

ANNUAL PROCUREMENT PLAN FOR 2018 FOR Common-Use Supplies and Equipment
DEPARTMENT OF FOREIGN AFFAIRS

Item & Specifications	Unit of Measure	Quantity Requirement																Total Quantity	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	82	6	442	530	65	4	51	120	81	5	54	140	65	3	18	86	876	766.23	24,535.25	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	140	2	276	418	112	56	43	211	92	6	45	143	66	3	30	99	871	17,65.28	17,65.28	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	52	2	97	151	52	8	7	67	0	0	59	0	0	0	0	0	277	19.20	16,272.81	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	0	0	187	0	0	8	7	10	0	0	59	0	0	0	10	10	0	217	91.94	25,466.57
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	369	369	0	0	11	11	0	0	11	11	0	0	11	11	402	217	49,927	8,889.54
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	13	0	186	199	10	0	1	11	0	0	16	16	0	0	1	1	227	402	75.39	30,306.62
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (8 1/2)	roll	10	0	2	12	10	0	0	10	0	0	10	10	0	0	0	0	0	32	766.23	24,535.25
2 AIR FRESHENER, aerosol, 280ml/50g min	can	151	9	910	1070	174	7	26	207	97	7	81	185	119	6	22	147	1609	88.69	142,704.14	
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (5ml)	bottle	343	25	2573	2941	213	15	91	319	258	15	140	413	158	55	46	259	3932	493.73	195,550.45	
4 CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	9	9	0	0	0	0	0	0	0	0	0	0	0	0	9	205.48	1,849.35	
5 CARBON FILM, PE, black, size 216mm X 330mm	box	0	0	9	9	0	0	0	0	0	0	0	0	0	0	0	0	9	210.91	1,898.21	
6 CARTON, assorted colors	pack	38	0	52	90	32	0	2	34	20	0	11	31	21	0	0	21	76	67.06	11,902.42	
7 CHALK, molded, white, dustless, length: 76mm min	box	21	0	0	21	30	0	0	30	20	0	10	30	20	0	0	20	101	26.89	2,716.33	
8 CLEARBOOK, 20 transparent pockets, for A4 size	piece	229	15	570	814	139	15	115	269	169	15	65	249	74	0	0	74	1406	36.19	53,693.45	
9 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	255	10	446	711	165	10	114	289	145	10	110	265	55	0	0	55	1320	40.47	53,415.65	
10 CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	268	3	1412	1683	206	18	159	383	203	18	123	344	100	69	35	204	2614	7.87	20,979.50	
11 CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box	268	3	1340	1611	208	20	158	386	200	18	128	346	99	70	39	208	2551	13.94	35,550.74	
12 CLIP, BACKFOLD, all metal, clamping: 31mm (1mm)	box	159	2	1103	1264	151	21	69	241	151	16	94	261	96	63	37	196	1962	19.88	39,013.98	
13 CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	151	1	926	1078	131	3	46	180	128	1	86	215	81	51	6	138	1611	41.10	66,213.39	
14 CORRECTION TAPE, film base type, UL 6m min	piece	450	30	3074	3554	195	15	140	350	330	20	240	590	120	5	36	161	4655	18.26	85,014.47	
15 DATA FILE BOX, made of chipboard, with closed ends	box	115	5	552	672	168	53	140	361	220	7	85	312	170	5	90	285	1610	75.57	116,839.63	
16 DATA FOLDER, made of chipboard, tagline lock	piece	220	5	278	503	120	5	130	255	220	5	50	275	65	50	45	160	1193	71.39	85,463.02	
17 ENVELOPE, DOCUMENTARY, for A4 size document	box	25	1	106	132	5	2	4	11	18	1	1	20	0	0	0	0	163	42.47	69,187.89	
18 ENVELOPE, DOCUMENTARY, for legal size document	box	32	1	108	141	7	1	2	10	18	1	1	20	0	0	0	0	171	538.80	92,353.35	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	piece	70	3	202	275	29	1	3	33	57	1	10	68	23	3	26	25	402	667.84	268,470.07	
20 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	221	0	364	585	71	0	15	86	121	0	65	186	18	0	15	33	890	38.79	34,469.63	
21 ENVELOPE, MAILING, white, 80gsm (.53)	box	12	0	77	89	0	0	0	0	0	0	0	0	1	0	5	6	95	24.12	32,466.93	
22 ENVELOPE, mailing, white, with window	box	7	0	29	36	0	0	0	0	4	0	0	4	0	0	6	6	46	427.23	19,652.67	
23 ERASER, FELT, for blackboard/whiteboard	piece	6	0	45	51	15	0	1	16	10	0	7	17	0	0	1	1	85	11.55	982.12	
24 ERASER, PLASTIC/RUBBER, for pencil drafting/writing	piece	154	10	139	303	43	0	0	43	120	0	23	143	20	3	23	23	512	6.33	3,189.56	
25 FASTENER, METAL, 70mm between prongs	box	188	0	399	587	35	2	28	65	169	0	35	204	9	0	15	24	880	59.37	52,248.77	
26 FILE ORGANIZER, expanding, plastic, 12 pockets	piece	33	0	148	181	73	0	38	111	22	0	87	109	22	0	17	39	440	73.59	32,379.78	
27 FILE TAB DIVIDER, Bristol board, for A4	set	600	0	199	799	20	0	90	110	70	0	59	129	22	0	16	38	1076	12.98	13,956.62	
28 FILE TAB DIVIDER, Bristol board, for legal	set	320	0	156	476	40	0	25	65	90	0	25	115	42	0	5	47	703	17.31	12,165.84	
29 FOLDER, FANCY, for A4 size documents	bundle	18	0	45	63	3	0	0	3	6	0	0	6	4	0	0	4	76	258.50	19,646.18	
30 FOLDER, FANCY, for legal size documents	bundle	15	0	54	69	5	0	0	5	5	0	0	5	5	0	0	5	84	301.85	25,439.23	
31 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	55	8	158	221	27	5	60	92	22	1	26	49	13	0	21	34	396	177.92	70,457.92	
32 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	37	6	132	175	11	6	38	55	16	0	5	21	106	10	5	121	372	222.27	82,683.99	
33 FOLDER, PRESSBOARD, size 240mm x 370mm (5mm)	box	78	0	125	203	2	1	4	7	22	1	14	37	1	0	0	1	248	193.94	193,994.02	
34 FOLDER, TAGBOARD, for A4 size documents	pack	67	2	170	239	23	0	5	28	55	2	33	90	23	0	0	23	380	226.05	85,900.67	
35 FOLDER, TAGBOARD, for legal size documents	pack	64	2	237	303	25	2	10	37	55	2	38	95	25	2	2	29	464	208.38	96,690.55	
36 GLUE, all purpose, gross weight: 200 grams min	jar	158	5	430	593	28	3	4	35	129	2	18	149	17	0	1	18	795	49.73	39,527.58	
37 INDEX TAB, self-adhesive, transparent	box	315	10	258	583	35	10	156	201	97	22	162	281	35	10	166	211	1276	53.74	68,668.16	
38 LOOSELEAF COVER, made of chipboard, for legal	bundle	38	0	25	63	7	0	0	7	37	0	0	37	7	0	0	7	114	676.00	77,064.00	
39 MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	130	15	205	350	68	13	0	13	82	10	22	114	22	0	2	24	501	43.26	21,675.26	
40 MARKER, FLUORESCENT, 3 assorted colors per set	set	220	23	1190	1433	68	13	33	114	128	0	26	154	33	0	32	65	1766	36.97	65,292.55	
41 MARKER, whiteboard, black, felt tip, bullet type	piece	122	1	374	497	33	1	2	36	70	2	20	92	24	1	10	35	660	10.69	7,056.99	
42 MARKER, whiteboard, blue, felt tip, bullet type	piece	122	1	137	260	32	0	3	35	70	2	21	93	24	0	10	34	422	10.69	4,511.69	
43 MARKER, whiteboard, red, felt tip, bullet type	piece	75	0	89	164	21	0	2	23	39	2	10	51	12	0	10	22	260	10.69	2,779.71	
44 MARKER, PERMANENT bullet type, black	piece	125	0	1122	1247	34	0	5	39	69	0	35	104	11	0	10	21	1411	10.04	14,160.80	
45 MARKER, PERMANENT bullet type, blue	piece	130	0	673	803	34	0	0	34	69	0	30	99	11	0	10	21	957	10.04	9,604.45	
46 MARKER, PERMANENT bullet type, red	piece	73	0	638	701	24	0	5	29	39	0	15	54	10	0	5	15	799	8.018	6,408.76	
47 NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	316	36	935	1277	171	21	98	290	204	5	95	304	75	5	55	135	2006	12.52	25,118.33	
48 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	216	10	1296	1522	130	0	117	247	141	10	129	280	75	0	20	95	2144	32.45	69,568.51	

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49 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	313	17	1318	1648	131	2	114	247	238	7	136	381	77	1	21	99	2375	44.32	105,271.40
50 NOTE PAD, stick on, 76mm x 76mm (3" x 4") min	pad	413	22	1320	1755	131	2	118	251	341	12	117	470	74	1	19	94	2570	59.49	152,884.16
51 PAPER PAD, ruled, size 216mm x 330mm (8.5mm)	pad	23	3	113	139	3	3	8	14	13	3	3	19	3	3	3	9	181	18.99	3,437.26
52 PAPER CLIP, vinyl/plastic coat, length 33mm min	box	346	25	1214	1585	194	14	205	413	291	5	248	544	134	4	78	216	2758	6.91	19,045.64
53 PAPER CLIP, vinyl/plastic coat, length 48mm min	box	348	22	1024	1394	201	21	211	433	298	12	191	501	132	2	122	256	2584	14.04	36,279.36
54 PAPER MULTICOPY, 80gsm, size 210mm x 297mm	ream	1835	40	3993	5848	1620	40	635	2295	1320	170	345	1835	1100	20	225	1345	13766	137.66	1,558,778.53
55 PAPER MULTICOPY, 80gsm, size 216mm x 330mm	ream	1065	10	2094	3169	540	10	60	610	1039	5	30	1074	1031	0	20	1051	5904	160.94	950,189.76
56 PAPER, Multi-Purpose (COPY) 44, 70 gsm	ream	2053	70	14365	16488	1453	70	435	1968	1653	220	420	1074	1380	55	180	22364	119.09	2,663,337.71	
57 PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	1258	55	6785	8098	938	55	35	1028	838	55	91	984	875	50	15	940	11050	122.08	1,360,078.20
58 PAPER, Parchment, size 210 x 297mm, multi-purpose	ream	96	0	96	192	50	0	15	65	18	0	11	29	1	0	6	7	293	95.18	27,687.97
59 PAPER, Thermal, 55gsm, size 216mm x 304mm x 3mm	roll	38	7	253	298	17	2	27	46	13	2	22	37	7	2	17	26	407	34.29	13,955.54
60 PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	88	3	176	267	67	2	16	85	86	52	25	163	35	0	12	49	564	26.40	11,508.31
61 PHILIPPINE NATIONAL FLAG, 100% polyester	piece	9	0	26	35	1	0	0	1	0	0	0	0	0	0	0	20	56	310.07	17,668.03
62 RECORD BOOK, 300 PAGES, size 216mm x 278mm min	book	72	4	332	413	36	1	16	53	43	1	36	80	22	0	5	27	573	63.73	35,945.89
63 RECORD BOOK, 500 PAGES, size 216mm x 278mm min	book	28	3	413	444	12	0	15	27	10	0	15	25	13	0	97.34	18	54	59,034.82	59,034.82
64 RING BINDER, 80 rings, plastic, 32mm x 1.2m	bundle	82	0	36	118	70	0	20	90	30	0	65	95	20	0	5	25	328	267.14	87,623.49
65 RUBBER BAND, 20mm min lay flat length (418)	box	93	1	1275	1369	7	1	9	17	9	1	5	15	6	0	5	11	1412	97.04	137,023.87
66 RULER, plastic, 450mm (18"), width 38mm min	piece	103	0	159	262	15	0	0	15	8	0	0	8	5	0	5	10	295	16.10	4,749.26
67 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	686	70	4848	5504	206	10	307	523	369	5	202	576	75	9	210	294	6997	35.99	251,657.92
68 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	721	85	4394	5208	216	20	217	453	404	20	207	631	60	5	154	219	6593	35.99	234,071.58
69 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	300	25	4883	5208	115	15	47	177	168	15	22	210	58	2	67	127	5722	35.99	209,959.96
70 STAMP PAD INK, purple or violet	bottle	8	0	376	384	0	0	1	1	0	0	10	10	0	0	0	0	395	25.62	10,118.00
71 STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	25	0	290	315	5	0	2	7	5	0	5	10	0	0	0	0	332	28.77	9,550.44
72 STAPLE WIRE, for heavy duty staples, (23/13)	box	88	4	476	568	29	3	29	61	28	4	7	39	13	3	0	0	687	11.75	8,050.45
73 STAPLE WIRE, for heavy duty staples, (23/13)	box	344	14	5720	6078	134	9	114	257	224	9	104	337	82	14	84	180	5832	19.68	134,825.43
74 TAPE, MASKING, width 24mm (1mm)	roll	144	18	799	961	961	3	18	98	67	0	58	125	27	0	11	38	1222	57.32	70,050.91
75 TAPE, MASKING, width 48mm (1mm)	roll	132	18	837	987	85	0	20	105	55	0	58	113	35	0	40	145	1245	109.24	135,005.79
76 TAPE, PACKAGING, width 48mm (1mm)	roll	215	19	1970	2204	75	5	32	112	71	1	87	159	20	1	15	36	2511	29.08	73,095.86
77 TAPE, TRANSPARENT, width 24mm (1mm)	roll	257	18	2174	2449	88	15	160	263	139	13	228	380	38	15	133	186	3278	113.6	37,227.97
78 TAPE, TRANSPARENT, width 48mm (1mm)	roll	177	0	1334	1511	77	10	20	107	73.2	0	17	89	33	2	10	45	1752	27.58	48,321.56
79 TOILET TISSUE PAPER 2-ply sheets, 150 pulps	pack	18	5	872	895	6	5	5	16	6	6	5	17	6	5	15	26	954	70.30	67,070.02
80 TWINE, plastic, one (1) kilo per roll	roll	20	0	334	354	11	4	1	16	1	4	1	6	3	0	0	3	379	51.92	19,676.47
81 WRAPPING PAPER, kraft, 65gsm (5%)	pack	17	0	21	354	5	0	0	5	0	0	2	2	2	0	0	2	47	133.99	6,297.70
82 Airline Travel	ticket	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	0.00	
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, for heavy duty cutter	tube	54	0	71	125	50	0	0	50	0	0	0	0	3	0	0	3	178	10.22	1,819.72
2 CUTTER KNIFE, for general purpose	piece	93	2	246	341	28	2	5	35	53	2	5	60	6	0	3	9	445	20.55	9,144.93
3 DATING AND STAMPING MACHINE, heavy duty	piece	18	0	102	120	2	0	0	2	10	0	0	10	0	0	2	2	134	497.52	66,567.04
4 PENCIL, SHARPENER, manual, single cutter head	piece	39	0	65	104	5	0	0	5	10	0	0	10	2	0	0	2	121	194.69	23,557.25
5 PUNCHER, paper, heavy duty, with two hole guide	piece	55	1	237	293	8	0	5	19	22	0	5	27	1	0	0	1	334	123.42	41,321.21
6 SCISSORS, symmetrical, blade length: 65mm min	pair	185	15	500	700	51	4	20	75	72	1	42	115	28	0	3	32	922	14.28	13,165.42
7 STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	93	4	674	771	21	4	27	52	44	2	3	49	11	0	0	11	883	85.45	75,449.17
8 STAPLER, BINDER TYPE, heavy duty, desktop	piece	17	0	53	70	3	0	0	3	4	0	1	1	1	0	0	1	75	913.95	68,546.40
9 STAPLE REMOVER, PLIER-TYPE	piece	172	5	543	720	14	28	3	45	103	3	59	165	3	2	13	18	948	18.91	17,924.03
10 TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	43	0	169	232	0	0	4	4	20	0	10	30	2	0	0	2	268	51.57	13,821.72
11 WASTEBASKET, non-rigid plastic	piece	25	5	180	210	3	2	7	12	3	2	7	12	2	2	17	21	255	25.96	6,619.98
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (rambo)	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	132	91.94	12,135.55
2 BROOM, STICK (TINCING), usable length: 760mm min	piece	3	2	120	125	1	0	3	4	1	0	0	1	1	0	1	1	28	24.88	696.55
3 CLEANER, TOILET BOWL AND URINAL, 900ml:1000ml cap	bottle	0	0	104	104	0	0	3	3	0	0	3	3	0	0	3	3	113	43.26	4,888.83
4 CLEANER, SCOURING POWDER, 350g min:1can	can	1	0	72	73	1	0	2	3	1	0	0	1	1	0	2	3	80	24.88	1,990.14
5 DETERGENT POWDER, all purpose, 1kg	pouch	1	0	132	133	1	0	0	1	1	0	0	1	1	0	0	1	136	38.93	5,294.16
6 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	65	11	653	729	65	5	15	85	66	5	8	79	15	5	8	28	921	125.20	115,304.78
7 DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	37	0	0	0	0	0	0	0	0	0	0	0	0	0	37	28.12	1,040.50
8 FLOOR WAX, PASTE, RED	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	286.13	-
9 FUNTUIRE CLEANER, aerosol type, 300ml min per can	can	24	5	215	244	12	3	9	24	14	4	12	30	11	3	9	23	321	90.85	29,164.26
10 INSECTICIDE, aerosol type, net content: 500ml min	can	103	11	485	599	70	4	6	80	49	5	8	62	19	4	5	28	769	142.77	109,791.05
11 MOP BUCKET, heavy duty, hard plastic	piece	1	0	24	35	0	0	0	0	0	0	0	0	0	0	0	0	25	1987.44	49,686.00
12 MOPHANDLE, heavy duty, aluminum, screw type	piece	2	1	26	29	0	1	0	1	0	0	0	0	0	0	0	0	30	148.18	4,445.48

