0	0	0	0	0	3	0	3	0	0	0	0	0	0	0	3.00	867	2,601.00
44	Wireless receiver	pcs	3	0	0	0	3	2	0	0	2	3	0	0	3	2	0	0	10.00	14000	140,000.00
45	Audio cable 3 wire, heavy duty (150mtrs)	mtrs	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	2.00	7000	14,000.00
46	XLR connector, male and female	pcs	13	0	0	0	13	12	0	0	12	13	0	0	13	12	0	0	50.00	350	17,500.00
47	VGA cable	mtrs	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	2.00	1000	2,000.00
48	HDMI cable	mtrs	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	2.00	2000	4,000.00
49	Adapter, HDMI o VGA	pcs	1	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	2.00	1000	2,000.00
50	VGA splitter, 4 port	pcs	1	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	2.00	1500	3,000.00
51	Finishing Nail #1	kls	15	0	0	0	15	15	0	0	15	15	0	0	15	15	0	0	60.00	110	6,600.00
52	Finishing Nail #1 1/2"	kls	10	0	0	0	10	10	0	0	10	10	0	0	10	10	0	0	40.00	105	4,200.00
53	Finishing Nail #2"	kls	15	0	0	0	15	15	0	0	15	15	0	0	15	15	0	0	60.00	100	6,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year			
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
54	Finishing Nail #2 1/2"	kis	10	0	0	0	10	10	0	0	0	10	10	0	0	0	10	10	40.00	95	3,800.00
55	Finishing Nail #3"	kis	20	0	0	0	20	20	0	0	0	20	20	0	0	0	20	20	80.00	90	7,200.00
56	Finishing Nail #4	kis	10	0	0	0	10	10	0	0	0	10	10	0	0	0	10	10	40.00	85	3,400.00
57	Concrete Nail #2"	kis	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	110	2,200.00
58	Concrete Nail #2 1/2"	kis	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	110	2,200.00
59	Concrete Nail #3"	kis	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	120	2,400.00
60	Odorless Healthy Home Semi Gloss	gals	30	0	0	0	30	30	0	0	0	30	30	0	0	0	30	30	120.00	750	90,000.00
61	Flat latex	gals	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	580	116,000.00
62	Flat wall Enamel	gals	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	650	65,000.00
63	Quick dry Enamel	gals	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	670	67,000.00
64	Automotive Primer Surface (white)	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	700	14,000.00
65	Automotive lacquer (white)	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	900	18,000.00
66	Quick dry enamel,yellow	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	670	13,400.00
67	Quick dry enamel,red	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	650	13,000.00
68	Quick dry enamel, black	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	500	10,000.00
69	Quick dry enamel, royal blue	gals	5	0	0	0	5	5	0	0	0	5	5	0	0	0	5	5	20.00	550	11,000.00
70	Paint thinner	gals	10	0	0	0	10	10	0	0	0	10	10	0	0	0	10	10	40.00	450	18,000.00
71	lacquer Thinner	gals	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	450	90,000.00
72	Paint brush #4"	pcs	15	0	0	0	15	15	0	0	0	15	15	0	0	0	15	15	60.00	65	3,900.00
73	Paint brush #3"	pcs	15	0	0	0	15	15	0	0	0	15	15	0	0	0	15	15	60.00	60	3,600.00
74	Paint brush #2"	pcs	20	0	0	0	20	20	0	0	0	20	20	0	0	0	20	20	80.00	55	4,400.00
75	Paint brush #1 1/2"	pcs	20	0	0	0	20	20	0	0	0	20	20	0	0	0	20	20	80.00	50	4,000.00