[illegible]

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17 INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
18 INK CART, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
19 INK CART, HP C9404A (HP72) 69ml Gray	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
20 INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
21 INK CART, HP CC640WA (HP60), Black	cart	20	0	25	45	20	0	12	32	20	0	0	20	20	0	0	20	117	665.18	77,826.53
22 INK CART, HP CC643WA (HP60), Tri-color	cart	35	0	25	60	30	0	12	42	35	0	0	35	20	0	0	20	157	784.16	123,113.12
23 INK CART, HP C0887AA (HP703), Black	cart	15	0	0	15	10	0	0	10	15	0	0	15	0	0	0	0	40	373.15	14,926.08
24 INK CART, HP C0888AA (HP703), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
25 INK CART, HP C0972AA (HP 920XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
26 INK CART, HP C0973AA (HP 920XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
27 INK CART, HP C0974AA (HP 920XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
28 INK CART, HP C0975AA (HP 920XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,292.51	-
29 INK CART, HP C1561WA (HP61), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	670.59	-
30 INK CART, HP C1563WA (HP61), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	859.87	-
31 INK CART, HP C1565A (HP82), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
32 INK CART, HP C1566A (HP82), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
33 INK CART, HP C1567A (HP82), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
34 INK CART, HP C1568A (HP82), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
35 INK CART, HP C1569AA (HP95XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,616.99	-
36 INK CART, HP C1569AA (HP95XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,222.21	-
37 INK CART, HP C1569AA (HP95XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,227.62	-
38 INK CART, HP C1569AA (HP95XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,731.15	11,940.86
39 INK CART, HP C1569AA (HP704), Black	cart	0	0	32	32	0	0	0	0	0	0	0	0	0	0	0	0	32	373.15	11,940.86
40 INK CART, HP C1569AA (HP704), Tri-color	cart	0	0	32	32	0	0	0	0	0	0	0	0	0	0	0	0	32	373.15	11,940.86
41 INK CART, HP C2107AA (HP67), Black	cart	20	0	58	78	20	0	0	20	20	0	0	20	20	0	0	20	138	379.64	52,390.54
42 INK CART, HP C2108AA (HP67), Tri-color	cart	20	0	33	53	20	0	0	20	20	0	0	20	20	0	0	20	113	379.64	42,899.50
43 INK CART, HP C2121A (HP68A), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	386.72	-
44 INK CART, HP C2122A (HP68A), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	259.58	-
45 INK CART, HP C2123A (HP68A), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	259.58	-
46 INK CART, HP C2124A (HP68A), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	259.58	-
47 INK CART, HP F6V76AA (HP60), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
48 INK CART, HP F6V77AA (HP680) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
49 INK CART, HP L0571AA (HP95) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
50 INK CART, HP L0574AA (HP95) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
51 INK CART, HP L0577AA (HP95) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
52 INK CART, HP L0560AA (HP95) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
53 INK CART, HP L0563AA (HP95XL) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
54 INK CART, HP L0566AA (HP95XL) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
55 INK CART, HP L0569AA (HP95XL) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
56 INK CART, HP L0572AA (HP95XL) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
57 INK CART, HP T6189AA (HP905) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
58 INK CART, HP T6193AA (HP905) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
59 INK CART, HP T6197AA (HP905) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
60 INK CART, HP T6190AA (HP905) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
61 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	0.00	-
62 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	0.00	-
63 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	0.00	-
64 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	0.00	-
65 RIBBON CART, EPSON C1350516 (8750), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79.82	-
66 RIBBON CART, EPSON C13505531 (5015086), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79.82	-
67 RIBBON CART, EPSON C13505531, Black, for Lx310	cart	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	78.96	15,791.36
68 TONER CART, BROTHER TN-305, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,658.57	-
69 TONER CART, BROTHER TN-310, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,892.80	-
70 TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,720.22	-
71 TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,059.63	-
72 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,450.08	-
73 TONER CART, HP C8435A, Black	cart	30	0	126	156	30	0	12	42	30	0	12	42	30	0	5	35	275	2,914.91	80,160.80
74 TONER CART, HP C8440A, Black	cart	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	3,444.90	34,448.96
75 TONER CART, HP CE355A, Black	cart	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	7,024.99	70,249.92
76 TONER CART, HP CE378A, Black	cart	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3,239.39	3,239.39

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
137 TONER CART, HP Q7553A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,050.59	-	
138 TONER CART, LEXMARK E360H11P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,229.29	-	
139 TONER CART, LEXMARK T650A11P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,015.62	-	
140 TONER CART, SAMSUNG MLT-D1015, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,747.26	-	
141 TONER CART, SAMSUNG MLT-D1035, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,028.48	-	
142 TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2,541.76	5,083.52	
143 TONER CART, SAMSUNG MLT-D105J, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,898.69	-	
144 TONER CART, SAMSUNG MLT-D1085, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,855.42	-	
145 TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,403.55	-	
146 TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,802.30	-	
147 TONER CART, SAMSUNG MLT-D203U, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,842.56	-	
148 TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,572.16	-	
149 TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,267.39	-	
150 TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,531.90	-	
151 TONER CARTRIDGE, BROTHER TN-3478, Black/for printer HL-6400DW (12,000 pages)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,312.22	-	
152 TONER CARTRIDGE, CANON 334 II, for printer LBP6780x	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,935.33	-	
COMMON ELECTRICAL SUPPLIES																					
1 Universal Socket Adapter 10A-25V	piece	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	0	0	25	50	1,250.00
2 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	0	12	1000	12,000.00
3 AVR	piece	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	3000	30,000.00
4 EXTENSION CORD WITH POWER SURGE 5M, 3 PRONGS COMPATIBLE WITH ROLAND EDGES, 6 OUTLETS	Pc	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	4	750	3,000.00
5 WITH ROLAND EDGES, 6 OUTLETS	Pc	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1000	1,000.00
6 Fluorescent Bulb, bi-pin, 26 watts	piece	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	7	350	2,450.00
7 Electronic Ballast T5 type FRC-128 28 watts	piece	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	7	350	2,450.00
8 LIGHT BULB, 30 watts	piece	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	0	24	180	4,320.00
9 FLORESCENT SLIM TUBE 28W	Pcs	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	0	40	300	12,000.00
10 CFL PEN LIGHT 25W DAYLIGHT WHITE plug-in bases	pcs	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	0	40	280	11,200.00
11 EXTENSION CORD, 4 socket	unit	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	1000	5,000.00
12 UNIVERSAL POWER ADAPTOR	unit	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	150	1,500.00
13 Microphone	piece	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	650	2,600.00
14 STARTER	piece	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	25	200.00
15 BALLAST	piece	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	150	600.00
16 FLUORESCENT LAMP, tubular, 18 watts	tube	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	135	1,080.00
17 FLUORESCENT LAMP, tubular, 36 watts	tube	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20	155	3,100.00
18 Extension Wires, 5 meters	unit	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	-
19 Extension cord	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	-
20																			0	0	-
21																			0	0	-
22																			0	0	-
COMMON OFFICE EQUIPMENT																					
1 Executive Chairs	piece	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4950	49,500.00
2 Air Cooler	piece	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	10000	40,000.00
3 Comb Ring Binding24 holes, heavy duty	piece	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	14995	14,995.00
4 Automatic Numbering Machine, self-inking stamp (7 digits)	piece	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2500	10,000.00
5 BALLPOINT PEN, Black, 135/box	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	252	1,260.00
6 BALLPOINT PEN, Blue, 135/box	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	252	1,260.00
7 BALLPOINT PEN, Red, 125/box	box	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	252	756.00
8 DOCUMENT FILE FOLDER, 2 holes 3, A4	piece	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	0	40	135	5,400.00
9 DOCUMENT FILE FOLDER, 2 holes 5, Legal	piece	0	0	37	37	0	0	0	0	0	0	0	0	0	0	0	0	0	37	138	5,106.00
10 ENVELOPE, Brown w/returned address, A4, 500/box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1280	1,280.00
11 ENVELOPE, Brown w/returne address, legal, 500/box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1380	1,380.00
12 FACIAL TISSUE in box	box	0	0	34	34	0	0	0	0	0	0	0	0	0	0	0	0	0	34	118	4,012.00
13 FOLDER, White, Expanding, 100s, A4	box	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	950	1,900.00
14 FOLDER, White, Expanding, 100s, legal	box	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1100	2,200.00
15 GLUESTICK	piece	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	0	30	50	1,500.00
16 ID JACKET HOLDER, 3x6	piece	0	0	49	49	0	0	0	0	0	0	0	0	0	0	0	0	0	49	46	2,254.00
17 ID LACE, blue	piece	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	0	50	30	1,500.00
18 RUBBER, THERMAL, BROTHER PC - 402R/ (for fax machine)	piece	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	1330	13,300.00
19 RUBBER STAMP (name and title) (secret)	box	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	2650	26,500.00
20 STAPLE WIRE, Standard, NG35	box	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	60	180.00
21 STAPLE WIRE, Standard, 23/8	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	48	240.00
22 STAPLE WIRE, No 10	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	480	2,400.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
PRINTER INKLET, WIRELESS CAPABLE, 55PPM SPEED, 512 MB, MEMORY, DUPLEX	Unit	1	0	0	1							0				0	0	0	1	10000	10,000.00
23 PRINTING CAPABLE	0	0	0	0	0							0	0	0	0	0	0	0	5	2491.86	12,459.30
24 Toner HP 35A Printer Toner	ram	0	0	50	50							0	0	0	0	0	0	0	50	200	10,000.00
25 Colored Paper (A4), blue	ram	0	0	50	50							0	0	0	0	0	0	0	50	200	10,000.00
26 Colored Paper (A4), pink	ram	0	0	50	50							0	0	0	0	0	0	0	50	200	10,000.00
27 Colored Paper (A4), yellow	ram	0	0	50	50							0	0	0	0	0	0	0	50	200	10,000.00
28 Colored Paper (A4), green	ram	0	0	50	50							0	0	0	0	0	0	0	50	200	10,000.00
29 Colored Paper (Legal), blue	ram	0	0	50	50							0	0	0	0	0	0	0	50	250	12,500.00
30 Colored Paper (Legal), pink	ram	0	0	50	50							0	0	0	0	0	0	0	50	250	12,500.00
31 Colored Paper (Legal), yellow	ram	0	0	50	50							0	0	0	0	0	0	0	50	250	12,500.00
32 Colored Paper (Legal), green	ram	0	0	100	100							0	0	0	0	0	0	0	100	250	25,000.00
33 Water Dispenser	0	0	0	1	1							0	0	0	0	0	0	0	1	7000	7,000.00
ELECTRONIC TIME RECORDER, (biometrics type) fingerprint sensor, network IP	unit	0	0	1	1							0	0	0	0	0	0	0	1	8800	8,800.00
34 connection , USB connection	0	0	0	2	2							0	0	0	0	0	0	0	2	2625	5,250.00
35 Cordless Phone	0	0	0	2	2							0	0	0	0	0	0	0	2	735	1,470.00
36 UV Reader	0	0	0	2	2							0	0	0	0	0	0	0	2		
WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 37 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	0	0	0	1	1							0							1	1089.82	1,089.82
38 CHAIR, Swivel Office Chair, with armrest	0	0	0	6	6							0	0	0	0	0	0	0	6	1350	8,100.00
39 Board, White, 60 x 90 cm with stand and rollers	0	0	0	1	1							0	0	0	0	0	0	0	1	1600	1,600.00
40 STEEL CABINET, 4 drawers	unit	0	0	6	6							0	0	0	0	0	0	0	6	1335	80,130.00
41 STEEL STORAGE CABINET, with drawers inside	unit	0	0	2	2							0	0	0	0	0	0	0	2	9608.25	19,215.50
42 STEEL DRAWER CABINET, 3 drawers	unit	0	0	4	4							0	0	0	0	0	0	0	4	3622.5	14,490.00
43 Executive Table	piece	0	0	0	0							0	0	0	0	0	0	0	0	5000	5000
44 Executive Chair	piece	0	0	0	0							0	0	0	0	0	0	0	0	4000	4000
45 Counter Chair	piece	0	0	8	8							0	0	0	0	0	0	0	8	2000	16,000.00
46 Steel Cabinet (4) four drawer	piece	0	0	2	2							0	0	0	0	0	0	0	2	8000	16,000.00
47 Chair, computer	piece	0	0	0	0							0	0	0	0	0	0	0	0	3500	3500
48 Table, computer tower type	piece	0	0	0	0							0	0	0	0	0	0	0	0	4000	4000
49 STAMP, Self-Inking, Trodat, (RECEIVED/NAME/DATE)	ram	3	0	0	3							0	0	0	0	0	0	0	3	1500	4,500.00
50 STAMP, Self-Inking, Trodat, (RECEIVED/NAME/DATE)	ram	5	0	0	5							0	0	0	0	0	0	0	5	1500	7,500.00
51 Printer, LaserJet	unit	5	0	0	5							0	0	0	0	0	0	0	5	7000	35,000.00
52 Fax machine, heavy duty	unit	2	0	0	2							0	0	0	0	0	0	0	2	4500	9,000.00
53 Electric fan	unit	5	0	0	5							0	0	0	0	0	0	0	5	1300	6,500.00
54 Executive chair	unit	12	0	0	12							0	0	0	0	0	0	0	12	6000	72,000.00
55 Filing / mobile cabinet	unit	10	0	0	10							0	0	0	0	0	0	0	10	11000	110,000.00
56 Whiteboard with stand, 4 x 8	unit	2	0	0	2							0	0	0	0	0	0	0	2	220,000.00	440,000.00
57 TOL ET TISSUE, 12 rolls per pack	roll	0	0	0	0							0	0	0	0	0	0	0	0	3500	3500
58 FAX PAPER ("210X300" for Panasonic fax)	roll	5	0	0	5							5	10	5	5	5	5	5	40	60	2,400.00
59 FASCIMILE INK FILM (for Panasonic DC-HFD31) film length 213mmx70m	piece	1	0	0	1							5	10	5	5	5	5	5	16	1300	20,800.00
60 INDEX TABS (CLEAR/TRANSPARENT)	box	10	10	10	30							5	5	0	0	0	0	0	100	51	5,100.00
61.3 HOLE PUNCHER	piece	1	0	0	1							1	0	0	0	0	0	0	2	2000	4,000.00
62 CANON CARTRIDGE #303	piece	1	0	0	1							0	0	0	0	0	0	0	5	4800	24,000.00
63 GLUE STICK	piece	10	10	5	25							10	20	0	0	0	0	0	60	47	2,820.00
64 FOLDER, transparent 1st cover, black, A4 size	piece	50	25	25	100							50	120	25	25	100	150	25	500	30	15,000.00
65 FOLDER, transparent 1st cover black, legal size	piece	10	10	0	20							10	15	5	0	0	5	5	50	35	1,750.00
66 INDEX CARD (PLAIN-5X8)	bundle	2	1	1	4							1	3	1	1	2	1	1	12	110	1,320.00
67 TONER CART, HP CE340A (HP125A) Black LaserJet	cart	0	0	0	1							0	0	0	0	0	0	0	1	3900	3,900.00
68 TONER CART, HP CE342A (HP125A) Cyan LaserJet	cart	0	0	1	1							0	0	0	0	0	0	0	1	4000	4,000.00
69 TONER CART, HP CE342A (HP125A) Yellow LaserJet	cart	0	0	0	0							0	0	0	0	0	0	0	1	4000	4,000.00
70 TONER CART, HP CE343A (HP125A) Magenta LaserJet	cart	0	0	1	1							0	0	0	0	0	0	0	1	4000	4,000.00
71 TONER CART, HP CE400A (HP201A) Black LaserJet	cart	0	0	2	2							0	0	0	0	0	0	0	2	3900	7,800.00
72 TONER CART, HP CE402A (HP201A) Cyan LaserJet	cart	0	0	2	2							0	0	0	0	0	0	0	2	4000	8,000.00
73 TONER CART, HP CE402A (HP201A) Yellow LaserJet	cart	0	0	2	2							0	0	0	0	0	0	0	2	4000	8,000.00
74 TONER CART, HP CE403A (HP201A) Magenta LaserJet	cart	0	0	2	2							0	0	0	0	0	0	0	2	4000	8,000.00
75 TONER CARTRIDGE CANON 303 (LBP-2900/3000)	cart	0	0	3	3							0	0	0	0	0	0	0	3	4000	12,000.00
76 TONER FOR BROTHER DR-2255	cart	0	0	1	1							0	0	0	0	0	0	0	1	7200	7,200.00
77 Uninterruptible Power Supply (UPS)	unit	1	0	0	1							0	0	0	0	0	0	0	1	4500	4,500.00
78				0	0							0							0	0	-
COMMON OFFICE SUPPLIES				0	0							0							0	0	-
1 Folder, transparent (A4 size)	piece	0	0	300	300							0	0	0	0	0	0	0	300	50	15,000.00
2 Folder, transparent (Legal)	piece	0	0	500	500							0	0	0	0	0	0	0	500	70	35,000.00
3 Sheet Protector (A4 size)	bundle	0	0	5	5							0	0	0	0	0	0	0	5	320	1,600.00
4 Sheet Protector (Legal size)	bundle	0	0	3	3							0	0	0	0	0	0	0	3	330	990.00
5 Stien pen, Pilot Hi-Becpoint V5 RT, Black, .5	piece	0	0	100	100							0	0	0	0	0	0	0	100	100	10,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
6 SIGN pen, Pilot Hi-tecpoint VS RT, Blue, 5	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	100	10,000.00
7 SIGN pen, Pilot Hi-tecpoint VS RT, Black, 7	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	110	11,000.00
8 SIGN pen, Pilot Hi-tecpoint VS RT, Blue, 7	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	110	11,000.00
9 Calligraphy pen 3.0 (Black)	piece	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	80	1,600.00
10 Calligraphy pen 3.0 (Blue)	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11 Clear Plastic Cover (Large)	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1500	41,200.00
12 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	0	1000	41.2	41,200.00
13 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	0	1000	50.54	50,540.00
14 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	0	1000	55.06	55,060.00
15 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	0	1000	50	50,000.00
16 Post-it flags, 25.4mm X 43.2mm (5/8" here) @12packs/box	box	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	0	1000	40	40,000.00
17 Index card, 5" X 8" (Plain) @ 100 sheets per pack	pack	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	50.84	2,542.00
18 Index tab, self-adhesive, 5 tab/box, clear only	box	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	30	30	1,200.00
19 Staple wire remover, clip type, heavy duty	piece	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	25	200	5,000.00
20 Scissors, 8"	piece	0	0	25	25	0	0	0	0	0	0	0	0	0	0	0	0	40	500	20,000.00
21 Paper, Multi-colour Copy, 80 gsm, A4 size (Light Green)	ream	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	25	500	20,000.00
22 Paper, Multi-colour Copy, 80 gsm, A4 size (Light Green)	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	40	580	29,000.00
23 Permanent Glue stick	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	50	30	3,000.00
24 Folder, L-Type, A4, 50 pieces per pack, Clear	pack	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	175	3,500.00
25 Folder, L-Type, legal size, 50 pieces per pack, Clear	pack	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	215	2,150.00
26 Plastic comb binding rings, 11.7 mm, 10pcs/bundle	bundle	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	300	3,000.00
27 Art File Folder	piece	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	170	3,400.00
28 Ballpoint Box	piece	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	70	100	7,000.00
29 Colored A4 size bond paper	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30 Colored legal size bond paper	ream	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31 A4 Colored Board paper (binding cover)	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	10	120	1,200.00
32 Document file folder (2holes, A4)	piece	5	0	5	10	0	0	0	5	0	0	0	5	0	0	0	0	50	40	2,000.00
33 Document file folder (2holes, long)	piece	20	0	20	40	10	0	10	20	0	0	0	0	0	0	0	0	20	180	3,600.00
34 Dater	piece	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	60	145	8,700.00
35 Envelope, Mailing with DFA return address, 500 pcs/box	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	4	150	600.00
36 Glue stick	piece	30	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	2	1000	2,000.00
37 Plastic Binding Cover A4	piece	0	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	60	60	3,600.00
38 In/Out Tray	piece	3	0	0	3	0	0	0	100	0	0	0	0	0	0	0	0	100	50	6,000.00
39 Sign Pen, Black/Uniball Gel 1.0mm	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	10	30	120	450.00
40 Stamp Rubber Name	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	250	0
41 Ballpen (Black)	piece	12	0	12	24	12	0	12	24	12	12	12	12	12	12	12	12	96	18	1,728.00
42 Ballpen (Blue)	piece	12	0	12	24	12	0	12	24	12	12	12	12	12	12	12	12	96	18	1,728.00
43 Art File Folder	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	1	12	18	316.00
44 ART FILE Folder - RED	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	18	2,700.00
45 ART FILE Folder - BLUE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	18	1,080.00
46 ART FILE Folder - GREEN	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	18	2,700.00
47 ART FILE Folder - MAROON	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	18	1,440.00
48 Photo papers kodak glossy A4 pk20, 270gsm (Pnp359.00)	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	399	1,440.00
49 Sign pen uniball gel impact roller ball 1.0mm black, pk12	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1100	3,300.00
50 Binding presentation cover PVC black A4 size 2mm pk	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1059	2,118.00
51 Binding presentation cover PVC clear A4 size 2mm pk	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1111	2,222.00
52 Binding folder (archfile) legal size two holes 3inches thick black	0	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	109	6,540.00
53 Binding folder (archfile) legal size two holes 3inches thick black	0	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30	89	2,670.00
54 Glue stick 3m pk10	0	0	0	4	4	0	0	0	4	0	0	0	4	0	0	0	0	16	267	4,272.00
55 Ruler plastic 300mm, 12inches	0	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30	67.5	2,025.00
56 Pen ordinary HBW ballpoint pk12 blue	0	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12	249	2,988.00
57 Pen ordinary HBW ballpoint pk12 black	0	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	249	1,245.00
58 Pen ordinary HBW ballpoint pk12 red	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	205	615.00
59 BALPOINT PEN, BLACK (UNIBALL GEL IMPACT) 1.0	Pc	5	5	15	15	5	5	5	15	5	5	5	15	5	5	5	5	45	88	3,960.00
60 BALPOINT PEN, BLUE (UNIBALL GEL IMPACT) 1.0	Pc	8	8	24	24	8	8	8	24	8	8	8	24	8	8	8	8	72	88	6,336.00
61 BALPOINT PEN, BLACK (UNIBALL GEL IMPACT) 0.5	Pc	2	2	6	6	2	2	2	6	2	2	2	6	2	2	2	2	18	78	1,404.00
62 BALPOINT PEN, BLUE (UNIBALL GEL IMPACT) 0.5	Pc	0	0	0	0	10	10	10	30	10	10	10	30	10	10	10	10	60	78	4,680.00
63 BALPOINT PEN, BLACK, 12 PER BOX	Box	0	0	0	0	3	3	3	9	3	3	3	9	3	3	3	3	18	280	5,040.00
64 BALPOINT PEN, BLUE, 12 PER BOX	Box	0	0	0	0	5	5	5	15	5	5	5	15	5	5	5	5	45	280	5,040.00
65 GLUE STICK, 6 PER BOX	Box	5	5	15	15	5	5	5	15	5	5	5	15	5	5	5	5	60	50	3,000.00
66 STICK ON NOTE "SIGN HERE"	Pack	2	2	6	6	2	2	2	6	2	2	2	6	2	2	2	2	18	122	2,196.00
67 PRESENTATION FOLDER, LEGAL, BLUE, 125	Pack	5	5	15	15	0	0	0	0	5	5	5	15	0	0	0	0	30	468	14,040.00
68 PRESENTATION FOLDER, A4, BLUE, 125	Pack	5	5	15	15	0	0	0	0	5	5	5	15	0	0	0	0	30	444	13,320.00
69 FOLDER PRESENTATION TRANSPARENT 1ST COVER LEGAL	PIECE	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	0	70	45	3,150.00
70 FOLDER PRESENTATION TRANSPARENT 1ST COVER A4	PIECE	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	0	70	3	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan												Feb		March				
		Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
75 VERTICAL STEEL CABINET - 4 DRAWER	PIECE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	8500	8,500.00
76 HIGHLIGHTER PEN	PIECE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	42	672.00
77 BALLPEN PILOT BP5 FINE, BLACK 12 PCS	BOX	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42	790.00	672.00
78 BINDER CLIPS 1 1/4 INCH 12 PCS 12 PCS	BOX	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	365	790.00	2,895.00
79 BINDER CLIPS 3/4 INCH 12 PCS 12 PCS	BOX	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	148	1,480.00
80 FOLDER KRAFT LONG	PIECE	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	124	1,240.00
81 BALLPOINT PEN, black, 125/box	PIECE	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	4.5	1,350.00
82 BALLPOINT PEN, blue, 125/box	box	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20	237.6	4,752.00
83 BALLPOINT PEN, red, 125/box	box	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20	237.6	4,752.00
84 BATTERY, button cell	PIECE	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20	55	1,100.00
85 BUBBLE WRAP, 1meter x 100 yard	roll	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1375	2,750.00
86 CORK BOARD	PIECE	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	235	235	470.00
87 DATER, manual	PIECE	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	88	704.00
88 DVD re-writable, 4.7GB	PIECE	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	12	25	300.00
89 Envelop, documentary (brown), A4	box	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	485.25	1,961.00
90 Envelop, expanding long 1005/box	box	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6	716.76	4,300.56
91 Envelop, mailing, white w/ DFA return	box	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	160.71	160.71
92 Blue stick	PIECE	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	24	55.15	1,323.60
93 Nylon Cord, 3-1/2mm, 200meters	box	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	63.8	127.60
94 Paper fastener, plastic, 505ct/box	box	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6	75.5	453.00
95 Paper, multi-color, acid color, legal size	ream	0	0	48	0	0	0	0	0	0	0	0	0	0	0	0	0	48	173.75	8,340.00
96 Parchment paper, legal size, 75 grm, 100	ream	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	39.05	156.20
97 Rubber band small	box	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6	65.9	395.40
98 Sign pen blue 0.7	PIECE	0	0	60	0	0	0	0	0	0	0	0	0	0	0	0	0	60	21.35	1,281.00
99 Sign pen black 0.7	PIECE	0	0	60	0	0	0	0	0	0	0	0	0	0	0	0	0	60	21.35	1,281.00
100 Sign pen red 0.7	PIECE	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	30	21.35	640.50
101 Stamp pad 70mm x 100mm, airline	PIECE	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20	32.6	652.00
102 Stamp pad ink, violet, 50ml	bottle	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	12	25	300.00
103 Stick on notes, w/ print "SIGN HERE"	pad	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	12	44.32	531.84
104 White board	PIECE	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1133	2,266.00
105 INDEX CARD, 5" x 8", ruled both sides, 5005/pack	box	0	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0	32	119.34	4,458.88
106 Ballpen, black 125ct/box	box	20	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	40	250	10,000.00
107 Ballpen, blue 125ct/box	box	20	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	40	250	10,000.00
108 Ballpen, red 125ct/box	box	15	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	30	250	7,500.00
109 Book Binding Cover Blue A4 230GSM	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	500	10,000.00
110 Book Binding Cover Blue Long 8.5x13 inches 230GSM	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	500	10,000.00
111 Book Binding Cover Transparent A4	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	500	10,000.00
112 Book Binding Cover Transparent Long 8.5x13 inches	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	500	10,000.00
113 Carbon/thermal fax machine brother model 8273 plain paper	box	4	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4	1500	6,000.00
114 Cash register ribbon (Epson ERC 32)	PIECE	250	0	0	0	0	0	0	0	250	0	0	0	0	0	0	0	500	30	15,000.00
115 Cash register tape machine roll, 1005/box 44x80mm	roll	2000	0	0	0	0	0	0	0	2000	0	0	0	0	0	0	0	4000	250	125,000.00
116 Copy paper, letter size (80gms, 8.5x11 inches)	ream	100	0	0	0	0	0	0	0	100	0	0	0	0	0	0	0	200	250	50,000.00
117 Documentary envelope with DFA print A4 size document	box	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	1000	20,000.00
118 Documentary envelope with DFA print A4 size document	box	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	1000	20,000.00
119 Double Sided Foam Tape 24mm	roll	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	40	800.00
120 Double Sided Tape without foam 24mm	roll	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	20	40	800.00
121 Glue stick, 2pcs/pack	PACK	200	0	0	0	0	0	0	0	200	0	0	0	0	0	0	0	400	50	20,000.00
122 In/Out tray plastic	set	30	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	60	500	30,000.00
123 Index card creditor	PIECE	600	0	0	0	0	0	0	0	600	0	0	0	0	0	0	0	1200	35	42,000.00
124 Index card employee	PIECE	600	0	0	0	0	0	0	0	600	0	0	0	0	0	0	0	1200	35	42,000.00
125 Index card plain, 5x8 inches 50pcs per pack	PACK	200	0	0	0	0	0	0	0	200	0	0	0	0	0	0	0	400	50	20,000.00
126 Paper color blue legal size	ream	130	0	0	0	0	0	0	0	130	0	0	0	0	0	0	0	260	300	78,000.00
127 Paper color green legal size	ream	130	0	0	0	0	0	0	0	130	0	0	0	0	0	0	0	260	300	78,000.00
128 Paper color pink legal size	ream	130	0	0	0	0	0	0	0	130	0	0	0	0	0	0	0	260	300	78,000.00
129 Paper color yellow legal size	ream	130	0	0	0	0	0	0	0	130	0	0	0	0	0	0	0	260	300	78,000.00
130 PAPER, DFA letterhead, A4, 80gsm	ream	30	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	60	1200	72,000.00
131 PAPER, DFA letterhead, legal size, 80gsm	ream	30	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	60	1200	72,000.00
132 Post it sign here	pad	50	0	0	0	0	0	0	0	50	0	0	0	0	0	0	0	100	200	20,000.00
133 RING BINDER, Plastic 16mm	PIECE	50	0	0	0	0	0	0	0	50	0	0	0	0	0	0	0	100	15	1,500.00
134 RING BINDER, Plastic 50mm	PIECE	20	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	40	50	2,000.00
135 Screw Post 1-1/2", 1005/pack	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	10	700	7,000.00
136 Screw Post 2", 1005/pack	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	10	700	7,000.00
137 Screw Post 3", 1005/pack	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	10	700	7,000.00
138 Screw Post 4", 1005/pack	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	10	700	7,000.00
139 Screw Post 4-1/2", 1005/pack	PACK	10	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	10	700	7,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total	
213 Toner, Cat, HP17A, Black	0	5	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	3935	23,970.00	
214 Note verbae envelope a4 size 100/pack	pack	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	10	1999.99	19,999.90	
215 SFA envelope A4 size white 100/pack	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1450	4,350.00	
216 Presentation Folder A4 size black 5 doz/box	box	8	0	0	8	0	0	0	0	8	0	0	8	0	0	0	0	16	516	8,356.00	
217 Copy paper blue A4 size	ream	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	320	6,400.00	
218 Copy paper yellow A4 size	ream	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	320	6,400.00	
219 Acrylic Toblerone (Name Plate)	0	0	0	0	0	0	0	50	50	0	0	0	0	0	0	0	0	50	350	17,500.00	
220 Specialty Board (color P cream / vellum 220gsm) Legal	0	0	0	0	0	0	0	50	50	0	0	0	0	0	0	0	0	50	42.9	2,145.00	
221 Specialty Board (color white / vellum 220gsm) Legal	0	0	0	0	0	0	0	1000	1000	0	0	0	0	0	0	0	0	1000	35	35,000.00	
222 Presentation Folder, transparent-cover, blue A4 size	0	0	0	0	0	0	0	200	200	0	0	0	0	0	0	0	0	200	57	11,400.00	
223 Presentation Folder, transparent-cover, blue Legal	0	0	0	0	0	0	0	1500	1500	0	0	0	0	0	0	0	0	1500	50.84	76,260.00	
224 INDEX TAB, self-adhesive, 5 set/box, transparent only	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	5	26	130.00	
225 Manila Paper	0	0	0	0	0	0	0	100	100	0	0	0	0	0	0	0	0	100	290	29,000.00	
226 Ballpen, Black, Pilot, 12 pcs/box	0	0	0	0	0	0	0	100	100	0	0	0	0	0	0	0	0	100	290	29,000.00	
227 Ballpen, blue, Pilot, 12 pcs/box	0	0	0	0	0	0	0	100	100	0	0	0	0	0	0	0	0	100	290	29,000.00	
228 Sign pen, black, energel 1.0, 12 pcs/box	0	0	0	0	0	0	0	100	100	0	0	0	0	0	0	0	0	100	440	44,000.00	
229 Sign pen, blue, energel 1.0, 12 pcs/box	0	0	0	0	0	0	0	150	150	0	0	0	0	0	0	0	0	150	440	66,000.00	
230 BALLPOINT, black, 1.0 (Uniball gel impact)	PC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95	276	1,380.00
231 BALLPOINT, black, 1.25/box	box	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	5	276	1,380.00	
232 BALLPOINT, blue 125/box	box	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	5	25	375.00	
233 CORRECTION TAPE	PC	0	0	5	5	0	0	10	10	0	0	0	0	0	0	0	0	15	1490	690.00	
234 COVER SHEET, Confidential, A4	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	690.00	690.00	
235 ENVELOPE, mailing, with DFA return address, 4'x3-1/2 500d/box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	35	2,450.00	
236 ENVELOPE, Note Verbae, A4	PC	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	0	70	37	2,610.00	
237 ENVELOPE, Note Verbae, Legal	PC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	1,380.00	
238 FOLDER EXPANDING, Long Green and White	PC	0	0	150	150	0	0	0	0	0	0	0	0	0	0	0	0	150	11.95	1,792.50	
239 FOLDER EXPANDING, Short Green and White	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	970	970.00	
240 FOLDER TRANSPARENT, Legal Size Blue	PC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39	37	1,465.00
241 FOLDER TRANSPARENT, A4 Blue	PC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	1,465.00	
242 GIGLE STICK	PC	0	0	45	45	0	0	0	0	0	0	0	0	0	0	0	0	45	38	1,710.00	
243 ILLUSTRATION BOARD, 2'x3'	PC	0	0	14	14	0	0	0	0	0	0	0	24	24	0	0	0	38	45	1,710.00	
244 PAPER-FASTENER, Plastic, 50 set/box	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	30	150.00	
245 PAPER, multi-color, astid, color, A4	ream	0	0	10	10	0	0	0	0	0	0	0	20	20	0	0	0	30	35	1,050.00	
246 PAPER, photo, A4	pack	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	320	640.00	
247 POST-IT 3x5 100 sheets (yellow)	pid	0	0	40	40	0	0	0	0	0	0	0	0	0	0	0	0	40	58	2,320.00	
248 RUBBER STAMP (logo/frame/received/section)	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	120	120.00	
249 SIGN PEN, black, 0.5	PC	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	54	1,080.00	
250 SIGN PEN, blue, 0.5	PC	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	96	1,920.00	
251 STICK ON NOTES w/print "SIGN HERE"	pack	0	0	10	10	0	0	0	0	0	0	0	15	15	0	0	0	25	130	3,250.00	
252 HBW Ordinary Ballpen (blue)	box	0	0	4	4	0	0	0	0	0	0	0	4	4	0	0	0	8	255	2,040.00	
253 HBW Ordinary Ballpen (black)	box	0	0	4	4	0	0	0	0	0	0	0	4	4	0	0	0	8	255	2,040.00	
254 HBW Ordinary Ballpen (red)	box	0	0	2	2	0	0	0	0	0	0	0	2	2	0	0	0	4	255	2,040.00	
255 White Mailing Envelope w/ DFA	box	0	0	1	1	0	0	1	1	0	0	0	1	1	0	0	0	4	255	1,020.00	
256 Glue Stick	PC	0	0	7	7	0	0	7	7	0	0	0	7	7	0	0	0	28	45	1,260.00	
257 INDEX CARDS, PLAIN WHITE	PACK	0	0	0	0	25	0	0	25	0	0	0	0	0	0	0	0	25	20	500.00	
258 BADGE HOLDER WITH LANYARD	BUNDLE	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	5	500	2,500.00	
259 STICKER PAPER (A4)	PACK	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	0	10	120	1,200.00	
260 A4 COLORED PAPER (BLUE)	REAM	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	0	10	220	2,200.00	
261 A4 COLORED PAPER (GREEN)	REAM	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	0	10	220	2,200.00	
262 Fastener, plastic, 50 pcs per box, assorted colors	0	10	0	0	10	10	0	0	10	10	0	0	0	10	10	0	0	40	60	2,400.00	
263 ballpen black	0	0	0	14	14	0	0	0	0	0	0	0	0	0	0	0	1	15	25	375.00	
264 ballpen blue	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	25	250.00	
265 ballpen red	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	25	250.00	
266 laminating pouch a4 size	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1000	3,000.00	
267 Storage file box 12" X 16"	piece	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100	1000	10,000.00	
268 Ballpoint pen, black, 125/box	box	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	180.01	540.03	
269 Ballpoint pen, blue, 125/box	box	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	180	900.00	
270 Ballpoint pen, red, 125/box	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	180	360.00	
271 Glue Stick	box	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	15.2	152.00	
272 Paper Fastener, plastic	box	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	50	250.00	
273 Paper colored, A4	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	450	1,350.00	
274 Paper colored, Legal	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	500	1,500.00	
275 Stick on notes, Sign Here	pads	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	40	400.00	
276 Folders, flat file, blue A4	pieces	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25	45	1,125.00	
277 Folders, flat file, blue Legal	pieces	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25	40	1,000.00	
278 Folders, flat file, black, A4	pieces	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25	45	1,125.00	
279 Folders, flat file, black, Legal	pieces	25	0	0	25	0	0	0	0	0	0	0	0								