76	Paint brush #1"	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	45	4,500.00
77	Sanding lacquer Sealer	gal	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	600	60,000.00
78	clear dead flat lacquer	gals	10	0	0	0	10	10	0	0	0	10	10	0	0	0	10	10	40.00	620	24,800.00
79	Tinting colors, burnt amber, 1/4liters	can	20	0	0	0	20	20	0	0	0	20	20	0	0	0	20	20	80.00	65	5,200.00
80	Sand paper, #100	meters	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	150	30,000.00
81	Sand paper #180	pcs	100	0	0	0	100	100	0	0	0	100	100	0	0	0	100	100	400.00	18	7,200.00
82	Sandpaper #360	pcs	200	0	0	0	200	200	0	0	0	200	200	0	0	0	200	200	800.00	22	17,600.00
83	Paint Roller, 7" with handle	pcs	40	0	0	0	40	40	0	0	0	40	40	0	0	0	40	40	160.00	150	24,000.00
84	Baby paint roller, foam #4"	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	100	10,000.00
85	Baby paint roller, aluminum #4"	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	100	10,000.00
86	Lock set Door knob	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	1000	100,000.00
87	Drawer locks	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	320	64,000.00
88	Concealed hinges, #1	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	60	12,000.00
89	Concealed hinges, #2	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	65	13,000.00
90	Concealed hinges, #3	bag	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	70	14,000.00
91	Cabinet handle stainless, #4	pcs	40	0	0	0	40	40	0	0	0	40	40	0	0	0	40	40	160.00	120	19,200.00
92	Cabinet handle stainless, #5	pcs	40	0	0	0	40	40	0	0	0	40	40	0	0	0	40	40	160.00	150	24,000.00
93	Door Jamb with Door and Louver	sets	0	0	0	0	0	2	0	0	0	2	0	0	0	0	2	2	4.00	9000	36,000.00
94	Drill Bit Masonry 1/2"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	300	15,000.00
95	Drill Bit Masonry 1/4"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	200	10,000.00
96	Drill Bit Masonry 3/16"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	150	7,500.00
97	Drill Bit Metal 1/2"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	350	17,500.00
98	Drill Bit Metal 1/4"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	250	12,500.00
99	Drill Bit Metal 3/16"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	200	10,000.00
100	Drill Bit Metal 1/8"	pcs	20	0	0	0	20	10	0	0	0	10	10	0	0	0	10	10	50.00	150	7,500.00
101	Hacksaw Blade,24 TPI	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	100	20,000.00
102	Plyboard, 3/4	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	1100	220,000.00
103	Plywood, 3/4	pcs	40	0	0	0	40	40	0	0	0	40	40	0	0	0	40	40	160.00	1500	240,000.00
104	Plywood 1/2	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	850	85,000.00
105	Plywood 1/4	pcs	50	0	0	0	50	50	0	0	0	50	50	0	0	0	50	50	200.00	450	90,000.00
106	De nara Plywood 1/4	pcs	25	0	0	0	25	25	0	0	0	25	25	0	0	0	25	25	100.00	750	75,000.00
107	Good Lumber Wood S4S KD 2x3x8	pcs	100	0	0	0	100	100	0	0	0	100	100	0	0	0	100	100	400.00	300	120,000.00
108	Good Lumber Wood S4S KD 2x2x8	pcs	100	0	0	0	100	100	0	0	0	100	100	0	0	0	100	100	400.00	250	100,000.00