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
282 BOX CORRUGATED	pieces	75	0	0	75	0	0	0	0	0	0	0	0	0	0	0	0	75	150	11,250.00	
283 GLUE, STICK ROLL-ON	rolls	75	0	0	75	0	0	0	0	0	0	0	0	0	0	0	0	75	30	2,250.00	
284 GUN, STICK REFILLS	pieces	74	0	0	74	0	0	0	0	0	0	0	0	0	0	0	0	74	20	1,480.00	
285 PAPER FASTENER, PLASTIC	reams	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	50	2,500.00	
286 TAPE, DOUBLE ADHESIVE	rolls	30	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	30	50	1,500.00	
287 TAPE, CLOTH/DUCT	rolls	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	100	5,000.00	
288 LAMINATING FILM	rolls	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	1500	22,500.00	
289 TACKER GUN WIRES	boxes	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	150	1,500.00	
290 CLING ON WRAP	rolls	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	1000	10,000.00	
291 STICKER NOTE, "SIGN HERE"	pieces	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	120	1,200.00	
292 CLIPBOARD	pieces	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	30	1,500.00	
293 BUBBLE WRAP	rolls	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	80	320.00	
294 PUSH PINS	boxes	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	300	1,200.00	
295 SIGN PEN, point 1.0	pieces	49	0	0	49	0	0	0	0	0	0	0	0	0	0	0	0	49	70	3,430.00	
296 PADDING GLUE	jar (1 kilo)	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	250	1,500.00	
297 STAMP PAD (RECEIVED, SIGNATORY)	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	500	1,500.00	
298					0				0									0	0	0	
COMMON JANITORIAL SUPPLIES																					
1 MULTI INSECT KILLER (BAYCON)	can	2	2	2	6	0	0	0	0	0	0	2	6	0	0	0	0	12	300	3,600.00	
2 BATHROOM SOAP, 70gms.	piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12	55.52	666.24	
3					0													0	0	0	
CONSUMABLES																					
1 BROTHER TONER MFC L2700D	piece	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	4000	32,000.00	
2 HP 932 Black CM0575	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	1300	6,500.00	
3 HP 933 CYAN CM0585	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	1000	5,000.00	
4 HP 933 MAGENTA CM0595	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	1000	5,000.00	
5 HP 933 YELLOW CM0605	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	1000	5,000.00	
6 Queueing Tape	roll	0	0	1500	1500	0	0	0	0	0	0	0	0	0	0	0	0	1500	80	120,000.00	
7 Notepad Gold Seal	box	0	0	500	500	0	0	0	0	0	0	0	0	0	0	0	0	500	500	250,000.00	
8 Eyelids (250 pcs/case)	case	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	130	13,000.00	
9 EPSON ERC 32 Ribbon Cartridge	cart	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	100	6,000.00	
10 Samsung ML2070W Toner	cart	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	2450	19,600.00	
11 TONER CANON 35-A BLACK	cart	0	0	44	44	0	0	0	0	0	0	0	0	0	0	0	0	44	1400	61,600.00	
12 DRINKING WATER SUPPLY WITH PLASTIC WATER CUPS	BOT	0	0	480	480	0	0	0	0	0	0	0	0	0	0	0	0	480	44	21,120.00	
13 Samsung Toner Cartridge (ML-D3470B/SEE)	cart.	0	0	9	9	0	0	0	0	0	0	0	0	0	0	0	0	9	737.36	6,636.24	
14 INK CART, CANON PG-810, Black	cart.	0	0	9	9	0	0	0	0	0	0	0	0	0	0	0	0	9	970.32	8,732.88	
15 INK CART, CANON CL-811, Colored	cart.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16 Ink Cartridge - Printer (EPSON L210) black	cart	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	300	600.00	
17 Ink Cartridge - Printer (EPSON L210) blue	cart	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	350	700.00	
18 Ink Cartridge - Printer (EPSON L210) red	cart	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	350	700.00	
19 Ink Cartridge - Printer (EPSON L210) yellow	cart	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	350	8,400.00	
20 Ribbon Cartridge, EPSON ERC 32	cart	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	100	2,400.00	
21 Tape, Cash Register, 44mm	roll	0	0	120	120	0	0	0	0	0	0	0	0	0	0	0	0	120	10	1,200.00	
22 MOTOR OIL	Liter	1	1	1	3	1	1	1	3	1	1	2	5	1	1	1	3	14	14	250	3,500.00
23 OIL FILTER	Piece	1	1	1	3	1	1	1	3	1	2	2	5	1	1	1	3	14	480	6,720.00	
24 SPARK PLUG	Set	2	1	1	4	0	1	1	2	3	3	0	4	7	0	0	0	14	480	6,720.00	
25 SPARK PLUG OIL SEAL	Piece	1	1	0	1	0	0	0	2	2	2	0	2	2	0	0	0	5	1200	6,000.00	
26 COOLANT	Piece	1	1	1	3	1	1	1	1	1	1	1	3	3	1	1	3	12	200	2,400.00	
27 BATTERY	Piece	2	1	1	4	0	1	1	2	3	3	0	4	7	0	0	0	14	8000	112,000.00	
28 POWER STEERING FLUID	Piece	0	1	0	1	0	0	0	1	1	1	0	0	1	0	0	0	3	300	900.00	
29 ATF	Liter	0	1	0	1	0	0	1	1	0	0	0	0	1	0	0	0	3	300	900.00	
30 FRONT BRAKE PAD	Set	2	1	1	4	0	1	2	3	3	0	4	7	0	0	0	0	14	1800	25,200.00	
31 REAR BRAKE SHOE	Set	2	1	1	4	0	0	1	1	1	2	3	4	7	0	0	0	14	1400	19,600.00	
32 HALOGEN BULB	Piece	2	1	1	4	0	0	1	2	3	3	0	4	7	0	0	0	14	800	11,200.00	
33 TAIL LIGHT BULB	Piece	2	1	1	4	0	1	1	2	3	3	0	4	7	0	0	0	14	500	7,000.00	
34 BRAKE FLUID	Liter	1	0	0	1	1	0	0	0	0	0	0	0	1	0	0	1	4	250	1,000.00	
35 HD5000, VMACK, HDPS000 FILM (for Diplomatic ID printer)	rolls	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	9750	146,250.00	
36 Calligraphy Pilot Parallel Pens	pcs	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12	1737.42	20,849.04	
37 Envelope NV with dry seal and OFA logo A4	pcs	150	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	150	45	6,750.00	
38 Envelope NV with dry seal and OFA logo, Legal size	pcs	150	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	150	45	6,750.00	
39 Placecards with DFA logo, small size	pcs	300	0	0	300	0	0	0	0	0	0	0	0	0	0	0	0	300	30	9,000.00	
40 Paper Note Verbal DFA embossed	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41 Signling Folders (legal size) Dark Blue	pcs	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	300	3,000.00	
42 Folder Presentation, transparent 1st cover, legal size black	pcs	150	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	150	30	4,500.00	
43 Fountain Pen bilateral signings	unit	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	14000	84,000.00	
44 SFA Invitation Cards and envelopes with embossed gold seal	set	2100	0	0	2100	0	0	0	0	0	0	0	0	0	0	0	0	2100	50	105,000.00	
45 Cup and saucer (24 pcs)	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	1	4	500	2,000.00	
46 Table spoon and fork - (24 pcs)	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	1	4	350	1,400.00	
47 Teaspoon and fork - (24 pcs)	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	1	4	250	1,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
48. TONER CART. HP CB541A, Cyan	cart	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	2984.8	11,939.20
49. TONER CART. HP CB542A, Yellow	cart	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	2984.8	11,939.20
50. TONER CART. HP CB543A, Magenta	cart	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	2984.8	17,908.80
51. CARTRIDGE, BROTHER MFC-9330CDW, TN261 BLACK	PIECE	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	5000	10,000.00
52. CARTRIDGE, BROTHER MFC-9330CDW, TN261 YELLOW	PIECE	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	5000	10,000.00
53. CARTRIDGE, BROTHER MFC-9330CDW, TN261 CYAN	PIECE	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	5000	10,000.00
54. CARTRIDGE, BROTHER MFC-9330CDW, TN261 MAGENTA	PIECE	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	5000	10,000.00
55. DRUM, BROTHER MFC-9330CDW, DR261CL CMY	PIECE	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	6000	12,000.00
56. DRUM, BROTHER MFC-9330CDW, DR261CL BLACK	PIECE	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	8000	16,000.00
57. BT6000 Black	bot	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	500	6,000.00
58. BT5000 C	bot	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	500	6,000.00
59. BT5000 M	bot	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	500	6,000.00
60. BT5000 Y	bot	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	500	6,000.00
61. TONER CART. HP CF400A (HP201A) Black LaserJet	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3499	6,998.00
62. TONER CART. HP CF401A (HP201A) Cyan LaserJet	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3499	6,998.00
63. TONER CART. HP CF402A (HP201A) Yellow LaserJet	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3499	6,998.00
64. TONER CART. HP CF403A (HP201A) Magenta LaserJet	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3499	6,998.00
65. canon ink 790 (black)	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	3610	10,830.00
66. canon ink 790 (cyan)	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	3610	10,830.00
67. canon ink 790 (magenta)	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	3610	10,830.00
68. canon ink 790 (yellow)	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	3610	10,830.00
69. Office Equipment and Accessories					0													0		0
1. Cartridge (TN2025) for Brother Fax Machine 2820	roll	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	2000	6,000.00
2. Money Detector With UV light	unit	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2000	4,000.00
3. Bar Stool	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	3200	16,000.00
4. Clerical Chair	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	3570	17,850.00
5. Office Table	unit	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	3000	15,000.00
6. OIC's Chair	unit	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	5000	5,000.00
7. FILE HOLDER BOX	piece	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	84	672.00
8. MICROWAVE OVEN	unit	4	0	0	4	4	0	0	4	4	0	0	4	4	0	0	0	8	4000	32,000.00
9. OVEN TOASTER	unit	4	0	0	4	4	0	0	4	4	0	0	4	4	0	0	0	8	3000	24,000.00
10. VARIOUS DINNER PLATE	pcs	100	0	0	100	0	0	0	0	100	0	0	0	0	0	0	0	200	200	40,000.00
11. VARIOUS DRINKING GLASS	pcs	100	0	0	100	0	0	0	0	100	0	0	0	0	0	0	0	200	200	40,000.00
12. VARIOUS KITCHEN UTENSIL	pcs	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	5000	50,000.00
Office Supplies																				
1. MAP PIN, round head	case	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	40.35	40.35
2. PUSH PIN, flat head type, assorted colors, 100 pieces/case	case	4	0	4	8	0	0	0	0	1	0	0	0	0	0	0	0	11	24.96	274.56
3. RING BINDER, plastic 25mm, 10 pieces per bundle	bundle	0	0	0	0	0	0	0	0	10	10	0	0	0	0	0	10	20	150.8	3,016.00
4. RING BINDER, plastic 50mm, 10 pieces per bundle	bundle	0	0	0	0	0	0	0	0	5	5	0	0	0	0	0	5	10	150.8	1,508.00
5. Plastic Cover	roll	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	1000	50,000.00
6. Bubble Wrap	roll	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	1000	50,000.00
7. Glue Stick	pcs	0	0	500	500	0	0	0	0	0	0	0	0	0	0	0	0	500	30	15,000.00
8. Dater (manual type)	pcs	0	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	400	154	61,600.00
9. CDR/CDRW	pcs	0	0	500	500	0	0	0	0	0	0	0	0	0	0	0	0	500	20	10,000.00
10. Face Mark	pcs	0	0	1200	1200	0	0	0	0	0	0	0	0	0	0	0	0	1200	25	30,000.00
11. Ballpoint Pen, Black	piece	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	8	480.00
12. Ballpoint Pen, Blue	piece	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	8	480.00
13. Ballpoint Pen, Red	piece	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	8	480.00
14. Dater, Manual	piece	0	0	18	18	0	0	0	0	0	0	0	0	0	0	0	0	18	75	1,350.00
15. Gluestick	roll	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	51.85	1,244.40
16. Queuing Tape (Thermal Paper)	piece	0	0	45	45	0	0	0	0	0	0	0	0	0	0	0	0	45	98	4,410.00
17. Desk Pen	piece	0	0	120	120	0	0	0	0	0	0	0	0	0	0	0	0	120	35	4,200.00
18. Cork Board	box	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	700	4,200.00
19. Map pins	box	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	50	200.00
20. Advance POS Thermal Paper	roll	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	250	25,000.00
21. Skykriit Folder Long, Brown	ream	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	265	530.00
22. Passport Slip	sets	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0
23. Passport Application Form	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	0	0
24. Cash register tape, veco, 44mm	roll	0	0	120	120	0	0	0	0	0	0	0	0	0	0	0	0	120	13	1,560.00
25. Ballk bayan box	pieces	50	0	0	50	0	0	0	0	50	0	0	0	0	0	0	0	100	150	15,000.00
26. Ballpoint pen, black 0.1mm (uniball gel impact)	pieces	50	0	0	50	0	0	0	0	50	0	0	0	0	0	0	0	100	95	9,500.00
27. Ballpoint pen, black 1.2's	box	50	0	0	50	0	0	0	0	50	0	0	0	0	0	0	0	100	276	27,600.00
28. Ballpoint pen, blue 1.2's	box	50	0	0	50	0	0	0	0	50	0	0	0	0	0	0	0	100	276	27,600.00
29. Ballpoint pen, red 1.2's	box	50	0	0	50	0	0	0	0	50	0	0	0	0	0	0	0	100	276	27,600.00
30. Battery, 9V	pieces	10	0	0	10	0	0	0	0	10	0	0	0	0	0	0	0	20	180	3,600.00
31. Battery, size C, 2's	pack	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	0	50	280	14,000.00
32. Bubble wrap, 1mtr x 100 yards	roll	5	0	0	5	3	0	0	3	5	0	0	0	0	0	0	0	13	2000	26,000.00
33. Cork board, 3 x 6	pieces	2	0	0	2	0	0	0	0	2	0	0	0	0	0	0	0	4	1500	6,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Quantity	
34 White board 3 x 6	pieces	3			3														6	3000	18,000.00
35 Correction fluid	pcs	10			10				10										40	30	1,200.00
36 Cotton, 200gms	roll																		20	150	3,000.00
37 Extension cord, 5 mtrs, 6 outlets	pcs	5			5														10	700	7,000.00
38 Folder, Presentation, A-4 size	pcs	125			125														250	45	11,250.00
39 Folder, Presentation, legal size	pcs	125			125														250	55	13,750.00
40 Glue stick	pcs	100			100														200	45	9,000.00
41 Illustration board, 2 x 3	pcs	25			25														50	30	1,500.00
42 In and out tray, plastic	pcs	10			10														20	250	5,000.00
43 Index card, plain, 500's	pack	3			3														5	285	1,425.00
44 Laminating film, A-4 size	pack	3			3														5	890	4,450.00
45 Laminating film, for 70mm x 100mm	pack	3			3														5	240	1,200.00
46 Marker, permanent artline, 400X6, white	pcs	75			75														150	195	29,250.00
47 Note pad, 3 x 5	pad	10			10														40	854	34,160.00
48 Nylon cord, 3-1/2mm	roll	8			8														265	130	34,450.00
49 Paper fastener, w/ vinyl plastic	box	75			75														150	45	6,750.00
50 plastic cover/ wrapping 4 x 100yard	roll	0			0														1	2480	2,480.00
51 Puncher, one hole	pcs	3			3														6	700	4,200.00
52 Puncher, 3 hole	pcs	1			1														2	1700	3,400.00
53 Rubber stamp, tread	pcs	15			15														25	2700	67,500.00
54 Ruler, 300mm	pcs	20			20														40	100	4,000.00
55 Dry seal	pcs	50			50														100	1900	190,000.00
56 Wet seal	pcs	50			50														100	1700	170,000.00
57 Sign pen, black 0.7mm	pcs	50			50														100	54	5,400.00
58 Sign pen, black, 1.0mm	pcs	30			30														60	95	5,700.00
59 Sign pen, blue 0.7mm	pcs	50			50														100	54	5,400.00
60 Sign pen, blue 1.0mm	pcs	30			30														60	95	5,700.00
61 Sign pen, red 0.7mm	pcs	30			30														60	54	3,240.00
62 Snap hook	pcs	50			50														100	300	30,000.00
63 Stamp pad ink, black artline	bottle	5			5														10	125	1,250.00
64 Staple wire, 23/24	box	5			5														10	75	750.00
65 Staple wire, 23/13	box	5			5														10	250	2,500.00
66 Staple wire No. 10	box	3			3														5	375	3,750.00
67 Stapler ETONA	pcs	1			1														2	2800	5,600.00
68 Stapler No. 10	pcs	5			5														10	70	700.00
69 Stick on note "SIGN HERE"	pad	25			25														50	130	6,500.00
70 Tape, double adhesive 3M, 2"	roll	10			10														20	140	2,800.00
71 Tape, duct cloth 2"	roll	10			10														20	140	2,800.00
72 3 hole binder folder B5cm X 135cm	pieces	25			25														30	74	2,220.00
73 Sign pen, Uni-ball GEL, IMPACT - BLACK	pc	0			100														300	40	12,000.00
74 Sign pen, Uni-ball GEL, IMPACT - BLUE	pc	0			100														300	40	12,000.00
75 Sign pen, Uni-ball GEL, IMPACT - RED	pc	0			100														300	40	12,000.00
76 Glue stick	piece	0			50														50	35	1,750.00
77 Stick on notes w/ "PRINT" "SIGN HERE" 3m	pack	0			24														24	150	3,600.00
78 Folder Presentation Plastic (Blue A4)	piece	0			150														150	50	7,500.00
79 Folder Presentation Plastic (Blue Legal Size)	piece	0			150														150	55	8,250.00
80 Postal Tube w/ End Caps (Packaging paper - W-7cm/L-100cm)	piece	0			12														12	250	3,000.00
81 Sticky Notes/Index Tabs (NEON COLOR)	pack	0			12														12	350	4,200.00
82 COLORED PAPER, Green, Legal - 500pc/ream	ream	0			12														12	200	2,400.00
83 STAPLER REMOVER - Staples filer	piece	0			100														100	25	2,500.00
84 CLIP, Backfold, 15mm, 12 pcs per box	box	0			2														2	4437	8,874.00
85 CARTRIDGE BLACK (HP OFFICE JET PRO 7740 - ALL IN ONE PRINTER)	box	0			2														2	3111	6,222.00
86 CARTRIDGE CYAN (HP OFFICE JET PRO 7740 - ALL IN ONE PRINTER)	box	0			2														2	3111	6,222.00
87 CARTRIDGE MAGENTA (HP OFFICE JET PRO 7740 - ALL IN ONE PRINTER)	box	0			2														2	3111	6,222.00
88 CARTRIDGE YELLOW (HP OFFICE JET PRO 7740 - ALL IN ONE PRINTER)	box	0			2														2	1800	3,600.00
89 CARTRIDGE BROTHER FACSIMILE (MODEL 2840)	box	0			2														2	3500	7,000.00
90 TONER (BROTHER FACSIMILE MODEL 2840)	box	0			2														2	450	900.00
91 CARTRIDGE BLACK (HP OFFICE JET PRO 7740 - ALL IN ONE PRINTER)	box	0			2														2	450	900.00
92 TONER (HP G752 (BLACK, 80CC)	piece	0			2														2	450	900.00
93 TONER (HP G752 (CYAN, 70CC)	piece	0			2														2	450	900.00
94 TONER (HP G752 (MAGENTA, 70CC)	piece	0			2														2	450	900.00
95 TONER (HP G752 (YELLOW, 70 CC)	piece	0			2														2	450	900.00
96 PLASTIC FOLDER, Transparent 1st cover A4	piece	0			150														150	79.95	11,992.50
97 BLUE PAPER, Legal size	ream	0			10														10	350	3,500.00
98 REGULAR BALLPEN (Black) Preferably pilot	piece	0			24														24	30	720.00
99 REGULAR BALLPEN (Blue) Preferably pilot	piece	0			24														24	30	720.00
100					0														0	0	-
Audio and visual presentation and composing equipment																					-
1 Laptop Microphone	sets	0			2														2	1500	3,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
2. LED Television 32"	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	14500	14,500.00	
3. Megaphone	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	4	4000	16,000.00	
4. Microphone, heavy duty	unit	5	0	0	5	0	0	0	0	0	0	0	0	5	0	0	5	15	4000	60,000.00	
5					0													0		-	
Photographic or filming or video equipment																					
1. Digital camera, High definition	unit	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	2	12000	24,000.00	
2. Mobile communication	unit	20	0	0	20	0	0	0	20	20	0	0	0	0	0	0	0	40	14000	560,000.00	
3. BATTERY EN-EL 15 for Nikon D7000 Camera	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4000	8,000.00	
4. BATTERY CHARGER EN-EL 15 V1 for Nikon D7000 Camera	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3500	3,500.00	
5. MK-D7000 BATTERY GRIP for Nikon D7000	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2900	2,900.00	
6					0													0		-	
Cleaning Equipment and Supplies																					
1. DISHWASHING PASTER, big	piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12	76.13	913.56	
2. LIQUID HAND SOAP	bottle	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12	115.5	1,386.00	
3. Glass Cleaner	bottle	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	130	3,120.00	
4. Car Drying Towel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
5. Car Freshener	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
6. Car Shampoo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
7. Feather Duster	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
8. Pail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
9. Windshield Squeegee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
10. Sponge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
11. Face Mask	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
12. Gloves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
13. Hand Sanitizer with Dispenser	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
14					0				0				0				0	0	0	-	
Paper Materials and Products																					
1. DFA Letterhead (A4 size)	ream	0	0	0	0	1000	0	0	1000	0	0	0	0	0	0	0	0	0	1000	200	200,000.00
2. DFA Letterhead (Legal size)	ream	0	0	0	0	700	0	0	700	0	0	0	0	0	0	0	0	700	250	175,000.00	
3. SFA Letterhead with seal (A4 size)	ream	0	0	0	0	20	0	0	20	0	0	0	0	0	0	0	0	20	200	4,000.00	
4. SFA Letterhead with seal (Legal size)	ream	0	0	0	0	15	0	0	15	0	0	0	0	0	0	0	0	15	250	3,750.00	
5. SFA Letter envelopes with seal (A4 size), white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	100	4,000.00
6. Storage box, 15W X 24L 10H X 3/16T	piece	0	0	0	0	100	0	0	100	0	0	0	0	0	0	0	0	100	150	15,000.00	
7. Ballpoint box, 20" X 20"	piece	0	0	0	0	50	0	0	50	0	0	0	0	0	0	0	0	50	40	2,000.00	
8. Mail self-adhesive labels	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300.00	
9. Barcode ink, ribbon GX-4, 110mm x 74mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2300	23,000.00	
10. Barcode sticker, polyester white, 2.0 X 1.0	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52	156.00	8,003.32
11. Carolina white, 20 pieces per pack	box	1	0	1	2	0	0	0	1	0	0	0	0	0	0	0	0	1	800.32	1,600.64	11,050.00
12. Envelope, brown, plain legal, 500s/box	box	2	0	2	4	2	0	0	0	0	0	0	0	0	0	0	0	13	850	11,050.00	
13. Envelope, brown, expanding with rubber string, 100s/box	box	1	0	1	2	1	0	0	1	3	2	0	1	2	0	0	0	5	500	2,500.00	
14. Envelope, brown, w/DFA return address, Legal, 550s/box	box	1	0	1	2	1	0	0	1	1	1	0	1	1	0	0	0	5	500	2,500.00	
15. Envelope, brown, w/DFA return address, A4 550s/box	piece	2	0	2	4	1	0	0	0	1	0	0	0	1	1	0	2	5	500	2,500.00	
16. Illustration Board (30" X40")	piece	2	0	2	4	1	0	0	0	1	0	0	0	0	0	0	0	5	35.05	175.25	
17. Index Card box, 5"x8"	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55.12	55.12	
18. Index Card, 5"x8", 500 pieces per pack	pack	1	0	1	2	1	0	0	1	1	0	0	0	0	0	0	0	4	139.34	557.36	
19. Manila Paper, 10 sheets per pack	pack	1	0	1	1	1	0	0	1	1	0	0	0	0	0	0	0	4	104.00	404.00	
20. Self Adhesive Sticker Paper label	pack	10	0	5	15	10	0	0	0	10	10	0	0	10	10	0	10	45	100	4,500.00	
21. Paper, DFA letterhead, A4	ream	2	1	2	5	2	1	2	5	2	0	1	3	2	0	0	3	16	850	13,600.00	
22. Paper, DFA letterhead, Legal	ream	2	0	2	4	2	0	0	4	2	0	0	4	2	0	0	1	12	850	10,200.00	
23. Post-it (sign here) pad	pack	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	150	3,000.00	
24. Plastic label 2"x4"	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	25	25.00
25. PLASTIC FOLDER, A4 (blue)	pack	1	0	1	2	1	1	0	2	1	0	0	1	1	0	0	1	6	154.96	929.76	
26. PLASTIC FOLDER, Legal (blue)	pack	2	2	0	4	2	2	0	4	2	0	1	2	1	0	1	2	12	175.76	2,109.12	
27. STAMP PAD	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150.00	
28. COVER SHEET, Confidential, A4	ream	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	1490	5,960.00	
29. COVER SHEET, Confidential, legal	ream	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1690	5,070.00	
30. COVER SHEET, Secret, A4	ream	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1490	1,490.00	
31. COVER SHEET, Secret, legal	ream	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1690	1,690.00	
32. NOTE VERBALE FORM, A4	ream	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	1990	1,990.00	
33. NOTE VERBALE FORM, legal	ream	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	2120	2,120.00	
34. PAPER COLORED, Blue, legal	ream	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	230	1,150.00	
35. PAPER COLORED, Yellow, A4	ream	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	220	1,100.00	
36. PAPER W/DFA Letterhead, A4	ream	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	1160	6,960.00	
37. PAPER W/DFA Letterhead, legal	ream	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	1180	7,080.00	
38. STICK ON NOTES with print (SIGN HERE)	ream	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30	142	4,260.00	
39. ENVELOPE DOCUMENTARY WITH DFA RETURN ADDRESS, FOR A4, 500S	BOX	0	0	0	0	1	1	1	3	0	0	0	0	0	0	0	0	3	942.93	2,828.79	
40. ENVELOPE DOCUMENTARY WITH DFA RETURN ADDRESS, FOR LEGAL, 500S	BOX	0	0	0	0	1	1	1	3	1	1	1	3	0	0	0	0	6	1400	8,400.00	
41. BALKAYAN BOX, MEDIUM	PC	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	80	1,200.00	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
		Total Quantity																		
42 BALUBAYAN BOX, LARGE	PC	15	0	0	15	10	0	0	10	0	0	0	0	0	0	0	0	25	100	2,500.00
43 Letter Head (A4)	ream	0	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	400	120	48,000.00
44 Letter Head (Legal Size)	ream	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	150	7,500.00
45 Note Verbaile (A4)	ream	0	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	400	120	48,000.00
46 CASH REGISTER TAPE, 44mm	roll	0	0	15	15	0	0	0	0	0	0	0	0	0	0	0	0	15	31.5	472.50
47 CASH REGISTER RIBBON, fullmark	unit	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	49.00	196.00
48 FOLDER, expandable, legal	piece	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	24.15	483.00
49 CATALOG ENVELOPE, plain	piece	0	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	400	0.95	380.00
50 STICKER PAPER, Long	ream	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	42	168.00
51 BOND PAPER, colored, long	ream	0	0	36	36	0	0	0	0	0	0	0	0	0	0	0	0	36	36	12,096.00
52 BOND PAPER,LEGAL, GREEN	REAM	0	0	80	80	0	0	0	0	0	0	0	0	0	0	0	0	80	190	15,200.00
53 BOND PAPER,LEGAL, PINK	REAM	0	0	80	80	0	0	0	0	0	0	0	0	0	0	0	0	80	190	15,200.00
54 BOND PAPER,LEGAL, BLUE	REAM	0	0	70	70	0	0	0	0	0	0	0	0	0	0	0	0	70	190	13,300.00
55 BOND PAPER,LEGAL, YELLOW	REAM	0	0	80	80	0	0	0	0	0	0	0	0	0	0	0	0	80	190	15,200.00
56 CASH REGISTER TAPE	roll	0	0	48	48	0	0	0	0	0	0	0	0	0	0	0	0	48	42.3475	2,032.68
57 Multicopy paper, size, 11 x 17, A-3 size	reams	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	450	9,000.00
58 paper multi-colored, assid color, A-4 size	ream	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	330	66,000.00
59 paper multi-colored, legal size	ream	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	350	70,000.00
60 Paper, photo A-4 size	pack	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	187.5	1,875.00
61 Paper, multicopy w/ DFA letterhead, A-4 size	ream	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	1100	240,000.00
62 Paper, multicopy w/ DFA letterhead, legal size	ream	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	1200	240,000.00
63 Note verbaile form, A-4 size with print and seal	ream	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	3500	350,000.00
64 Note verbaile form, legal size with print and seal	ream	200	0	0	200	0	0	0	0	200	0	0	200	0	0	0	0	400	400	160,000.00
65 Various folder, with prints	PCS	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	3200	320,000.00
66 Envelope note verbaile form legal size with print and seal	pack	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	3200	320,000.00
67 Envelope note verbaile form A-4 size with print and seal	pack	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	20	1160	23,200.00
68 A4 size paper with DFA Logo, 500 sheets/ream	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	1270	6,350.00
69 Legal size paper with DFA Logo, 500 sheets/ream	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	430	2,150.00
70 Note Verbaile with envelope, A4 size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	450	900.00
71 Note Verbaile with envelope, Legal size	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	350	700.00
72 A4 size Multi-Color copy 80 gsm (blue)	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	350	7,000.00
73 A4 size Multi-Color copy 80 gsm (green)	ream	0	0	0	0	0	0	0	0	10	0	0	10	0	0	0	0	10	400	3,500.00
74 Legal size Multi-Color copy 80 gsm (pink)	ream	0	0	0	0	0	0	0	0	30	0	0	30	0	0	0	0	30	450	12,000.00
75 Paper, special, white, 80gsm A4 size	ream	0	0	0	0	0	0	0	0	1000	0	0	1000	0	0	0	0	1000	150	150,000.00
76 Box for gifts (pack of 10 pcs)	PC	0	0	1	1	0	0	0	1	1	0	0	1	1	0	0	0	2	250	1,750.00
77 Wrapper for gifts (pack of 10 pcs)	PC	0	0	1	1	0	0	0	1	1	0	0	1	1	0	0	0	4	250	1,000.00
78 Wrapper for gifts (pack of 10 pcs)	PC	0	0	3	3	0	0	0	3	3	0	0	3	3	0	0	0	9	1200	10,800.00
79 Letterhead A4	ream	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2	2700	5,400.00
80 Note Verbal A4	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	200	2,400.00
81 Bond Paper, Colored, A4, Pink	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	200	2,400.00
82 Bond Paper, Colored, A4, Blue	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	200	2,400.00
83 Bond Paper, Colored, A4, Yellow	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	200	2,400.00
84 Bond Paper, Colored, A4, Green	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	200	1,600.00
85 Bond Paper, Colored, A4, Orange	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	200	1,600.00
86 photo paper	ream	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	13	200	2,600.00
87 note verbaile bond paper w/ dfa logo	ream	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	2000	10,000.00
88 bond paper w/ DFA letterhead (size A4)	ream	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	4	950	4,750.00
89 bond paper letterhead (legal size)	ream	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	950	3,800.00
90 note pad w/ DFA letterhead	reams	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	13	23	13,800.00
91 PAPER MULTICOLORED, 14 SIZE	reams	50	0	0	50	50	0	0	50	50	0	0	50	50	0	0	0	100	300	30,000.00
92 PAPER, STICKER A4 SIZE	reams	0	0	0	0	10	0	0	10	10	0	0	10	10	0	0	0	20	70	1,400.00
93																		0	0	0
Lighting and fixtures and accessories																				
1 Bold Light/In Lights 18watts	piece	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	0	80	2,400.00
2 BULB, capsule, 15 watts	piece	0	0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	60	120	7,200.00
3 LED Bulb	piece	0	0	64	64	0	0	0	0	0	0	0	0	0	0	0	0	64	150	9,600.00
4 Compact Fluorescent Lamp (CFL), 18 watts	pieces	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	118	708.00
5 LED tube lights, 16 watts, 18.4in generation	PCS	0	0	1000	1000	0	0	0	0	0	0	0	0	0	0	0	0	1500	1000	1,500,000.00
6 FLUORESCENT TUBE, LED, 15, 14WATTS (FOR OCA)	PCS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1500	200	300,000.00
7 FLUORESCENT TUBE, LED, 15, 28WATTS (FOR OSC)	PCS	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	230	23,000.00
8 LED bulb, 9 watts	PCS	250	0	0	250	0	0	0	0	250	0	0	250	0	0	0	0	500	320	160,000.00
9 Receptacle	PCS	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	150	15,000.00
10																		0	0	0
Electrical equipment and components and supplies																				
1 Tape, double-sided foam	roll	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	39.5	316.80
2 Tape, duct/elech 2"	roll	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	176.5	706.00
3 Tape, electrical 15mm x 15mm	roll	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	4	29.35	117.40
4 ULTRA VIOLET LIGHT, FATS/BLS 4W	tube	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	100	2,400.00
5 EXTENSION CORD, gane type	piece	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	430.16	430.16

Item & Specifications		Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT								
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
6 RJ11 Modular Phone Box	pcs	50	0	0	0	50	0	0	0	0	0	0	0	50	0	0	0	0	0	0	0	100	45	4,500.00	
7 Telephone Flat Cord	Roll	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	3	1500	4,500.00	
8 Telephone Spiral Cord	Pack	50	0	0	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	50	4,500.00	
9 Jumper Wire	Roll	1	0	0	0	1	0	0	1	0	1	0	1	0	0	0	1	1	0	0	0	3	1000	3,000.00	
10 Screwdriver Philips (Cross Type)	pc	0	0	0	0	10	10	0	10	0	0	0	0	0	0	0	0	0	0	0	5	15	100	1,500.00	
11 Screwdriver Slot (Flat Type)	pc	0	0	0	0	10	10	0	10	0	0	0	0	0	0	0	0	0	0	0	5	15	100	1,500.00	
12 Crimper	pc	0	0	0	0	10	10	0	10	0	0	0	0	0	0	0	0	0	0	0	5	15	500	7,500.00	
13 RJ 45 Jack	100 pcs	0	0	0	0	10	10	0	10	0	0	0	0	0	0	0	0	0	0	0	5	15	500	7,500.00	
14 9 Voils Battery	100 pcs	0	0	0	0	30	30	0	30	0	0	0	0	0	0	0	0	0	0	0	5	35	35	1,750.00	
15 Telephone Box for RJ11	100 Pcs.	50	0	0	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	500	1,750.00	
16 Input/Output for RJ45	100 Pcs.	0	0	0	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2	500	1,750.00	
17 Punch Down Tool with 110 and Krone Blade	pc	0	0	0	2	0	2	0	2	0	0	2	2	0	0	0	0	0	0	0	0	4	800	3,200.00	
18 Network Tester	pc	0	0	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	1000	10,000.00	
19 Multifunctional Cable Tester for RJ45 RJ11 and Coax Print Reports	pc	0	0	0	3	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	9000	27,000.00	
20 Flashlight (tactical) heavy duty	pc	5	0	0	5	0	5	0	5	0	0	0	0	5	0	0	5	0	0	0	5	20	3000	60,000.00	
21 Wire Cutter	pc	10	0	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	5	15	500	7,500.00	
22 Cable CAT-6	Box	2	0	0	2	0	2	0	2	0	0	1	1	0	0	0	1	1	0	0	1	5	9000	45,000.00	
23 PVC ELECTRICAL PIPES (VARIOUS KINDS)	pcs	25	0	0	0	0	25	0	0	0	0	0	0	0	0	0	0	25	0	0	0	50	5	90	45,000.00
24 STRAIGHT CONNECTORS w/ LOCK & BUS (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	50	5,000.00	
25 UTILITY BOX (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	80	8,000.00	
26 LUNCTION BOX (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	80	8,000.00	
27 ELEC. PLASTIC MOULDINGS (VARIOUS KINDS)	Box / Rls	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	45	4,500.00	
28 THHN ELECTRICAL WIRES (VARIOUS KINDS)	pcs	15	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	15	0	0	0	30	7000	210,000.00	
29 ELEC. CONDUIT PIPES (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	120	12,000.00	
30 ELECTRICAL SWITCHES (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	150	15,000.00	
31 ELEC. CONVENIENT OUTLETS w/ PLATE COVER (VARIOUS KINDS)	pcs	50	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	0	0	0	100	300	30,000.00	
32 BUILDING LIGHTING SYSTEM (VARIOUS KINDS)	pcs	20	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	20	0	0	0	30	1000	30,000.00	
33 CIRCUIT BREAKERS (VARIOUS KINDS)	sets / pcs	10	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	0	0	0	20	6000	120,000.00	
34 PVC SOLVENT CEMENT	pcs	10	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	0	0	0	20	200	4,000.00	
35 FAL WEATHER DOUBLE ADHESIVE TAPE	pcs	25	0	0	0	0	25	0	0	0	0	0	0	0	0	0	0	25	0	0	0	50	300	15,000.00	
36 ELEC. ROYAL CORD (VARIOUS KINDS)	rolls	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4	0	0	0	8	6500	52,000.00	
37 PENETRATING GULFWD-40)	pcs	25	0	0	0	0	25	0	0	0	0	0	0	0	0	0	0	25	0	0	0	50	350	17,500.00	
38 MAGNETIC CONTACTORS (VARIOUS KINDS)	pcs	10	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	0	0	0	10	7000	70,000.00	
39 ELEC. CIRCUIT RELAYS (VARIOUS KINDS)	pcs	10	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	0	0	0	15	3500	52,500.00	
40 MALE PLUG 3 PRONG HEAVY DUTY	100:	0	0	0	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	200	80	16,000.00		
41 INTERNATIONAL EXTENSION CORD (4 outlet - 15ft)	piece	0	0	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	5	800	4,000.00		
42 TRAVEL ADAPTOR (International)	piece	0	0	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	5	50	250.00		
43 EXTENSION CORD w/ 6 Outlets	piece	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2180	2,180.00		
44																									
Computer Supplies																									
1 Computer Antivirus	piece	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	2430	12,100.00
2 INK, HP PRINTER NO. 60, C4660, BLACK	piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	1800	21,600.00	
3 INK, HP PRINTER NO. 60, C4660, COLOR	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1800	
4 TONER CARTRIDGE, HP12A, BLACK	piece	0	0	4	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	3500	14,000.00	
5 UPS	unit	0	0	3	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	5000	15,000.00	
6 FAX RIBBON, BROTHER PC204	BOX	0	0	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	3600	7,200.00	
7 Toner canon laserjet 303	cart	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	3550	3,950.00		
8 Toner Cartridge, HP Q2612A, black	0	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	1	0	0	
9 Ink cartridge, Black, Brother BK BT6000BK	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	480	1,440.00	
10 Ink cartridge, Cyan, Brother C BT5000C	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	480	480.00		
11 Ink cartridge, Yellow, Brother Y BT5000Y	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	480	480.00		
12 Ink cartridge, Magenta, Brother M BT5000M	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	480	480.00		
13 INK CART., HP CM9324A, (HP704), Black	0	0	0	0	0	0	0	0	0	0	0	20	20	0	0	0	0	0	0	0	20	500	5,000.00		
14 INK CART., HP CM9324A, (HP704), Tri-color	0	0	0	0	0	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	20	500	10,000.00		
15 HP LaserJet Cartridge Black 85A	0	0	0	0	0	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	10	3500	35,000.00		
16 HP LaserJet Cartridge Black 12A	0	0	0	0	0	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	10	3900	39,000.00		
17 HP 126A (Black)	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	4	2600	10,400.00		
18 HP 126A (Cyan)	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	2	2800	5,600.00		
19 HP 126A (Magenta)	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	2	2800	5,600.00		
20 HP 126A (Yellow)	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	2	2800	5,600.00		
21 Brother TN 1000	0	0	0	0	0	0	0	0	0	0	0	20	20	0	0	0	0	0	0	0	20	2500	50,000.00		
22 HEAD SET (Use for Transcriber)	0	0	0	4	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4	2500	10,000.00		
23 KEYBOARD	0	0	0	4	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4	2000	8,000.00		
24																									
Computer Equipment and Accessories																									
1 Keyboard	unit	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	300	3,000.00	
2 Computer Antivirus	unit	0	0	9	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	2000	18,000.00		
3 Desktop Computer w/ led monitor	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30000		
4 Uninterruptible power Supply (UPS)	unit	0	0	3	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3	4000	12,000.00		