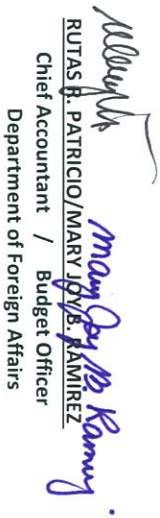
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
109 Good Lumber Wood S&S KD, 1/2x1x8	pcs	250	0	0	250	250	0	0	250	250	0	0	250	250	0	0	250	1,000.00	80	80,000.00
110 Lavatory Faucet, double handle, Chrome finish, cross handle	sets	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30.00	2500	75,000.00
Double Faucet, lavatory bowl, stainless coated (chrome)	sets	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30.00	2200	66,000.00
111 Single Faucet hose BIB #1/2	pcs	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	350	35,000.00
Single Faucet Longneck # 1/2 (UNIONATED)	pcs	7	0	0	7	6	0	0	6	6	0	0	6	6	0	0	6	25.00	1200	30,000.00
Angle Valve, #1/2" dia, Stainless steel 304	pcs	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	400	40,000.00
Ball Valve, # 1/2	pcs	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20.00	500	10,000.00
P-TRAP Extension 1 1/4" x 12" (brass chrome)	pcs	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	320	32,000.00
Teflon Tape # 1/2	pcs	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	30	3,000.00
PVC Pipe, # 1/2 (blue) w/ hub and end	pcs	50	0	0	50	50	0	0	50	50	0	0	50	50	0	0	50	200.00	100	20,000.00
PVC Pipe, Elbow # 1/2 x 90deg. (blue)	pcs	50	0	0	50	50	0	0	50	50	0	0	50	50	0	0	50	200.00	15	3,000.00
PVC Solvent Cement (400 cc)	can	15	0	0	15	15	0	0	15	15	0	0	15	15	0	0	15	60.00	300	18,000.00
Urinal Flush Valve, exposed, piston-type chrome plated, 3/4" top stud	sets	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20.00	8500	170,000.00
Water Closet Flush valve, exposed, 1 1/2", top stud, floor mounted & hung bowl	sets	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20.00	9500	190,000.00
Bidet hand Spray, stainless steel 304, 4ft. hanger w/ box screws	sets	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	600	60,000.00
C/I Tie Wire	kilos	50	0	0	50	50	0	0	50	50	0	0	50	50	0	0	50	200.00	90	18,000.00
C/I NIPPLE, #1/2 x 2	pcs	20	0	0	20	10	0	0	10	10	0	0	10	10	0	0	10	50.00	30	1,500.00
C/I NIPPLE, #1/2 x 3	pcs	20	0	0	20	10	0	0	10	10	0	0	10	10	0	0	10	50.00	40	2,000.00
Stikwell Wood Glue	liters	20	0	0	20	20	0	0	20	20	0	0	20	20	0	0	20	80.00	400	32,000.00
Roof paint	gal	25	0	0	25	25	0	0	25	25	0	0	25	25	0	0	25	100.00	650	65,000.00
Traffic/ reflectorized paint	gal	20	0	0	20	20	0	0	20	20	0	0	20	20	0	0	20	80.00	900	72,000.00
Trubular, P-trap w/ clean-out	pcs	20	0	0	20	25	0	0	25	25	0	0	25	20	0	0	20	90.00	500	45,000.00
Drill bit, 3/8 (masonry)	pcs	20	0	0	20	10	0	0	10	10	0	0	10	10	0	0	10	50.00	250	12,500.00
Welding rod (various kinds)	box	4	0	0	4	4	0	0	4	4	0	0	4	3	0	0	3	15.00	3000	45,000.00
Coffee Maker	unit	0	0	1	1	0	0	1	1	0	0	0	0	0	0	0	0	2.00	5000	10,000.00
Rice Cooker	unit	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	3000	3,000.00
Face Mask	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1.00	500	500.00
Office chair (fabric black executive chair, upholstered w/durable foam seat and back, gas lift height adjustment, chrome base, 360 swivel function)	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24.00	6000	144,000.00
Heavy duty Paper shredder	piece	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2.00	14900	29,800.00
Tall High Glass	piece	15	0	0	15	10	0	0	10	0	0	0	0	0	0	0	0	25.00	180	4,500.00
Food Serving Tray	piece	3	0	0	3	2	0	0	2	0	0	0	0	0	0	0	0	5.00	1000	5,000.00
A. TOTAL																				423563.670
B. ADDITIONAL PROVISION FOR INFLATION (6% C/Factor)																				423563.670
C. GRAND TOTAL (A+B)																				4943320137
D. APPROVED BUDGET BY THE AGENCY (HEAD OFFICE AND WORKS)																				
E. MONTHLY CASH REQUIREMENTS																				
G1 Available at Procurement Service Stores																				19,341,118.02
G2 Other items not available at procurement stores from other sources																				
TOTAL MONTHLY CASH REQUIREMENTS																				19,341,118.02

\*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: \_\_\_\_\_ Certified Funds Available / Certified Appropriate Funds Available: \_\_\_\_\_ Approved: \_\_\_\_\_

  
GRACE S. FERNANDEZ  
Member  
Bids and Awards Committee (BAC) - Secretariat

  
RUTAS B. PATRICIO/MARY JOY B. RAMIREZ  
Chief Accountant / Budget Officer  
Department of Foreign Affairs

  
JOSE LUIS G. MONTALES  
Undersecretary and  
Acting Head of the Procuring Entity

Date:  
31-Aug-18