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
5 Printer (3 in one Printer)	unit	0	0	2	2													2	7000	14,000.00
6 Canon G2000 Printer Ink- Black	unit	0	0	9	9													9	300	2,700.00
7 Canon G2000 Printer Ink- Tri Color	unit	0	0	4	4													4	500	2,000.00
8 Brother MFC-J200 Refill Ink 4 Colors	bottle	0	0	4	4													4	300	1,200.00
9 Uninterruptible Power Supply (UPS)	unit	0	0	4	4													4	1800	7,200.00
10 Unmanage Kiosk switch hub 24 ports	unit	5	0	0	5													5	10000	50,000.00
11 Network Cable, CAT6	box	3	0	0	3													3	9000	27,000.00
12 RJ45	piece	300	0	0	300													300	15	4,500.00
13 EXTERNAL HAND DRIVE, 2TB, 2.5"HDD, USB 3.0, 1 unit in individual box	unit	0	0	25	25													25	5053	126,325.00
14 FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	unit	0	0	30	30													30	899	26,970.00
15																		0	0	-
*Other Categories																				
1 Dinner Plate (white)	piece	0	0	0	0													0	200	-
2 Protector	unit	0	0	0	0													0	13000	-
3 Printer (colored)	unit	0	0	0	0													0	10000	-
4 Coffee Maker (large)	unit	0	0	0	0													0	2500	-
5 Conference Chair (ergonomic, heavy duty)	unit	0	0	0	0													0	5500	-
6 External hard drive (2tb)	unit	0	0	0	0													0	5000	-
7 Extension cord	unit	2	0	0	2													2	700	1,400.00
8 Smart Television set, 32" LED	unit	0	0	0	0													0	20000	-
9 Oven Toaster	unit	0	0	0	0													0	2500	-
10 Combo Machine	unit	0	0	0	0													0	18000	-
11 SURGICAL MASKS	piece	0	0	30	30													30	20	600.00
12 MEDICAL GLOVES	piece	0	0	30	30													30	25	750.00
13 WATER BASED OIL (FOR AIR HUMIDIFIER)	PC	5	0	0	5													5	400	2,000.00
14 Hand Sanitizer (50 ml)	bottle	0	0	120	120													120	75	9,000.00
15 Tissue (Box)	box	0	0	120	120													120	80	9,600.00
16 Disposable Cups	piece	0	0	6000	6000													6000	0.8	4,800.00
17 Padlock heavy duty	piece	0	0	4	4													4	385	1,540.00
18 Time card for bundy clock, 1009/bundle	bundle	0	0	4	4													4	220	880.00
19 Bedside	bottle	0	0	1	1													1	206.8	206.80
20 Cotton	pack	0	0	2	2													2	135.58	271.16
21 Tape	roll	0	0	1	1													1	1485.00	1,485.00
22 Pain Killer/Reliever	piece	0	0	20	20													20	71.60	1,432.00
23 Paracetamol	piece	0	0	20	20													20	1980	39,600.00
24 Band Aide	box	0	0	1	1													1	480	480.00
25 Emergency Survival Kit	set	0	0	10	10													10	345	3,450.00
26 Face mask 504/box	box	0	0	2	2													2	450	900.00
27 ANTI-BACTERIAL MEDICINES	box	0	0	0	0													0	4,880.00	4,880.00
28 Cefuroxime 500mg Tablet (10's) P345.00/box	box	40	0	0	40													40	630	25,200.00
29 Co-Amoxiclav 625 mg (14's) P450.00/box	box	40	0	0	40													40	1980	79,200.00
30 Erythromycin 500mg Tablet (100's) P610.00/box	box	8	0	0	8													8	310	2,480.00
31 Ofloxacin 200mg Tablet (100's) P300.00/box	box	20	0	0	20													20	1350	27,000.00
32 COUGH AND COLD MEDICINES	box	0	0	0	0													0	0	-
33 Ambroxol HCL 75 mg (100's) P1,350.00/box	box	12	0	0	12													12	1150	13,800.00
Dextromethorphan HBR/ Guafenesin/ Chlorpheniramine Maleate/																				
34 Phenylpropionolamine HCL/ Paracetamol (100's) P1,150.00/box	box	20	0	0	20													20	0	20,000.00
35 ANALGESIC/ANTI-PYRETIC/ANTI-INFLAMMATORY MEDICINES																				
36 Paracetamol 500 mg (100's) P5.75/ piece	piece	1200	0	0	1200													1200	5.75	6,900.00
37 Metformin Acid 500 mg (100's) P34.75/ piece	piece	1000	0	0	1000													1000	34.75	34,750.00
38 Ibuprofen/Paracetamol (100's) P1215.00/box	box	8	0	0	8													8	9720.00	77,760.00
39 Celecoxib 200 mg (100's) P472.50/box	box	8	0	0	8													8	472.5	3,780.00
40 Ibuprofen 400 mg (100's) P180.00/box	box	8	0	0	8													8	180	1,440.00
41 ANTI-DIZZINESS	0	0	0	0	0													0	0	-
42 Betahistine 16mg tablet (100's) P2,475.00/box	box	8	0	0	8													8	2475	19,800.00
43 ANTIACID	0	0	0	0	0													0	0	-
44 Omeprazole 20 mg (30's) P1575.00/box	box	8	0	0	8													8	1575	12,600.00
45 Hydrocortisone N-Butylbromide 10mg Tablet (100's) P33.50/tablet	piece	400	0	0	400													400	33.5	13,400.00
46 Domperidone 10mg Tablet (10's) P105.00/box	box	40	0	0	40													40	105	4,200.00
47 Loperamide 2mg tablet (100's) P52.50/box	box	4	0	0	4													4	52.5	210.00
48 Racecadotril 100mg capsules (20's) P1252.50/box	box	8	0	0	8													8	1252.5	10,020.00
Aluminum Hydroxide Magnesium Hydroxide Simethicone 178mg/233mg/30mg																				
49 Tablet P8 20/tablet	piece	1600	0	0	1600													1600	8.2	13,120.00
50 Simethicone Tablet (plain) - 40mg (10's) P100.00/box	box	20	0	0	20													20	100	2,000.00
51 ANTI-ALLERGY	0	0	0	0	0													0	0	-
52 Lorazepam 10 mg (100's) P220.00/box	box	8	0	0	8													8	270	2,160.00
53 Ceftriaxone 10 mg (100's) P135.00/box	box	8	0	0	8													8	135	1,080.00

Item #	Item Name & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT																											
			Jan												Feb		March				Q1		April		May		June		Q2		July		Aug		Sept		Q3		Oct		Nov		Dec		Q4		Total Quantity
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4											
54	Bethamethasone 250 mcg/Dexchlorpheniramine Maleate 2mg Tablet P35.25/tablet	piece	400	0	0	0	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	35.25	14,100.00										
55	EYE MEDICINES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
56	Tobramycin + Dexamethasone (ointment) P558.00/piece	tube	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	858	6,864.00												
57	Tobramycin + Dexamethasone (drops) P215.00/bottle	bottle	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	215	2,580.00												
58	Tobramycin Eye Drops P112.50/box	box	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	112.5	1,350.00												
59	ANTI-HYPERTENSIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
60	Clonidine Tablet 75mcg - P46.50/tablet	piece	200	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200	46.5	9,300.00												
61	CREAMS AND OINTMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
62	Silver Sulfadiazine 20 grams P295.00/tube	tube	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	295	2,360.00													
63	Mupirocin Ointment 5 grams P200.00/tube	tube	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	200	2,400.00													
64	Mometasone Fluocort 5 grams P250.00/tube	tube	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	250	2,000.00													
65	Oral Gel (Miconazole) 10grams P760.00/tube	tube	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	760	3,040.00													
66	Salbutamol Nebule (30's) P480.00/box	box	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	480	5,760.00													
67	Ipratropium Bromide + Salbutamol Nebule P54.25/piece	nebule	400	0	0	0	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	54.25	21,700.00													
68	Salonpas (10's) P80.00/box	box	20	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	80	1,600.00													
69	Oral Renhydratn Salts (25's) P105.00/box	box	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	105	1,260.00													
70	polymyxin B sulfate, Neomycin Sulfate, Dexamethasone otc drops P300.00/bottle	bottle	12	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	300	3,600.00													
71	MEDICAL SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
72	Cotton Balls 500's (36's)	box	0	0	0	0	0	12	0	0	0	0	12	0	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	12	2500	30,000.00													
73	Face Masks (50's)	box	0	0	0	0	0	12	0	0	0	12	0	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	0	12	63	756.00													
74	Sterile gloves 50 pairs/box	box	0	0	0	0	0	5	0	0	0	5	0	0	0	0	5	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5	650	3,250.00													
75	betadine (gel)	bottle	0	0	0	0	0	2	0	0	0	2	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2700	5,400.00													
76	Hydrogen Peroxide (1lt)	bottle	0	0	0	0	0	2	0	0	0	2	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	12	2250	27,000.00													
77	Sterillum 1000ml	bottle	0	0	0	0	0	12	0	0	0	12	0	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	0	12	72	3,600.00													
78	Alcohol (bott.)	bottle	0	0	0	0	0	50	0	0	0	50	0	0	0	0	50	0	0	0	0	0	50	0	0	0	0	0	0	0	0	50	75	3,600.00													
79	Band-Aid (50's) Medicated Strips	box	0	0	0	0	12	0	0	0	12	0	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	0	0	12	360	4,320.00													
80	Gauze Pad 4x4	box	0	0	0	0	0	24	0	0	0	24	0	0	0	24	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0	24	360	4,320.00													
81	Gauze Pad 2x2	box	0	0	0	0	0	100	0	0	0	100	0	0	0	100	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0	100	14	1,400.00													
82	Syringes 5ml	piece	0	0	0	0	0	100	0	0	0	100	0	0	0	100	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0	100	14	1,400.00													
83	Syringes 5ml	piece	0	0	0	0	0	100	0	0	0	100	0	0	0	100	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0	100	9	900.00													
84	Sterile Needle 23g (box)	piece	0	0	0	0	0	12	0	0	0	12	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	0	0	12	36	432.00													
85	Elastic Bandage 6"	bottle	0	0	0	0	0	4	0	0	0	4	0	0	0	4	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	4	360	1,440.00													
86	Hand Sanitizer (Wall Mount)	bottle	0	0	0	0	0	6	0	0	0	6	0	0	0	6	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	6	675	4,050.00													
87	Medical Chambers	piece	0	0	0	0	0	2	0	0	0	2	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	2200	4,400.00													
88	BP Portable (Aneroid Sphygmomanometer)	piece	0	0	0	0	0	2	0	0	0	2	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	3200	6,400.00													
89	Glucometer	piece	0	0	0	0	0	8	0	0	0	8	0	0	0	8	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	8	1500	12,000.00													
90	Glucometer Test Strips (25's)	piece	0	0	0	0	0	11	0	0	0	11	0	0	0	11	0	0	0	0	0	11	0	0	0	0	0	0	0	0	0	11	180	1,980.00													
91	Glucometer Ultra Soft Lancet (25's)	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	420	1,260.00													
92	Bandage Scissor	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	450	1,350.00													
93	Mayo Curve/Scissor	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	30	90.00													
94	Elastic Bandage 2"	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	450	1,350.00													
95	Mayo forceps Curve	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	30	90.00													
96	Mayo forceps Straight	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	450	1,350.00													
97	BP Cuff	piece	0	0	0	0	0	3	0	0	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	1350	4,050.00													
98	Microscope 2" (Hypocallgenic)	piece	0	0	0	0	0	12	0	0	0	12	0	0	0	12	0	0	0	0	0	12	0	0	0	0	0	0	0	0	0	12	85	1,020.00													
99	Microscope 1" (Hypocallgenic)	piece	0	0	0	0	0	2	0	0	0	2	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	700	1,400.00													
100	Surgical Tray	piece	0	0	0	0	0	6	0	0	0	6	0	0	0	6	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	6	750	4,500.00													
101	Linen	piece	0	0	0	0	0	36	0	0	0	36	0	0	0	36	0	0	0	0	0	36	0	0	0	0	0	0	0	0	0	36	150	5,400.00													
102	Hand Towel (White)	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
103	Laundry Services	twice a month	2	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	2	6	2	2	2	2	6	2	2	2	2	2	24	300	7,200.00													
104	Oxygen Refill (Big Tank)	once a year	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0																												

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
118 CUP AND SAUCER SET, pure white, 18 pairs	set	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3	2300	6,900.00
119 DINNER PLATES, break and chip resistant, pure white, 18pcs (6pcs or 4pcs per set)	set	0	0	0	0	4	0	0	4	0	0	0	0	0	0	0	0	4	3750	15,000.00
120 SERVING PLATTER, break and chip resistant, pure white, 8pcs	piece	0	0	0	0	8	0	0	8	0	0	0	0	0	0	0	0	8	1225	9,800.00
121 SERVING TRAY, wooden filipiniana design	piece	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	3500	7,000.00
122 CUTLERY, 18/0 stainless steel, stain-resistance and durability, service for 6 DRINKING GLASS, tempered thick heat-resistant glass, transparent, oval shape, 123 6pcs	box	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3	2999	8,997.00
124 CLEAR GLOSS LACQUER	box	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3	746	2,238.00
125 COTTON WASTE	box	75	0	0	75	0	0	0	0	25	0	0	25	0	0	0	0	100	700	70,000.00
126 CUTTING DISC # 4"	box	150	0	0	150	0	0	0	0	50	0	0	50	0	0	0	0	200	70	14,000.00
127 DEFORMED STEEL BARS (VARIOUS KINDS)	box	20	0	0	20	0	0	0	0	20	0	0	20	0	0	0	0	40	100	4,000.00
128 DOOR & DOOR JAMB	box	50	0	0	50	25	0	0	25	25	0	0	25	0	0	0	0	100	500	50,000.00
129 DOOR & DOOR JAMB	box	4	0	0	4	0	0	0	0	2	0	0	2	0	0	0	0	6	9000	54,000.00
130 DOOR KNOBS (VARIOUS KINDS)	0	40	0	0	40	0	0	0	0	20	0	0	20	0	0	0	0	60	800	48,000.00
131 DRAWER LOCKS (VARIOUS KINDS)	box	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	300	30,000.00
131 EXPANSION BOLTS W/ NUTS (VARIOUS KINDS)	box	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	350	10,500.00
132 FILLER COMPOUND (MASSIVA) W/ HARDENER (POLYURETH)	box	10	0	0	10	0	0	0	0	5	0	0	5	0	0	0	0	15	700	10,500.00
133 G.I. CORR. / PLAIN SHEETS GA#24 (VARIOUS KINDS)	piece	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	950	28,500.00
134 G.I. WIRES (VARIOUS KINDS)	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	80	8,000.00
135 GRAVEL & SAND	box	300	0	0	300	0	0	0	0	200	0	0	200	0	0	0	0	500	50	25,000.00
136 GRINDING DISC 4"	box	20	0	0	20	0	0	0	0	20	0	0	20	0	0	0	0	40	100	4,000.00
137 HACK SAW BLADE (VARIOUS KINDS)	box	75	0	0	75	0	0	0	0	25	0	0	25	0	0	0	0	100	90	9,000.00
138 LACQUER FLO	0	30	0	0	30	0	0	0	0	20	0	0	20	0	0	0	0	50	800	40,000.00
139 MASONRY DRILL BIT (VARIOUS KINDS)	box	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	400	12,000.00
140 NAILS (VARIOUS KINDS)	0	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	90	18,000.00
141 NYLON CORDS (VARIOUS KINDS)	box	15	0	0	15	0	0	0	0	10	0	0	10	0	0	0	0	25	350	8,750.00
142 PADLOCKS (VARIOUS KINDS)	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	500	10,000.00
143 PAINT BRUSH (VARIOUS KINDS)	box	200	0	0	200	0	0	0	0	200	0	0	200	0	0	0	0	400	60	24,000.00
144 PAINTS (VARIOUS KINDS)	box	250	0	0	250	0	0	0	0	250	0	0	250	0	0	0	0	500	800	400,000.00
145 PLYWOODS SIZE: 3/4 X 4 X 8	box	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	1500	300,000.00
146 RAMSET CARTRIDGE / SET (VARIOUS KINDS)	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	500	10,000.00
147 ROLLER BRUSH (VARIOUS KINDS)	box	200	0	0	200	0	0	0	0	200	0	0	200	0	0	0	0	400	80	32,000.00
148 ROOF CEMENT (VARIOUS KINDS)	0	25	0	0	25	0	0	0	0	15	0	0	15	0	0	0	0	40	1200	48,000.00
149 SAND PAPER (VARIOUS KINDS)	box	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	190	38,000.00
150 SANDING SEALER	box	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	650	97,500.00
151 SILICON SEALANT (VARIOUS KINDS)	piece	75	0	0	75	0	0	0	0	25	0	0	25	0	0	0	0	100	200	20,000.00
152 STEEL DRILL BIT (VARIOUS KINDS)	0	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	300	9,000.00
153 STEEL FLAT BARS (VARIOUS KINDS)	tube	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	400	12,000.00
154 TILES (VARIOUS KINDS)	bottle	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	250	50,000.00
155 TOX W/ SCREWS (VARIOUS KINDS)	box	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	250	5,000.00
156 WOOD FILLER (fillnite)	0	40	0	0	40	0	0	0	0	40	0	0	40	0	0	0	0	80	250	20,000.00
157 WOOD GLUE	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	220	22,000.00
158 WOOD STAIN (VARIOUS KINDS)	0	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	500	15,000.00
159 PIPE JOINTING EPOXY SET A AND B	tube	20	0	0	20	0	0	0	0	10	0	0	10	0	0	0	0	30	800	24,000.00
160 CHLORINE	tube	4	0	0	4	0	0	0	0	4	0	0	4	0	0	0	0	8	1500	12,000.00
161 FAUCETS REPAIR KITS (VARIOUS KINDS)	tube	25	0	0	25	0	0	0	0	25	0	0	25	0	0	0	0	50	60	3,000.00
162 FLEXIBLE HOSE (VARIOUS KINDS)	tube	50	0	0	50	0	0	0	0	30	0	0	30	0	0	0	0	80	350	28,000.00
163 FLOAT SWITCH (VARIOUS KINDS)	0	3	0	0	3	0	0	0	0	3	0	0	3	0	0	0	0	6	1000	6,000.00
164 G.I. PVC FITTINGS (VARIOUS KINDS)	box	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	200	20,000.00
165 G.I. PIPES (VARIOUS KINDS)	metile	15	0	0	15	0	0	0	0	15	0	0	15	0	0	0	0	30	500	15,000.00
166 GATE VALVES (VARIOUS KINDS)	box	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	1000	20,000.00
167 DOOR HINGES (VARIOUS KINDS)	box	50	0	0	50	0	0	0	0	25	0	0	25	0	0	0	0	75	400	30,000.00
168 PAINT TRAY (PLASTIC)	bottle	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	35	3,500.00
169 PVC PIPES (VARIOUS KINDS)	0	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	400	40,000.00
170 CAST IRON PIPE (NO HUB) ALL SIZE / FITTINGS AND CONNECTION	box	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	5	5000	25,000.00
171 TOILET BOWL / URINALS / LAVATORY SET	box	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	7000	70,000.00
172 TOILET FAUCETS (VARIOUS KINDS)	box	25	0	0	25	0	0	0	0	5	0	0	5	0	0	0	0	30	3000	90,000.00
173 TOILET FITTINGS & ACCESSORIES (VARIOUS KINDS)	bottle	30	0	0	30	0	0	0	0	20	0	0	20	0	0	0	0	50	1000	50,000.00
174 TOILET FLUSH & REPAIR KITS (VARIOUS KINDS)	bottle	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	3500	70,000.00
175 TOILET MIRRORS (VARIOUS KINDS)	bottle	4	0	0	4	0	0	0	0	3	0	0	3	0	0	0	0	7	10000	70,000.00
176 WATER PLUG / PROOFING CEMENT (VARIOUS KINDS)	bottle	10	0	0	10	0	0	0	0	5	0	0	5	0	0	0	0	15	1500	22,500.00
177 WATER RESERVOIR FLOAT VALVE (VARIOUS KINDS)	box	4	0	0	4	0	0	0	0	2	0	0	2	0	0	0	0	6	2500	15,000.00
178 C-Clamp Vise	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4500	9,000.00
179 Chipping Nail Set	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	450	450.00
180 Connector, XLR, male & female	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	150	15,000.00
181 ELECTRIC DISC, DIAMOND CUTTER 4"	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	350	7,000.00
182 Gloves, Cloth	piece	25	0	0	25	0	0	0	0	25	0	0	25	0	0	0	0	50	45	2,250.00
183 Gloves, Cotton with rubber insulation	piece	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0				

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
184. Gloves, Electrosoft, High Voltage	bottle	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	8200	16,400.00
185. Combination box-open wrench all size	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	5000	5,000.00
186. Fuel for Generator (Main Bldg and ASEAN) including delivery cost	piece	2500	0	0	2500	0	0	0	0	2500	0	0	0	0	0	0	0	5000	65	325,000.00
187. Gloves, Leather, working	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	210	4,200.00
188. Gloves, Silicon	piece	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25	200	5,000.00
189. Gloves, Welding	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	585	585.00
190. Gras Scissors	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1250	3,750.00
191. Gun, Silicon Sealant (HD)	piece	3	0	0	3	0	0	0	0	2	0	0	2	0	0	0	0	5	700	3,500.00
192. Hackaw Holder	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1500	4,500.00
193. Hard Hat	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	350	7,000.00
194. Hose, Compressor, with fittings	piece	30	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	30	200	6,000.00
195. Ladder, A-Type, aluminum, 6' 8" and 12', 2 pc Each	piece	3	0	0	3	0	0	0	0	2	0	0	2	0	0	0	0	5	4500	22,500.00
196. Monkey Wrench (ALL SIZES)	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3300	3,300.00
197. Solderpot	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	950	1,900.00
198. Soldering Iron-220 VOLTS- 60WZ- 60 WATTS	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	785	785.00
199. Soldering Lead 60/40	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	455	455.00
200. Soldering Paste	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	235	235.00
201. Stand, microphone	twice a month	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	1500	6,000.00
202. Wire Gauge	once a year	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2500	2,500.00
203. Ordinary plywood size 1/2 x 4 x 8	once a year	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	800	80,000.00
204. Ordinary plywood size 1/4 x 4 x 8	0	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	500	50,000.00
205. Good lumber size 1/2 x 1 x 8 (edging)	piece	250	0	0	250	0	0	0	0	150	0	0	150	0	0	0	0	400	60	24,000.00
206. Good lumber size, 2 x 2 x 8 KD sds	piece	20	0	0	20	0	0	0	0	50	0	0	50	0	0	0	0	70	250	17,500.00
207. Good lumber size, 2 x 3 x 8 KD sds	piece	200	0	0	200	0	0	0	0	50	0	0	50	0	0	0	0	250	400	100,000.00
208. Paint thinner (boyson)	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	400	40,000.00
209. Lacquer thinner (boyson)	piece	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	500	75,000.00
210. Fabricated GI gutter GA-24, spanish style, 8ft length	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	250	25,000.00
211. Reciprocating air compressor 1.0 hp w/ hose, 10mtrs	roll	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	14800	14,800.00
212. Welding Rods (Various kinds)	roll	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	1500	15,000.00
213. Distilled Water (For Battery)	roll	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	50	10,000.00
214. Gravity Feed Spray Gun	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4600	9,200.00
215. Grinding wheel (6" x 1" x 3/4")	set	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	750	1,500.00
216. Plywood Denarra, 1/4 x 4 x 8	set	20	0	0	20	0	0	0	0	20	0	0	20	0	0	0	0	60	1000	60,000.00
217. ASEAN Flag (outdoor)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	350	350.00
218. push cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1500	-
219. ID Lace - blue	0	0	0	0	0	0	0	0	0	100	0	0	100	0	0	0	0	100	35	3,500.00
220. ID Lace - yellow	0	0	0	0	0	0	0	0	0	100	0	0	100	0	0	0	0	100	35	3,500.00
221. ID Lace - red	0	0	0	0	0	0	0	0	0	100	0	0	100	0	0	0	0	100	35	3,500.00
222. ID Lace - green	0	0	0	0	0	0	0	0	0	100	0	0	100	0	0	0	0	100	35	3,500.00
223. ID plastic jacket (standard size)	0	0	0	0	0	0	0	0	0	500	0	0	500	0	0	0	0	500	21.5	10,750.00
224. Bilibayan Box	0	0	0	0	0	0	0	0	0	50	0	0	50	0	0	0	0	100	220	22,000.00
225. Invitation card with seal and envelope	0	0	0	0	0	0	0	0	0	200	0	0	200	0	0	0	0	200	99.5	19,900.00
226. Philippine Flag	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	350	350.00
227. Red Wine	bottle	0	0	10	10	0	0	10	10	0	0	10	10	0	0	0	15	45	800	36,000.00
228. White Wine	bottle	0	0	10	10	0	0	10	10	0	0	10	10	0	0	0	10	40	800	32,000.00
229. Champagne	bottle	0	0	10	10	0	0	10	10	0	0	10	10	0	0	0	10	40	900	36,000.00
Office CHAIRS (medium back black junior executive chair, leatherette upholstered, gas lift height adjustment, chrome base, 360 swivel function)	piece	3	2	0	5	0	0	0	0	3	2	0	5	0	0	0	0	10	4500	45,000.00
DINING CHAIRS (leatherette upholstered chair padded with durable foam seat and back, color dark gray with wooden leg, no arm rest	piece	3	2	0	5	0	0	0	0	2	3	0	5	0	0	0	0	10	4000	40,000.00
232. Vertical filing Cabinet 4 drawers, all metal body, w/key lock mechanism	piece	0	0	1	1	0	0	1	1	0	0	0	0	1	0	0	1	3	10000	30,000.00
233. Ink Cart HP Deskjet GT 5810, Black	cart	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	825	4,950.00
234. Ink Cart HP Deskjet GT 5810, Cyan	cart	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	825	4,950.00
235. Ink Cart HP Deskjet GT 5810, Yellow	cart	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	825	4,950.00
236. Ink Cart HP Deskjet GT 5810, Magenta	cart	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	825	4,950.00
237. LOY DISHWASHING LIQUID (800ml)	piece	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	12	450	5,400.00
238. SCOTCH BRITE SCRUB SPONGE	pack	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	150	900.00
239. INTERFOLD PAPER HAND TOWEL (FEMME -175 PULLS - 1 PLY)	pack	0	0	50	50	0	0	0	0	52	0	0	52	0	0	0	0	102	65	6,630.00
240. HARD HAT SAFETY HELMET (FOR THE EARTHQUAKE - BLUE COLOR)	piece	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	20	425	8,500.00
241. HARD HAT (white color) for earthquake protection	0	0	0	16	16	0	0	0	0	0	0	0	0	0	0	0	0	16	1000	16,000.00
242. Office supplies to be sourced from the Petty Cash	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	6605.45	6,605.45
243. TONER, CANON/CE, CANON 303	cart	30	0	0	30	0	0	0	0	2	0	0	0	0	0	0	0	32	3245	103,840.00
244. TALL HIGH GLASS	piece	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	20	180	3,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
245 FOOD SERVING TRAY	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1000	3,000.00
246 WORLD GLOBE REPROLOGIE TRAVELER	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2000	2,000.00
247					0				0				0				0	0		-
C TOTAL (A+B):																			36,572,629.4	
D ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			3,657,262.94	
E GRAND TOTAL (C+D)																			40,229,892.34	
F APPROVED BUDGET BY THE AGENCY HEAD IN FIGURES and WORD																			40,229,892.34	
G MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores																				
G.2 Other Items not available at PS but regularly purchased from other sources																				
TOTAL MONTHLY CASH REQUIREMENTS																				

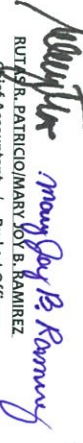
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved:


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


RUTSR. PATRICIO/MARY JOI B. RAMIREZ
Chief Accountant / Budget Officer
Department of Foreign Affairs


LINGLINGAY E. LACANLALE
Undersecretary for Administration and
Head of the Procuring Entity

Date: