

Introduction:

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

Instructions

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

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

Department/Bureau/Office: NATIONAL IRRIGATION ADMINISTRATION

X078

Contact Person JEANNIE O. TANIEGRA

Region: **MAIN & NCR**

National Immigration Administration

Position: Procurement Analyst B

Address: NIA EDSA Diliman, Quezon City

E-mail : jeannie_taniegra@yahoo.co

Telephone/Mob 9236637520

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PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

1	10191509- IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	383	25	61	59	27	101	130	17	55	64	22	21	965.00	139.36	134,482.40
2	12191601- AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	1204	100	250	472	50	233	504	53	223	325	41	181	3,636.00	43.99	159,954.91
3	12171703- SI-P01	STAMP PAD INK, purple or violet	bottle	138	4	2	26	1	6	34	1	6	26	1	6	251.00	24.63	6,181.43
4	13111203- AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	40	0	1	10	0	0	15	0	0	10	0	0	76.00	737.24	56,029.88
5	13111201- CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	7	0	0	0	0	0	6	0	0	0	0	0	13.00	208.52	2,710.76
6	13111201- CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	4	0	0	0	0	0	0	0	0	0	0	0	4.00	208.52	834.08
7	14111525- CA-A01	CARTOLINA, assorted colors	pack	76	11	4	11	0	0	31	0	0	21	0	0	154.00	72.78	11,208.00
8	14111506- CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	46	1	1	1	1	1	1	1	1	1	1	1	57.00	682.24	38,887.68
9	14111506- CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	25	0	0	0	0	0	0	0	0	0	0	0	25.00	1,029.60	25,740.00
10	14111506- CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	30	0	0	0	0	0	10	0	0	0	0	0	40.00	1,300.00	52,000.00
11	14111506- CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	36	0	0	0	0	10	10	0	10	0	0	10	76.00	765.44	58,173.44
12	14111506- CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	87	1	1	1	1	11	1	1	11	1	1	11	128.00	596.80	76,390.91

Item Description			Unit	Quantity												Unit Price	Total Price	Total Amount
	Item Code	Description		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	36	0	0	0	0	0	0	0	0	0	0	0	36.00	1,034.80	37,252.80
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	172	0	0	75	0	10	85	0	10	75	0	10	437.00	670.70	293,094.15
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	701	27	141	172	9	16	248	4	16	156	4	10	1,504.00	32.22	48,457.68
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	590	30	77	133	12	12	184	17	23	116	11	17	1,222.00	56.06	68,500.43
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	838	45	90	220	16	12	311	16	19	228	3	3	1,801.00	41.50	74,734.30
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	867	31	60	173	15	20	253	14	14	180	6	5	1,638.00	12.04	19,726.76
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	3549	168	244	1272	58	224	924	17	164	509	2	23	7,154.00	132.37	946,983.56
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	2691	141	196	849	76	171	522	11	143	322	0	56	5,178.00	154.75	801,305.86
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	1115	100	335	649	75	116	709	75	312	539	75	102	4,202.00	114.51	481,189.51
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	919	55	279	532	55	79	631	55	191	452	55	79	3,382.00	129.98	439,589.65
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	265	20	18	94	10	13	101	10	22	91	10	16	670.00	17.35	11,622.62
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	45	5	11	20	0	0	25	0	0	20	0	0	126.00	96.20	12,121.20
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	707	20	0	197	0	10	52	0	10	32	0	10	1,038.00	48.78	50,629.49
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	100	11	43	49	11	21	50	11	16	39	11	11	373.00	70.72	26,378.56
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	204	12	48	76	9	18	101	2	8	70	2	8	558.00	101.92	56,871.36
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	1055	118	149	334	71	201	393	69	119	244	62	105	2,920.00	65.42	191,014.72
Totals and Grand Totals																		

Sl. No.	Code	Description	Unit	Monthly Quantity Requirement												Total Quantity	Unit Price	Total Amount
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	697	65	43	195	29	40	263	25	62	152	13	31	1,615.00	19.73	31,862.01
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	654	42	24	172	10	22	222	8	43	117	1	13	1,328.00	19.50	25,896.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	2	2	0	2	0	1	2	0	0	2	0	0	11.00	88.40	972.40
Paints, Glues, Components and Supplies																		
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	240	20	32	85	11	22	92	6	11	62	6	6	593.00	47.82	28,356.79
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	243	13	32	22	6	12	43	1	11	16	1	11	411.00	20.68	8,497.51
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	632	35	58	179	30	36	294	24	46	190	24	34	1,582.00	20.05	31,721.00
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	92	68	66	73	65	66	73	65	66	73	65	66	838.00	18.20	15,251.60
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	519	38	74	109	21	35	196	26	41	87	20	40	1,206.00	55.12	66,474.72
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	288	20	81	63	32	18	122	8	42	77	31	17	799.00	106.60	85,173.40
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	258	20	18	81	8	18	101	8	18	78	7	17	632.00	18.20	11,502.40
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	591	25	78	121	35	28	265	10	48	130	34	19	1,384.00	9.10	12,594.40
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	283	20	51	60	6	11	94	6	11	72	5	10	629.00	18.20	11,447.80
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	71	2	13	17	0	14	22	1	2	5	0	2	149.00	50.96	7,593.04
Lighting and Ventilation and Air Circulation																		
42	40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1	0	0	4	0	0	1	0	0	1	0	0	7.00	974.48	6,821.36
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	2	0	0	0	0	0	0	0	0	0	0	0	2.00	1,192.88	2,385.76

Item Description			Unit	Quantity												Unit Price	Total Price	Total Amount for the Year
Jan	Feb	Mar		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	22	0	1	4	0	1	3	0	0	0	0	0	31.00	1,006.39	31,198.00
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	4	0	0	0	0	0	0	0	0	0	0	0	4.00	669.66	2,678.62
Lighting and Heating and Accessories																		
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	49	19	19	19	19	19	19	19	19	19	19	19	258.00	40.56	10,464.48
47	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in Individual box	piece	53	21	21	53	21	21	53	21	21	53	21	21	380.00	72.49	27,545.44
Measuring and Testing Equipment																		
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	117	15	51	30	4	8	49	10	6	16	2	4	312.00	15.48	4,828.26
Personal Hygiene and Sanitation																		
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	553	58	131	181	27	113	219	27	97	148	22	88	1,664.00	86.06	143,203.84
50	47131604-BR-S01	BROOM, soft (tambo)	piece	11	0	0	11	0	0	11	0	0	11	0	0	44.00	130.00	5,720.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	11	0	0	11	0	0	11	0	0	11	0	0	44.00	30.58	1,345.34
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	42	3	9	17	3	3	14	6	3	14	6	3	123.00	41.60	5,116.80
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	30	0	12	28	0	9	28	0	6	28	0	6	147.00	23.92	3,516.24
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	33	21	21	23	21	21	23	21	21	23	21	21	270.00	8.01	2,162.16
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	120	55	115	110	55	115	110	55	105	110	55	105	1,110.00	37.43	41,546.86
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	300	28	46	75	11	28	117	11	28	85	11	22	762.00	122.98	93,710.76
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	3	0	0	0	0	0	3	0	0	0	0	0	6.00	24.84	149.01

Sl. No.	Item Code	Item Description	Unit	Month-wise Quantities												Total Quantity	Total Value	Total Amount
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	0	0	0	0	0	0	0	0	0	0	0	0.00	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	243	15	51	37	5	27	89	5	28	47	5	11	563.00	87.36	49,183.68
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	3	0	0	2	0	0	0	0	0	0	0	0	5.00	1,911.00	9,555.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5	0	0	2	0	0	5	0	0	0	0	0	12.00	145.60	1,747.20
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	8	0	0	0	0	0	8	0	0	0	0	0	16.00	110.24	1,763.84
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	91	26	27	45	26	26	58	26	26	49	26	26	452.00	49.69	22,460.42
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5	0	5	0	5	0	5	0	5	0	5	0	30.00	102.96	3,088.80
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	58	9	20	26	14	8	41	8	20	26	14	8	252.00	139.88	35,249.76
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	34	1	10	0	1	0	6	0	0	0	0	0	52.00	23.59	1,226.53
67	43211507-DCT-03	Desktop Computer, branded	unit	53	0	3	0	0	3	1	0	2	0	0	0	62.00	39,208.00	2,430,896.00
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	701	35	5	65	30	5	112	25	5	70	5	5	1,063.00	21.79	23,160.64
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	181	5	18	8	2	13	29	1	11	3	0	0	271.00	2,724.80	738,420.80
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	225	17	72	75	8	12	47	2	43	44	0	5	550.00	276.64	152,152.00
71	43211503-LCT-02	Laptop Computer, branded	unit	40	0	1	0	0	1	1	0	0	0	0	0	43.00	35,916.40	1,544,405.20
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	138	3	31	9	0	6	18	0	34	0	0	4	243.00	134.99	32,803.06
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	3	0	0	0	0	0	0	0	1	0	0	0	4.00	33,131.28	132,525.12

Item & Specifications			Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Unit Price	Total Amount for the year
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	1	0	0	0	0	0	0	0	1	0	0	0	2.00	7,995.52	15,991.04
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	5	0	0	1	0	0	0	0	1	0	0	0	7.00	724.88	5,074.16
76	N/A	PRINTER, LASER, Color	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
78	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
79	N/A	Hub/Switches	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
80	N/A	Network Routers	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
81	N/A	Wireless Access Point	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	25.68	0.00
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	436	25	102	89	10	16	139	15	16	93	7	5	953.00	7.57	7,215.35
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	468	25	102	76	10	16	148	8	16	80	7	5	961.00	13.40	12,872.79
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	499	15	92	84	5	11	143	8	11	105	2	5	980.00	20.55	20,139.39
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	508	15	80	60	5	5	135	3	5	71	2	4	893.00	39.52	35,291.36
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	786	75	206	292	40	70	391	48	79	212	26	61	2,286.00	17.56	40,131.19
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	393	40	235	162	35	15	157	10	10	117	10	10	1,194.00	69.78	83,322.10
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	476	51	120	83	35	15	175	10	10	33	10	10	1,028.00	68.64	70,561.92

Item No.	Item Description	Unit	Monthly Quantity Requirements												Total Quantity	Total Cost	Total Amount for the Year
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
90	44121506-EN-D01 ENVELOPE, DOCUMENTARY, for A4 size document	box	45	3	8	17	3	3	29	1	2	16	1	2	130.00	408.14	53,057.89
91	44121506-EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box	79	5	8	24	3	3	32	3	2	19	2	2	182.00	518.08	94,289.83
92	44121506-EN-X01 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	49	4	1	20	1	1	20	1	1	19	1	1	119.00	738.40	87,869.60
93	44121506-EN-X02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	277	38	52	147	32	11	82	12	11	60	5	5	732.00	30.49	22,320.73
94	44121506-EN-M01 ENVELOPE, MAILING, white, 80gsm (-5%)	box	40	4	2	9	2	1	10	3	1	6	1	1	80.00	328.64	26,291.20
95	44121504-EN-W01 ENVELOPE, mailing, white, with window	box	13	0	1	3	0	0	3	0	0	3	0	0	23.00	410.80	9,448.40
96	44111912-ER-B01 ERASER, FELT, for blackboard/whiteboard	piece	53	0	7	13	0	0	10	0	5	5	0	0	93.00	11.11	1,032.97
97	44122118-FA-P01 FASTENER, METAL, 70mm between prongs	box	360	65	61	102	45	35	155	35	24	95	35	30	1,042.00	78.92	82,229.64
98	44111515-FO-X01 FILE ORGANIZER, expanding, plastic, 12 pockets	piece	77	10	23	32	5	5	32	5	5	22	5	5	226.00	70.61	15,956.87
99	44122018-FT-D01 FILE TAB DIVIDER, bristol board, for A4	set	85	10	5	10	5	5	10	5	5	5	5	5	155.00	12.48	1,934.40
100	44122018-FT-D02 FILE TAB DIVIDER, bristol board, for legal	set	222	15	5	36	5	5	56	5	5	30	5	5	394.00	16.64	6,556.16
101	44122011-FO-F01 FOLDER, FANCY, for A4 size documents	bundle	91	1	2	23	0	2	41	0	0	17	0	2	179.00	253.29	45,339.27
102	44122011-FO-F02 FOLDER, FANCY, for legal size documents	bundle	103	1	1	24	0	3	41	0	0	17	0	2	192.00	291.20	55,910.40
103	44122011-FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	30	5	2	19	3	2	21	3	2	17	2	2	108.00	171.08	18,476.64
104	44122011-FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	35	3	1	20	1	3	24	1	3	20	0	3	114.00	213.72	24,364.08
105	44122027-FO-P01 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	83	4	12	17	3	3	28	3	3	20	2	3	181.00	746.72	135,156.32
106	44122011-FO-T03 FOLDER, TAGBOARD, for A4 size documents	pack	74	6	65	23	2	3	24	5	3	35	2	3	245.00	217.36	53,253.20

107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	137	7	64	31	2	2	37	5	2	37	2	2	328.00	279.64	91,720.35
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	132	7	6	80	6	6	119	6	6	84	6	6	464.00	51.88	24,070.09
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	187	2	0	90	0	0	125	0	0	40	0	0	444.00	41.60	18,470.40
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	440	38	66	120	28	31	154	23	37	87	19	32	1,075.00	37.23	40,024.40
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	312	21	174	115	16	15	125	17	27	99	10	15	946.00	10.31	9,749.85
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	164	41	170	76	34	13	85	35	25	60	28	13	744.00	10.31	7,667.96
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	130	16	22	73	59	8	91	10	14	78	8	7	516.00	10.31	5,318.10
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	501	27	90	108	22	33	187	8	34	101	9	33	1,153.00	9.65	11,127.83
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	395	41	88	72	41	27	127	32	33	60	27	32	975.00	9.65	9,409.92
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	176	21	88	72	21	7	119	12	7	80	7	6	616.00	9.65	5,945.14
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	378	35	92	84	25	37	113	9	41	78	9	35	936.00	5.98	5,597.28
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	408	24	87	86	14	32	113	15	41	78	15	35	948.00	12.74	12,077.52
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	286	42	66	116	20	18	134	17	23	116	17	17	872.00	20.79	18,128.53
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	35	6	3	1	1	3	13	1	3	1	1	3	71.00	201.64	14,316.10
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	102	4	50	25	0	4	39	2	3	17	0	3	249.00	96.72	24,083.28
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	84	2	2	12	0	5	22	0	5	12	0	5	149.00	27.66	4,121.94
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	137	7	25	45	18	2	38	1	8	16	13	2	312.00	11.77	3,673.11

Item Description			Unit	Monthly Quantity Requirements												Estimated Unit Cost	Estimated Total Cost	Estimated Total Amount for the year
	Item Code	Description		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	149	4	48	50	25	6	38	1	20	10	25	8	384.00	27.40	10,523.14
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	42	0	3	8	0	3	9	0	2	6	0	5	78.00	478.38	37,313.58
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	66	3	33	22	1	2	10	0	27	10	0	2	176.00	187.20	32,947.20
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	132	5	33	24	3	2	13	0	27	16	0	2	257.00	131.96	33,912.49
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	175	14	69	30	4	13	18	4	39	5	2	6	379.00	15.60	5,912.40
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	149	5	59	33	8	2	22	0	31	12	0	2	323.00	82.16	26,537.68
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	51	1	3	6	0	1	14	0	1	2	0	1	80.00	878.80	70,304.00
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	283	16	28	61	0	15	156	0	35	32	0	16	642.00	18.18	11,671.05
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	87	10	25	15	3	1	13	2	26	0	0	1	183.00	55.83	10,216.38
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	8	0	0	2	0	0	0	0	0	0	0	0	10.00	10,400.00	104,000.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	58	0	43	21	0	0	13	0	0	0	0	0	135.00	135.20	18,252.00
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	25	0	0	0	0	0	0	0	0	0	0	0	25.00	4,711.20	117,780.00
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7	0	0	1	0	0	0	0	0	0	0	0	8.00	8,088.08	64,704.64
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	13	1	2	0	0	2	0	0	0	0	0	0	18.00	5,699.20	102,585.60
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
Total of Estimated Unit Requirements																		
139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,864.00	0.00

Line Item	Part Number	Description	Unit	Monthly Quantity Requirements												Unit Price	Total Price	Total Price
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,001.52	0.00
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	107	10	10	25	10	20	51	10	10	45	10	10	318.00	1,029.60	327,412.80
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	754.00	0.00
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	111	10	10	25	10	20	55	10	10	45	10	10	326.00	780.00	254,280.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	1093	74	190	88	40	93	178	48	83	85	25	45	2,042.00	254.80	520,301.60
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	513	40	141	58	23	71	123	28	38	53	15	25	1,128.00	254.80	287,414.40
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	513	40	141	58	23	71	123	28	38	53	15	25	1,128.00	254.80	287,414.40
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	513	40	141	58	23	71	123	28	38	53	15	25	1,128.00	254.80	287,414.40
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	111	21	11	36	1	16	51	21	26	20	0	15	329.00	658.32	216,587.28
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	96	11	35	11	1	21	36	11	21	20	0	10	273.00	745.68	203,570.64
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,492.40	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00

Item & Specifications			Unit	Monthly Quantity Requirements												Total Quantity for the Year	Unit Price for the Year	Total Amount for the Year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,996.80	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,016.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	50	0	0	25	0	10	10	0	10	10	0	10	125.00	650.00	81,250.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	30	0	0	10	0	5	10	0	5	10	0	5	75.00	766.48	57,486.00
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	339	16	24	122	9	31	160	16	18	92	3	18	848.00	339.04	287,505.92
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	264	14	12	89	6	25	131	4	12	101	2	12	672.00	339.04	227,834.88
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	39	0	0	15	0	0	15	0	0	15	0	0	84.00	629.20	52,852.80
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	39	0	0	15	0	0	15	0	0	15	0	0	84.00	629.20	52,852.80
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	39	0	0	15	0	0	15	0	0	15	0	0	84.00	629.20	52,852.80
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	99	0	0	15	0	0	15	0	0	15	0	0	144.00	1,242.80	178,963.20
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	10	0	0	10	0	0	0	0	0	0	0	0	20.00	644.80	12,896.00
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	7	0	0	0	0	0	0	0	0	0	0	0	7.00	826.80	5,787.60
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,872.00	0.00
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,300.00	0.00
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,554.80	0.00

Line Item	Part Number	Description	Unit	Monthly Requirements (Units)												Unit Price	Total Price	Total Price
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,175.20	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,180.40	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	472	5	45	77	5	40	84	5	0	92	0	0	825.00	339.04	279,708.00
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	428	5	65	59	5	30	56	5	0	64	0	0	717.00	339.04	243,091.68
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	71	21	14	18	16	1	26	6	1	11	1	1	187.00	339.04	63,400.48
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	71	21	14	18	16	1	26	6	1	11	1	1	187.00	339.04	63,400.48
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	10	0	0	10	0	0	0	0	0	0	0	0	20.00	366.08	7,321.60
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	10	0	0	0	0	0	0	0	0	0	0	0	10.00	249.60	2,496.00
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	7	0	0	0	0	0	0	0	0	0	0	0	7.00	249.60	1,747.20
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	10	0	0	5	0	0	0	0	0	0	0	0	15.00	249.60	3,744.00
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	403.83	0.00
187	44103105-HP-C50	INK CART, HP LoS51AA (HP955) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP LoS54AA (HP955) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP LoS57AA (HP955) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP LoS60AA (HP955) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00

Line Item	Item Description	Unit	Quantity by Month												Total Quantity	Total Price	Total Price for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
191	44103105 HX-C48 INK CART, HP LoS63AA (HP955XL) Cyan Original	cart	15	0	0	15	0	0	15	0	0	15	0	0	60.00	1,277.76	76,665.89
192	44103105 HX-M48 INK CART, HP LoS66AA (HP955XL) Magenta Original	cart	15	0	0	15	0	0	15	0	0	15	0	0	60.00	1,277.76	76,665.89
193	44103105 HX-Y48 INK CART, HP LoS69AA (HP955XL) Yellow Original	cart	15	0	0	15	0	0	15	0	0	15	0	0	60.00	1,277.76	76,665.89
194	44103105 HX-B48 INK CART, HP LoS72AA (HP955XL) Black Original	cart	15	0	0	15	0	0	15	0	0	15	0	0	60.00	1,737.02	104,221.10
195	44103105 HP-C51 INK CART, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
196	44103105 HP-M51 INK CART, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
197	44103105 HP-Y51 INK CART, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
198	44103105 HP-B51 INK CART, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	741.28	0.00
199	44103105 HX-C49 INK CART, HP T6M05AA (HP905XL) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
200	44103105 HX-M49 INK CART, HP T6M09AA (HP905XL) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
201	44103105 HX-Y49 INK CART, HP T6M13AA (HP905XL) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
202	44103105 HX-B49 INK CART, HP T6M17AA (HP905XL) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
203	44103112 EP-R05 RIBBON CART, EPSON C13S015516 (#8750), Black	cart	20	0	0	0	0	0	0	0	0	0	0	0	20.00	76.75	1,535.04
204	44103112 EP-R07 RIBBON CART, EPSON C13S015531 (S015086), Black	cart	20	0	0	0	0	0	0	0	0	0	0	0	20.00	724.88	14,497.60
205	44103112 EP-R13 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	75.92	0.00
206	44103103 BR-B03 TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,556.32	0.00
207	44103103 BR-B04 TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,820.00	0.00

Item #	Item Description	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Unit Price	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
208	44103103 BR-B05 TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,615.60	0.00
209	44103103 BR-B09 TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,941.95	0.00
210	44103103 BR-B11 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	4	0	0	0	0	0	0	0	0	0	0	0	4.00	4,288.54	17,154.18
211	44103103 HP-B12 TONER CART, HP CB435A, Black	cart	6	0	0	6	0	0	6	0	0	6	0	0	24.00	2,857.92	68,590.08
212	44103103 HP-B14 TONER CART, HP CB540A, Black	cart	15	0	0	0	0	0	0	0	0	0	0	0	15.00	3,312.40	49,686.00
213	44103103 HP-B18 TONER CART, HP CE255A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,791.20	0.00
214	44103103 HP-B21 TONER CART, HP CE278A, Black	cart	80	6	1	16	6	1	20	1	1	6	0	0	138.00	3,179.28	438,740.64
215	44103103 HP-B22 TONER CART, HP CE285A (HP85A), Black	cart	21	0	0	4	0	0	5	0	0	5	0	0	35.00	2,953.60	103,376.00
216	44103103 HP-B23 TONER CART, HP CE310A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,386.80	0.00
217	44103103 HP-C23 TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,490.80	0.00
218	44103103 HP-Y23 TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,490.80	0.00
219	44103103 HP-M23 TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,490.80	0.00
220	44103103 HP-B24 TONER CART, HP CE320A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,854.80	0.00
221	44103103 HP-C24 TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00
222	44103103 HP-Y24 TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00
223	44103103 HP-M24 TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,010.80	0.00
224	44103103 HP-B25 TONER CART, HP CE390A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,690.80	0.00

Item #	Item Description	Unit of Measure	Monthly Quantity Requirements												Total Quantity	Total Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
225	44103103-HP-B26 TONER CART, HP CE400A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,754.80	0.00
226	44103103-HP-C26 TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,978.80	0.00
227	44103103-HP-Y26 TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,978.80	0.00
228	44103103-HP-M26 TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,978.80	0.00
229	44103103-HP-B27 TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,868.80	0.00
230	44103103-HP-C27 TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00
231	44103103-HP-Y27 TONER CART, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00
232	44103103-HP-M27 TONER CART, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,512.00	0.00
233	44103103-HP-B28 TONER CART, HP CE505A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,079.92	0.00
234	44103103-HX-B28 TONER CART, HP CE505X, Black, high cap	cart	2	0	0	0	0	0	0	0	0	0	0	0	2.00	7,213.44	14,426.88
235	44103103-HP-B52 TONER CART, HP CF217A (HP17A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,932.80	0.00
236	44103103-HP-B53 TONER CART, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
237	44103103-HX-B50 TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
238	44103103-HP-B55 TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
239	44103103-HP-B51 TONER CART, HP CF280XC	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,962.80	0.00
240	44103103-HP-B56 TONER CART, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8,640.85	0.00
241	44103103-HP-B57 TONER CART, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,241.70	0.00

Line Item	Item Description	Unit	Monthly Quantity Requirements												Unit Price	Total Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
242	44103103 HX-B51 TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,946.80	0.00
243	44103103 HP-B58 TONER CART, HP CF287A (HP87) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10,051.60	0.00
244	44103103 HP-B59 TONER CART, HP CF310AC (HP826) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
245	44103103 HP-C59 TONER CART, HP CF311AC (HP826) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
246	44103103 HP-Y59 TONER CART, HP CF312AC (HP826) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
247	44103103 HP-M59 TONER CART, HP CF313AC (HP826) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
248	44103103 HX-B52 TONER CART, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13,156.00	0.00
249	44103103 HP-B60 TONER CART, HP CF350A Black LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,901.60	0.00
250	44103103 HP-C60 TONER CART, HP CF351A Cyan LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
251	44103103 HP-Y60 TONER CART, HP CF352A Yellow LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
252	44103103 HP-M60 TONER CART, HP CF353A Magenta LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,943.20	0.00
253	44103103 HP-B61 TONER CART, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,389.20	0.00
254	44103103 HX-B53 TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
255	44103103 HP-C61 TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
256	44103103 HX-C53 TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
257	44103103 HP-Y61 TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
258	44103103 HX-Y53 TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00

Line Item	Part Number	Description	Unit	Monthly Quantity Requirements												Annual Quantity	Unit Price	Total Amount
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,474.40	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,440.80	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,441.20	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,049.20	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,472.40	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	10	0	0	0	0	0	0	0	0	0	0	0	10.00	3,164.72	31,647.20
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,482.80	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3,972.80	0.00

Item No.	Description	Unit	Month												Total	Total Price	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
276	44103103-LX-B03 TONER CART, LEXMARK E360H11P, Black	cart	50	0	0	0	0	0	0	0	0	0	0	0	50.00	8,874.32	443,716.00
277	44103103-LX-B05 TONER CART, LEXMARK T650A11P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,630.40	0.00
278	44103103-SA-B06 TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,641.60	0.00
279	44103103-SA-B07 TONER CART, SAMSUNG MLT-D103S, Black	cart	10	0	0	10	0	0	10	0	0	10	0	0	40.00	2,912.00	116,480.00
280	44103103-SA-B08 TONER CART, SAMSUNG MLT-D104S, Black	cart	5	0	0	5	0	0	5	0	0	5	0	0	20.00	2,444.00	48,880.00
281	44103103-SA-B09 TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,787.20	0.00
282	44103103-SA-B14 TONER CART, SAMSUNG MLT-D108S, Black	cart	6	0	0	6	0	0	6	0	0	6	0	0	24.00	2,745.60	65,894.40
283	44103103-SA-B21 TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7,124.00	0.00
284	44103103-SA-B18 TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,617.60	0.00
285	44103103-SA-B20 TONER CART, SAMSUNG MLT-D203U, black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,464.00	0.00
286	44103103-SA-B12 TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9,204.00	0.00
287	44103103-SA-B05 TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5,064.80	0.00
288	44103103-SA-B10 TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4,357.60	0.00
289	44103103-BR-B15 TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,069.44	0.00
290	44103103-CA-B00 TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13,399.36	0.00
291	45121517-DO-C01 DOCUMENT CAMERA, 3.2M pixels	unit	11	0	0	2	0	0	0	0	0	0	0	0	13.00	28,860.00	375,180.00

292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	9	0	0	1	0	0	0	0	0	0	0	0	10.00	18,616.00	186,160.00	
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	3	0	0	0	0	0	0	3	0	0	0	0	6.00	319.28	1,915.68	
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	39	1	0	0	0	0	0	0	0	0	0	0	40.00	46.28	1,851.20	
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,144.00	0.00	
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	2	0	0	0	0	0	0	0	0	0	0	0	2.00	4,992.00	9,984.00	
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	22	0	0	5	0	0	1	0	0	0	0	0	28.00	6,828.14	191,187.94	
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	10	0	0	0	0	0	0	0	0	0	0	0	10.00	262.60	2,626.00	
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	10	12	0	0	0	0	0	0	0	0	0	0	22.00	262.60	5,777.20	
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,326.00	0.00	
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,326.00	0.00	
302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	145	31	56	81	10	10	129	0	0	28	0	0	490.00	39.78	19,492.20	

Sl. No.	Item No.	Item Description	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Unit Price	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	161	21	70	77	10	10	135	10	10	4	0	0	508.00	42.38	21,529.04
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	305	28	77	95	13	13	152	13	12	30	12	11	761.00	4.42	3,363.62
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	1111	147	221	382	89	157	448	74	170	338	75	77	3,289.00	34.61	113,836.24
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	1040	137	194	312	50	142	374	54	138	308	36	62	2,847.00	34.61	98,538.09
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	531	82	189	223	45	119	252	60	115	233	36	37	1,922.00	34.61	66,522.73
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1	0	0	1	0	0	1	0	0	1	0	0	4.00	129.67	518.67
1	4523000-0-SFT-	Business function specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
2	4523000-0-SFT-	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
3	4523000-0-SFT-	Computer game or entertainment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
4	4523000-0-SFT-	Content authoring and editing software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
5	4523000-0-SFT-	Content management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
6	4523000-0-SFT-	Data management and query software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
7	4523000-0-SFT-	Development software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
8	4523000-0-SFT-	Educational or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
9	4523000-0-SFT-	Industry specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
10	4523000-0-SFT-	Network applications software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00

Item # Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Unit Price (Gross)	Total Amount for the year
				Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
11	4323000 0-SFT-011	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
12	4323000 0-SFT-012	Networking software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
13	4323000 0-SFT-013	Operating environment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
14	4323000 0-SFT-	Security and protection software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
15	4323000 0-SFT-015	Utility and device driver software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00
16	4323000 0-SFT-	Information exchange software	license	0	0	0	0	0	0	0	0	0	0	0	0	0.00		0.00

OTHER SOFTWARE

1																0.00		0.00
2																0.00		0.00
3																0.00		0.00

PASSENGER AIR TRANSPORTATION

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

COMMON ELECTRICAL SUPPLIES

1		Extension Wire	pc	7												7.00	300.00	2,100.00
2		Adaptor	pc	3												3.00	50.00	150.00

Item's Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Unit Price (₱/unit)	Total Amount for the year
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
3		Extension cord, 6 meters, with individual switch	pc	13												13.00	3,500.00	45,500.00
4		Extension cord, 3 mtrs, 6 gang outlet, w/individual switch	pc	3												3.00	1,500.00	4,500.00
5		Ballast, 36 watts	pc	18	18	18	18	18	18	18	18	18	18	18	18	216.00	90.50	19,548.00
6		Fluorescent lamp, tubular, 14 watts	pc	110	100	110	110	100	110	110	100	110	110	100	110	1,280.00	107.00	136,960.00
7		Fluorescent lighting, fixture, 1 x 36 w	pc	35	30	35	35	30	35	35	30	35	35	30	35	400.00	44.00	17,600.00
8		Extension Wire, 8 meter long	unit			2			2							4.00	1,500.00	6,000.00
9		Power extension, heavy duty, 6 meters, 5 gang socket w/USB port	unit				6									6.00	2,000.00	12,000.00
10																0.00		0.00
11																0.00		0.00
12																0.00		0.00
EQUIPMENT																		
1		Desktop computer, branded	unit	2												2.00	75,000.00	150,000.00
2		Laptop computer, branded	unit	2												2.00	75,000.00	150,000.00
3		Laptop, with bundle software, latest version	unit	2												2.00	80,000.00	160,000.00
4		Desktop, with bundle software, latest version	unit	3												3.00	90,000.00	270,000.00
5		Printer 3 in 1	unit	3												3.00	10,000.00	30,000.00
6		Xerox copier	unit	1												1.00	200,000.00	200,000.00

Sl. No.	Item Description	Unit	Monthly Budget Allocation												Total Quantity	Total Amount	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
7	Fax Machine	unit	1												1.00	15,000.00	15,000.00
8	Wireless laser printer, monochrome, network ready	unit	1												1.00	10,000.00	10,000.00
9	All-in-One Printer with Ink Tank System	unit	2												2.00	20,000.00	40,000.00
10	Desktop Computer	unit	1												1.00	75,000.00	75,000.00
11	Laptop Computer	unit	1												1.00	60,000.00	60,000.00
12	Printer	unit	1												1.00	30,000.00	30,000.00
13	Desktop computer, branded	unit	1												1.00	65,000.00	65,000.00
14	Laptop computer, branded	unit	1												1.00	45,000.00	45,000.00
15	Calculator, compact, electronic, LCD, desktop display, 14 digits two way power source. D-401-W	pc	2												2.00	1,500.00	3,000.00
16	Auto-numbering machine 8-10 wheels	pc	2												2.00	6,000.00	12,000.00
17	Epson L360 INK Tank System 3-in-1 Printer	unit	2												2.00	10,000.00	20,000.00
18	Printer, inkjet/laser jet (printer/scan/copy)	unit	3												3.00	10,000.00	30,000.00
19	Printer, multi-Function (Fax/Scan/Copy) (up to A3) (Epson workforce WF7511/WF7611)	unit	1												1.00	25,000.00	25,000.00
20	USB Wifi Adapter	unit	3												3.00	2,000.00	6,000.00
21	Desktop, computer, complete licensed operating system and microsoft office	unit	3												3.00	80,000.00	240,000.00

Item Description			Unit	Quantity												Unit Price	Amount	Total Amount
Item No.	Description	Unit	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY
22	Power supply unit for computer	unit	2													2.00	1,500.00	3,000.00
23	All-in-one printer, with ink tank system	unit	1													1.00	20,000.00	20,000.00
24	USB, 32 GB	pc	6													6.00	2,000.00	12,000.00
25	Trolley hand truck push cart, 300kg load capacity, dimension (90x60x15.5cm)	unit	1													1.00	7,000.00	7,000.00
26	Printer, Inkjet, wireless capable, 55ppm speed, 512mb memory, duplex printing capable	unit			3			3			2					8.00	10,000.00	80,000.00
27	Laptop computer, branded	unit			1			1								2.00	73,174.56	146,349.12
28	Executive chair, high back w/armrest	pc			12			10								22.00	4,000.00	88,000.00
29	Paper trimmer/cutting machine metal base w/safety guard 12sheet capacity	pc			1											1.00	3,600.00	3,600.00
30	USB 32 GB	pc						25								25.00	2,000.00	50,000.00
31	8 seater Conference table	set			1											1.00	30,000.00	30,000.00
32	Digital copier with network printing, color scanning and network fax	unit	1													1.00	60,000.00	60,000.00
33	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	10													10.00	413.92	4,139.20
34	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	4													4.00	10,000.00	40,000.00
35	Monitor	unit	5													5.00	10,000.00	50,000.00

Item # Specifications			Unit Measure	Month/Quarter Representation												Quantity for the Year	Unit Price (₦)	Total Amount for the Year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
36		Accessories (Software/Upgrade & others) (casing, motherboard, memory, HDD & keyboard)	pc	1												1.00	100,000.00	100,000.00
37		Flash drive, 32GB, usb, 2.0 plug and play	pc	20												20.00	800.00	16,000.00
38		External Hard Drive 500GB, 2.5HDD, USB, 3.0 backward compatible	pc	10												10.00	3,000.00	30,000.00
39		External Hard Drive 1TB	pc	10												10.00	5,000.00	50,000.00
40		Desktop computer	unit	6												6.00	45,000.00	270,000.00
41		Laptop computer	unit	5												5.00	60,000.00	300,000.00
42		Scanner (Heavy duty type)	unit	2												2.00	30,000.00	60,000.00
43		Printer	unit	10												10.00	10,000.00	100,000.00
44		Uninterruptible Power Supply (UPS)	unit	5												5.00	4,000.00	20,000.00
45		Automated voltage Regulator (AVR)	unit	5												5.00	500.00	2,500.00
46																0.00		0.00
47																0.00		0.00
48																0.00		0.00
49																0.00		0.00
50																0.00		0.00

Item & Specifications			Unit or Measure	Monthly Quantity Requirement												Total Quantity for the year	Unit Price (₱/unit)	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
51																0.00		0.00
COMMON OFFICE SUPPLIES																		
1		Sign pen, V10, black	pc	50												50.00	62.00	3,100.00
2		Sign pen, V10, blue	pc	51												51.00	62.00	3,162.00
3		Ball pen, gel, black	pc	30												30.00	15.00	450.00
4		Ball pen, gel, blue	pc	30												30.00	15.00	450.00
5		Clip, bulldog, 73mm (3")	pc	10												10.00	9.57	95.70
6		Push pin, flat head type, assorted colors, 100 pieces percase	case	3												3.00	399.36	1,198.08
7		Ribbon, for manual typewriter, in box, with each spool individually wrapped in plastic	spool	4												4.00	18.54	74.16
8		Ring binder, plastic, 25mm, 10 pieces per bundle	bundle	20			20			20			20			80.00	173.42	13,873.60
9		Ring binder, plastic, 50mm, 10 pieces per bundle	bundle	20			20			20			20			80.00	334.68	26,774.40
10		Staple wire, heavy duty, 23/17	box	5						5						10.00	47.70	477.00
11		Ballpoint pen, fine point, black	pc	15						10						25.00	15.00	375.00
12		Ballpoint pen, fine point, blue	pc	15						10						25.00	15.00	375.00
13		Ballpoint pen, fine point, red	pc	15						10						25.00	15.00	375.00
14		Sticky note, SIGN HERE	pc	10						5						15.00	160.00	2,400.00

Item & Specifications			Unit	Fiscal Year 2019												Unit Price	Quantity	Total Amount
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
15		Sign pen, Hi-Techpoint, V10, black	pc	12						5						17.00	85.00	1,445.00
16		Sign pen, Hi-Techpoint, V10, blue	pc	12						5						17.00	85.00	1,445.00
17		Staple wire, 13mm, 23/13 (1/2"), 1000pcs	box	3												3.00	247.60	742.80
18		Paper fastener, plastic coated	box	1												1.00	128.80	128.80
19		Data file folder, w/finger ring (3" x 9" x 15") color blue, tagila lock	pc	200												200.00	150.00	30,000.00
20		Staple wire, standard (#35)	box	4												4.00	36.13	144.52
21		PVC cover, long, 100s/box	box	1												1.00	418.00	418.00
22		Plastic ring binder, 46" long/84 rings (16mm, 150sheets)	pc	5						5						10.00	16.00	160.00
23		Plastic ring binder, 46" long/84 rings (28mm, 250sheets)	pc	5						5						10.00	32.00	320.00
24		Plastic ring binder, 46" long/84 rings (28mm, 2Plastic ring binder, 46" long/84 rings (51mm, 2", 250sheets)	pc	5						5						10.00	50.00	500.00
25		Sign pen, green, 0.5mm	pc	2												2.00	59.00	118.00
26		Sticky notes, 100 sheets/pad, 3in x 4in	pad	12												12.00	375.00	4,500.00
27		Ballpoint pen, fine, black & blue	pc			60										60.00	50.00	3,000.00
28		Folder,clear plastic with slide binder, A4 size	pack		10											10.00	500.00	5,000.00
29		Folder,clear plastic with slide binder, legal size	pack		10											10.00	600.00	6,000.00
30		Batteries, AA, rechargeable with charger 4 per pack	set			6										6.00	900.00	5,400.00

Item No.			Item Description												Unit	Quantity	Unit Price	Total Amount
31		Batteries, rechargeable, 2 bay charger, 4 pack 9V	set			2										2.00	1,500.00	3,000.00
32		Batteries, AAA. Rechargeable with charger per pack	set			2										2.00	850.00	1,700.00
33		Ring Binder, plastic, 25mm, 10pcs per bundle	bundle	2	2											4.00	300.00	1,200.00
34		Ring binder, 10mm x 1.12 plastic, 10 pcs per bundle	bundle	2	2											4.00	291.03	1,164.12
35		Ring binder, 12.7mm x 1/12 plastic, (1/2 x 4") plastic	pc		10											10.00	40.00	400.00
36		Transparency film, legal size, 100pcs/box	box		7											7.00	1,000.00	7,000.00
37		Clear folder, heavy weight, legal size only	pc		100		100									200.00	20.00	4,000.00
38		Plastic folder, legal size	pc		100											100.00	20.00	2,000.00
39		Double sided tape white 12mm x 10mm	roll		15											15.00	90.00	1,350.00
40		Stamp pad ink, red 50ml	bottle		2											2.00	90.00	180.00
41		Stamp pad ink, blue 50ml	bottle		2											2.00	90.00	180.00
42		Glue al-Multipurpose Adhesive clear (A73ml)	btl	5			5			5			5			20.00	275.00	5,500.00
43		Index card, 5 x 8", 500 pcs per pack	pack	1												1.00	168.60	168.60
44		Map pin, round head, 100 pcs per case	case	1												1.00	48.83	48.83
45		Push pin, fit head type,assorted colors, 100pcs/pack	pack	10												10.00	30.21	302.10
46		Ring binder, 6mm x 1.12m, plastic (10pcs/bundle)	bundle	20												20.00	48.72	974.40

Item Description			Unit	Quantity												Unit Price	Amount	Total Amount for the year
Sl. No.	Item Description	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Unit Price	Amount	Total Amount for the year	
47	Ring binder, 8mm x 1.12m, plastic (10pcs/bundle)	bundle	20												20.00	53.27	1,065.40	
48	Ring binder, 10mm x 1.12m, plastic (10pcs/bundle)	bundle	15												15.00	64.70	970.50	
49	Glue gun, TB big, black 40watts	pc	10												10.00	196.02	1,960.20	
50	Sign pen, 0.5mm Ball needle point, blue	box	3												3.00	60.50	181.50	
51	Sign pen, 0.5mm Ball needle point, black	box	3												3.00	60.50	181.50	
52	Slide folder, plastic, long, cleas & green colors (color same with slider)	pc	25			25			25			25			100.00	14.30	1,430.00	
53	Slide folder, plastic, A4, clear & green colors (color same with slider)	pc	25			25			25			25			100.00	13.20	1,320.00	
54	Slide folder, plastic, A4, assorted colors (color same with slider)	pc	25			25									50.00	14.30	715.00	
55	Fastener, for paper, plastic, 50 sets/box, assorted colors	box	2			1						1			4.00	40.70	162.80	
56	OHP Transparency film, A4, 100pcs/pack	pack	1												1.00	1,085.37	1,085.37	
57	Spray paint, different colors, 2 cans per color	can				10									10.00	42.35	423.50	
58	Staple wire No. 10	box	3			3			3			3			12.00	20.00	240.00	
59	Stapler No. 11	pc	3												3.00	400.00	1,200.00	
60	Double Slided tape	roll	5			5			5			5			20.00	99.83	1,996.60	
61	Magnet Button 30mm (assorted colors)	pack	10												10.00	50.00	500.00	
62	White board 4ft x 6ft	pc	1												1.00	3,852.20	3,852.20	

Item Specifications			Unit	Monthly Quantity Requirement												Unit Price	Estimated Cost	Total Amount for the year
Item No.	Item Description			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
63	Time card, for Amano Bundy Clock 100 pieces/bundle	bundle	1				1			1			1			4.00	75.00	300.00
64	Ballpoint pen, finepoint, black	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	75.00	9,000.00
65	Ballpoint pen, finepoint, blue	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	75.00	9,000.00
66	Ballpoint pen, finepoint, red	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	75.00	9,000.00
67	Highlight, assorted colors	pc	10			10			10			10				40.00	60.00	2,400.00
68	Sticky note, super sticky, 2"x2", assorted colors	pc	10			10			10			10				40.00	175.00	7,000.00
69	Sticky note, super sticky, 3"x3", assorted colors	pc	10			10			10			10				40.00	175.00	7,000.00
70	Sticky note, super sticky, 3"x5", assorted colors	pc	10			10			10			10				40.00	175.00	7,000.00
71	Sign pen, pink	pc	24													24.00	150.00	3,600.00
72	Stamp (Certified true copy)	pc	1													1.00	1,000.00	1,000.00
73	Page marker, stick on flags, neon color, (13mm x 44mm/0.51 x 1.75in) 1000flags/sheet per pack	pack	10													10.00	150.00	1,500.00
74	Fastener, plastic	box	13													13.00	300.00	3,900.00
75	Ruler, 12 inches	pc	13													13.00	100.00	1,300.00
76	Clip, bulldog, 73mm (3")	pc	3													3.00	15.00	45.00
77	Ring binder, plastic, 50mm, 10pcs per bundle	bundle	100													100.00	400.00	40,000.00
78	Staple wire, heavy duty, 23/17	box	70													70.00	80.00	5,600.00

Item No.	Description	Unit	Monthly Quantity Requirement												Quantity for the year	Unit Price (₱)	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
79	Data binder, 10" x 15 1/2" x 3", top binding	pc	90												90.00	150.00	13,500.00
80	Ballpen, black	pc	50												50.00	15.00	750.00
81	Ballpen, blue	pc	50												50.00	15.00	750.00
82	Marker, permanent, white	pc	50												50.00	130.00	6,500.00
83	Cash book	pc	3												3.00	300.00	900.00
84	Binder, Data Archfile with top mechanism 11x15 1/2x3	piece	100												100.00	250.00	25,000.00
85	CARTOLINA, white, 20 pieces per pack	pack	8												8.00	54.00	432.00
86	CLIP, bulldog, 73mm (3")	piece	50												50.00	10.00	500.00
87	MANILA PAPER, 10sheets per pack	pack	60												60.00	30.00	1,800.00
88	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	6												6.00	50.00	300.00
89	TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle	10												10.00	70.00	700.00
90	Ballpen, black, .07	piece	400												400.00	15.00	6,000.00
91	Tape, double-sided adhesive, 12mmx30m	roll	20												20.00	70.00	1,400.00
92	Expanding plastic, transparent envelope with pushlock with handle, legal size (8.5x13)	piece	200												200.00	150.00	30,000.00
93	Plastic envelope with plastic button, without handle legal size	piece	200												200.00	50.00	10,000.00
94	ID jacket with clip, 3.5 inches height 4.5 inches width	piece	800												800.00	50.00	40,000.00

Item # Specifications			Unit of Measure	Month / Quantity / Amount												Quantity for the year	Amount for the year	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
95		sign here tape flags, plastic film, 20x48mm, 20sheets/pad, 5 pads per pack	piece	32												32.00	80.00	2,560.00
96		arch file data binder, 8x13x3", 2 hole, top binding	piece	100												100.00	180.00	18,000.00
97		glue gel, washable, no run	bottles	14												14.00	60.00	840.00
98		scissors, 8.25"	piece	7												7.00	100.00	700.00
99		Tape, double-sided adhesive, 12mmx30m	roll	45												45.00	70.00	3,150.00
100		notebook binder refill, 152mmx216mm,16 sheets, 5 pcs/pack	pack	200												200.00	80.00	16,000.00
101		Morocco binding cover, A4	sheet	100												100.00	10.00	1,000.00
102		Expanding envelope,clear,w/ pushlock&handle, legal size	piece	200						200						400.00	180.00	72,000.00
103		Plastic envelope w/ plastic button, w/o handle, legal size	piece	200						200						400.00	80.00	32,000.00
104		fastener, plastic, 50 per box	box	10						10						20.00	345.00	6,900.00
105		Ballpen, black	pc	80												80.00	15.00	1,200.00
106		Ballpen, blue	pc	80												80.00	15.00	1,200.00
107		Ballpen, red	pc	80												80.00	15.00	1,200.00
108		Ballpen, black	pc	60	60	60	60	60	60	60	60	60	60	60	60	720.00	10.00	7,200.00
109		Ballpen, blue	pc	30		30	30		30	30		30	30		30	240.00	10.00	2,400.00
110		Page marker signets	pc	40						40						80.00	195.00	15,600.00

Item No.	Item Description	Unit	Quantity by Month												Unit Price	Total Price	Total Amount
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
111	Folder, expanding, legal size, (green) 100"s/box	bundle	15						2						17.00	949.00	16,133.00
112	Sticker paper, matte	pack	40						30						70.00	100.00	7,000.00
113	Index tab, self-adhesive, 5 set/box, (transparent)	box	30						20						50.00	60.00	3,000.00
114	Ball point pen, black	pc	60												60.00	80.00	4,800.00
115	Mechanical Pencil 0.7	pc	3												3.00	250.00	750.00
116	Mechanical pencil lead	pc	12												12.00	120.00	1,440.00
117	Fastener, plastic	box	2												2.00	35.00	70.00
118	Computer general payroll continuous forms, 2 ply, 14" x 14-7/8, 1000 sets/box	box	30												30.00	5,500.00	165,000.00
119	Computer general payroll continuous forms, 3 ply, 14" x 14-7/8, 1000 sets/box	box	20												20.00	6,000.00	120,000.00
120	EDP binder, tb, for 14 1/2 x 15-1/2" CCF, plastic, spring rod type, assorted colors	pc	50												50.00	350.00	17,500.00
121	Columnar book, 24 columns	pack	5												5.00	1,000.00	5,000.00
122	Folder, sliding, clear plastic, legal size 12pcs/pack	pack	10												10.00	200.00	2,000.00
123	Folder, sliding, clear plastic, A4 size 12pcs/pack	pack	10												10.00	200.00	2,000.00
124	Folder, sliding, clear plastic, leetter 8 1/2" x 11" size 5 12pc	pack	10												10.00	200.00	2,000.00
125	Ring binder, 12.7mm x 1.12m (1/2" x 44"), plastic	bundle	5												5.00	130.00	650.00

Item No.	Item Description	Unit	Monthly Quantity Requirement												Total Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
126	Ring binder, 16mm x 1.12m plastic, 10pcs/bundle	bundle	5												5.00	130.00	650.00
127	Ring binder, 32mm x 1.12m plastic, 10pcs/bundle	bundle	5												5.00	300.00	1,500.00
128	Data folder, w/finger ring (3" x 9" x 15")	pc	30												30.00	80.00	2,400.00
129	Map pin, round head, 100 pieces per case	case	2												2.00	60.00	120.00
130	Paper, thermal, 210mm x 30m	roll	60						20						80.00	40.00	3,200.00
131	Ring Binder, plastic, 25mm, 10 pcs per bundle	bundle	2						2						4.00	200.00	800.00
132	Ring binder, plastic 50mm, 10pcs per bundle	bundle	3			3			3						9.00	350.00	3,150.00
133	Tape dispenser, big	pc	2												2.00	120.00	240.00
134	Tape, for adding machine	roll	3						6						9.00	10.00	90.00
135	Correction tape, 5.0mm	pc	20					20			20			20	80.00	80.00	6,400.00
136	Page marker signets	pc	20					20			20			20	80.00	150.00	12,000.00
137	Folder,expanding, legal size (green) 100's/box	box	5								5				10.00	1,050.00	10,500.00
138	Data folder, wit finger rings (3" x 11" x 16")	pc	20					20			20			20	80.00	152.60	12,208.00
139	Data file box	pc	10					10			10			10	40.00	140.00	5,600.00
140	Ball point pen, black and blue	pc	30					30			30			30	120.00	55.00	6,600.00
141	Ball point pen, stick black	pc	15								15				30.00	55.00	1,650.00

Item Description			Unit	Quantity												Unit Price	Amount	Total Amount
142		Rubber stamp printer s-822	pc	3								3				6.00	350.00	2,100.00
143		Ballpoint pen, 0.5mm black	pc	36									12			48.00	45.00	2,160.00
144		Ballpoint pen, 0.5mm blue	pc	36									12			48.00	45.00	2,160.00
145		Ballpoint pen, 0.5mm red	pc	24												24.00	45.00	1,080.00
146		President document file (Legal Size) color red	pc	50												50.00	300.00	15,000.00
147		AMONIA WATER	gal	14						14			0			28.00	950.00	26,600.00
148		BALLPOINT PEN, Black	pc	43			24			34			24			125.00	9.00	1,125.00
149		BALLPOINT PEN, Blue	pc	43			24			34			24			125.00	9.00	1,125.00
150		BALLPOINT PEN, Red	pc	33			24			24			24			105.00	9.00	945.00
151		CIRCULAR TEMPLATE	pc	25			0			0			0			25.00	500.00	12,500.00
152		CLIP BINDER, 2" (2pcs/pack)	pack	75			0			0			0			75.00	1,500.00	112,500.00
153		COMPASS with pen & pencil adaptor	set	25			0			0			0			25.00	1,500.00	37,500.00
154		CORRECTION FLUID (Waterbased) 15 ml	bottle	36			9			9			6			60.00	45.00	2,700.00
155		DRAWING INK, for the film and paper 22 ml (For technical pens)	bottle	22			6			8			0			36.00	130.00	4,680.00
156		Envelope brown short, 25pcs/pack	pack	3			0			0			0			3.00	70.00	210.00
157		Envelope brown legal, 25pcs/pack	pack	3			0			0			0			3.00	80.00	240.00

Item No.	Item Description	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Unit Price	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
158	FOLDER, Pressboard, Legal Size	pack	2			0			0			0			2.00	746.42	1,492.84
159	FRENCH CURVE	set	25			0			0			0			25.00	280.00	7,000.00
160	MORROCO, A4 size	pack	50			15			10			0			75.00	150.00	11,250.00
161	Paint Marker (Yellow)	pc	15			15			15			15			60.00	150.00	9,000.00
162	PAPER, A3, 11.75"x16.5", S-24	ream	40			40			35			35			150.00	400.00	60,000.00
163	PAPER, OCE ECO 36"x150m, 3"Ø CORE	roll	26			10			10			10			56.00	2,150.00	120,400.00
164	PAPER, Tracing 36"x150m, 3"Ø CORE	roll	22			22			22			22			88.00	2,350.00	206,800.00
165	PAPER, Blueprint, 42"50" yds. Teledyne post	roll	20			0			20			0			40.00	1,200.00	48,000.00
166	PAPER CLIP, gem type, 48mm	box	23			0			0			0			23.00	12.85	295.55
167	PAPER CLIP, gem type, 32mm	box	23			0			0			0			23.00	6.43	147.89
168	PAPER, PHOTO gloss 20 sheets	pack	10			0			6			0			16.00	150.00	2,400.00
169	PAPER, PHOTO high gloss 20 sheets	pack	6			0			6			0			12.00	150.00	1,800.00
170	PAPER FASTENER, metal	box	15			0			15			0			30.00	57.09	1,712.70
171	PENCIL, (H,F,HB,B)	box	31			9			15			9			64.00	150.00	9,600.00
172	PENCIL, Mongol #1	box	23			0			23			0			46.00	75.00	3,450.00
173	PENCIL, Mongol #2	box	23			0			23			0			46.00	75.00	3,450.00

174		POST IT, 3x3 stick-on, 50x75mm	pad	30			0			30			0			60.00	100.00	6,000.00
175		POST IT, 1/2"x2, 15x50mmx 4x40, blue	pad	28			0			20			0			48.00	80.00	3,840.00
176		PROTRACTOR	pc	25			0			0			0			25.00	45.00	1,125.00
177		RING BINDER, 3/4x44" plastic, Black	pc	110			0			105			0			215.00	17.50	3,762.50
178		RING BINDER, 1"x44" plastic, Black	pc	110			0			105			0			215.00	32.50	6,987.50
179		RULED PAD, yellow (215mmx330mm)	pad	76			24			34			24			158.00	86.85	13,722.30
180		STAPLE WIRE, Heavy duty stapler	box	19			0			19			0			38.00	23.40	889.20
181		STAPLE with remover	unit	15			0			0			0			15.00	300.00	4,500.00
182		TRIANGLE, 45x45"x36cm, steadler	pc	16			9			0			0			25.00	210.00	5,250.00
183		TRIANGLE, 60x30"x36cm, steadler	pc	16			9			0			0			25.00	210.00	5,250.00
184		TRIANGLE SCALE (1:20-1:25-1:33/3-1:50-1:75-1:100)	pc	16			9			0			0			25.00	150.00	3,750.00
185		TRIANGLE SCALE (1:100-1:200-1:300-1:400-1:500-1:1600)	pc	30			9			0			0			39.00	200.00	7,800.00
186		3-layer document tray, legal size, coated mesh steel, free standing, black	pc	3	2	2	3	2	2	3	2	2				21.00	1,000.00	21,000.00
187		Acetate, A4 size	pc				50									50.00	20.00	1,000.00
188		Archfile, 2-rings metal reinforced edges, lockable front cover, legal size blue	pc	3	2	2	3	2	2	3	2	2				21.00	200.00	4,200.00

Item No.	Description	Unit	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT
189	Archfile, 2-rings metal reinforced edges, lockable front cover, legal size red	pc	3	2	2	3	2	2	3	2	2				21.00	200.00	4,200.00
190	Clearbook, refillable, legal size	pc	3	2	2	3	2	2	3	2	2				21.00	300.00	6,300.00
191	Ductt tape (1.89"-2.0" width, color green)	pc				5									5.00	200.00	1,000.00
192	Engineer's and Surveying Field Note Book	pc	1	1	1	11	1	1	1	1	1	1			20.00	65.00	1,300.00
193	External Hard Drive, 4TB, HDD, USB 3.0	unit				10									10.00	8,000.00	80,000.00
194	File case organizer w/handle, plastic, double clip locks, legal size, blue	pc	3	2	2	3	2	2	3	2	2				21.00	280.00	5,880.00
195	Folder, w/tab, white for legal size documents, 50pcs/pack	pack				6									6.00	300.00	1,800.00
196	Folder, white, ordinary, A4 size, 10/s pack	pack	30	20					30	20					100.00	55.00	5,500.00
197	Folder, white, ordinary, legal size, 10/s pack	pack	30	20					30	20					100.00	60.00	6,000.00
198	Glue stick, clear, all purpose, 22 grams	pc	3	2	2	3	2	2	3	2	2				21.00	65.70	1,379.70
199	Lead, mechanical pencil, 0.5mm	box	3	2	2	3	2	2	3	2	2				21.00	650.00	13,650.00
200	Magfile closed horizontal (File Holder) legal size, red	pc	3	2	2	3	2	2	3	2	2				21.00	160.00	3,360.00
201	Magfile closed horizontal (File Holder) legal size, blue	pc	3	2	2	3	2	2	3	2	2				21.00	160.00	3,360.00
202	Magnetic white board, w/aluminium frame, 3ft x 5 ft	unit	1	1	1										3.00	2,820.00	8,460.00
203	Marker, highlighter, light green	pc	5	4	4	5	4	4	5	4	4	1	1	1	42.00	138.00	5,796.00
204	Marker, highlighter, light orange	pc	5	4	4	5	4	4	5	4	4	1	1	1	42.00	138.00	5,796.00

Item Description			Unit	January				February								March	April	May
				Jan	Feb	Mar	Apr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
205		Marker, highlighter, yellow	pc	5	4	4	5	4	4	5	4	4	1	1	1	42.00	138.00	5,796.00
206		Marker, whiteboard, bullet type, green	pc	1	1	1	1	1	1	1	1	1	1	1	1	12.00	12.83	153.96
207		Mechanical pencil, 0.5mm	pc	3	2	2	3	2	2	3	2	2				21.00	1,000.00	21,000.00
208		Microsoft office 365	unit	6												6.00	3,500.00	21,000.00
209		Morocco cover, A4 size, violet/green/orange color	pc				50									50.00	10.00	500.00
210		Mylar drawing film, 42" x 20 yards	roll	1												1.00	1,300.00	1,300.00
211		Paper, multicopy, A3, 80gsm	ream	5	2	1	6	2	1	2	2	1				22.00	600.00	13,200.00
212		Photo paper, (A4 size, 180gsm)	pc				50									50.00	15.00	750.00
213		Reversible magnetic white board w/aluminum frame and stand, 3ft x 4ft	unit	1												1.00	9,000.00	9,000.00
214		Staple wire remover	unit	3	2	2	3	2	2	3	2	2				21.00	35.00	735.00
215		Staple wire, heavy duty, 23/23	box				2									2.00	200.00	400.00
216		Sticky page marker, 1/x x 2, 5 colors	pack	9	8	8	24	8	8	9	8	8	3	3	3	99.00		0.00
217		Tape, aluminum, 50mm x55mm	roll	1	1		1	1		1	1					6.00	1,100.00	6,600.00
218		Tape, magic, 24mm, 50m length	pc	3	2	2	3	2	2	3	2	2				21.00	300.00	6,300.00
219		Tracing paper, 42" x 20 yards utuplex 90/95	roll	1												1.00	1,200.00	1,200.00
220		Transparency film, plain paper copier, A4 size	box	1												1.00	210.00	210.00

Item Description			Unit	Quantity												Unit Price	Item Price	Total Amount
221		Triangular scale	pc	2	1	1	4	1	1	2	1	1				14.00	480.00	6,720.00
222		Water proof field book	pc	2	2	2	6	2	2							16.00	3,000.00	48,000.00
223		Water proof pen	pc	4	4	4	4	4	4							24.00	1,440.00	34,560.00
224		Highlighter, assorted colors	set			60										60.00	90.00	5,400.00
225		G-Tec, C4 (0.4), black	pc			40										40.00	80.00	3,200.00
226		G-Tec, C4 (0.4), blue	pc			40										40.00	80.00	3,200.00
227		Hi-techpoint, v5, black	pc			30										30.00	50.00	1,500.00
228		Hi-techpoint, v5, blue	pc			30										30.00	5.00	150.00
229		Hi-techpoint, v5, red	pc			30										30.00	50.00	1,500.00
230		Pencil with eraser, No. 2, 12's	box			30										30.00	50.00	1,500.00
231		Lever, arch file folder, horizontal, long size (color blue)	pc			250										250.00	200.00	50,000.00
232		Lever, arch file folder, top clip, long size (color blue)	pc			250										250.00	200.00	50,000.00
233		Lever, arch file folder, top clip, A4size (color blue)	pc			250										250.00	200.00	50,000.00
234		Lc 535 XL-M (Cart)	cart			20										20.00	500.00	10,000.00
235		Lc 535 XL-C (Cart)	cart			20										20.00	500.00	10,000.00
236		Lc 535 XL-Y (Cart)	cart			20										20.00	500.00	10,000.00

Item No. Description of Materials			Unit	Quantity												Unit Price	Total Price	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			
237		Lc 539 XL-BK (Cart)	cart			20										20.00	400.00	8,000.00
238		Engineer's Field book	pc			50										50.00	150.00	7,500.00
239		Steel tape	pc			17										17.00	500.00	8,500.00
240		Magic tape, 1" width	roll	20		20			10							50.00	33.28	1,664.00
241		Notebook 100 leaves spiral	pc			50										50.00	100.00	5,000.00
242		Sticky note "Sign here", yellow	pc	10		10	10			10			10			50.00	180.00	9,000.00
243		CLIP, bulldog, 73mm (3")	piece											10		10.00	8.32	83.20
244		PUSH PIN, flat head type, assorted colors, 100 pieces per case	case											1		1.00	24.96	24.96
245		RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle											24		24.00	150.80	3,619.20
246		RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle											24		24.00	291.03	6,984.72
247		BINDER, 3-RING, D-TYPE, A4, 64mm (2.5")	pair											10		10.00	111.49	1,114.90
248		BINDER, 3-RING, D-TYPE, LEGAL, 64mm (2.5")	pair											10		10.00	117.78	1,177.80
249		RING BINDER, 12.7 mm X 1.12 m, (1/2" X 44"), PLASTIC	piece											27		27.00	53.04	1,432.08
250		RING BINDER, 19 mm X 1.12 m, (3/4" X 44"), PLASTIC, 10 pcs/bundle	bundle											27		27.00	100.36	2,709.72
251		FASTENERS, plastic 50 pcs/box	box											50		50.00	30.68	1,534.00
252		FOLDER, plastic, transparent with slider, A4 size	piece										50		100	150.00	70.00	10,500.00

Item Description			Unit	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15
253	FOLDER, plastic, transparent with slider, Legal size	piece											50		100	150.00	20.00	3,000.00
254	GLUE STICK, all purpose	piece													20	20.00	65.00	1,300.00
255	ACETATE, Clear Sheet A4	pack	30	30	30	5	5	5	5	5	5	5	5	5	5	135.00	80.00	10,800.00
256	ACETATE, Clear Sheet Legal	pack	30	30	30	5	5	5	5	5	5	5	5	5	5	135.00	80.00	10,800.00
257	CLIP, bulldog, 73mm (3")	piece	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	8.32	499.20
258	Morocco Folder A4 size	piece	20	20	20	10	10	10	10	10	10	10	10	10	10	150.00	15.00	2,250.00
259	Morocco Folder Legal size	piece	20	20	20	10	10	10	10	10	10	10	10	10	10	150.00	15.00	2,250.00
260	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	24.96	1,497.60
261	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	150.80	9,048.00
262	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	291.03	17,461.80
263	Ring binder, 12.7mm x 1.12m (1/2" x 44")	pc	10													10.00	65.00	650.00
264	Ring binder, 14mm x 1.12m 10pcs/bundle	bundle	10													10.00	85.00	850.00
265	Ring binder, 16mm x 1.12m 10pcs/bundle	bundle	10													10.00	100.00	1,000.00
266	Ring binder, 19mm x 1.12m 10pcs/bundle	bundle	10													10.00	110.00	1,100.00
267	Ring binder, 22mm x 1.12m 10pcs/bundle	bundle	10													10.00	160.00	1,600.00
268	Ring binder, 25mm x 1.12m 10pcs/bundle	bundle	10													10.00	180.00	1,800.00

Item Specifications			Unit	Quantity												Unit Price	Total Price	Total Price
Item No.	Description	Material		QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY			
269	Slide binder w/Transparent Plastic color Capacity, Legal Size	pc		100												100.00	20.00	2,000.00
270	Slide binder w/Transparent Plastic color Capacity, A4 Size	pc		100												100.00	15.00	1,500.00
271	Official record book with (O.R.B.) on top	pc		10												10.00	100.00	1,000.00
272	Ruler, (metal) 18"	pc		2												2.00	100.00	200.00
273	Double sided tape tissue, 1 x 25"	pc		10												10.00	60.00	600.00
274	Correction tap, w/whiper 5mm x 6m	pc		5												5.00	100.00	500.00
275	Data file folder, w/finger ring, (3" x 9: x 15") tagila lock	pc		100												100.00	150.00	15,000.00
276																0.00		0.00
277																0.00		0.00
278																0.00		0.00
279																0.00		0.00
COMMON JANITORIAL SUPPLIES																		
1	Floor wax, White or equivalent	can		1						1						2.00	1,150.00	2,300.00
2	Wipe out	can		2						2						4.00	80.50	322.00
3	Soap, bathroom, 90 grams, 1 pc in individual box	box		12								6				18.00	50.00	900.00
4	Dishwashing liquid	bottle			10			10								20.00	100.00	2,000.00
5	Soap, bathroom, 90 grams, 1 piece in individual box	pc		10	10	10	10	10	10	10	10	10	10	10	10	120.00	25.00	3,000.00

			Unit													Unit Price	Total Price	Total Price for the year
6		Dishwashing liquid, 250ml/bottle	bottle	20												20.00	100.00	2,000.00
7		Soap, bathroom, 90grams, 1 pc in individual box	box	24									6			30.00	50.00	1,500.00
8		SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	1	1	1	1	1	1	1	1	1	1	1	1	12.00	22.36	268.32
9																0.00		0.00
10																0.00		0.00
11																0.00		0.00
12																0.00		0.00
13																0.00		0.00
14																0.00		0.00
15																0.00		0.00
16																0.00		0.00
17																0.00		0.00
18																0.00		0.00
19																0.00		0.00
Office Equipment and Accessories																		
1		Xerox machine	unit	1												1.00	120,000.00	120,000.00
2		Xerox machine accessories	pc	2												2.00	20,000.00	40,000.00

Item No.	Item Description	Unit of Measure	Fiscal Year 2024												Unit Price	Total Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3	Toner, for Gestetner MP1800L2, DS615/DS618/DS618d	pc	6			5			5			5			21.00	3,116.96	65,456.16
4	Drum, 1312/MP1500/MP2001	pc	1						1						2.00	8,341.09	16,682.18
5	Cleaning Blade Assy	pc	1						1						2.00	1,071.80	2,143.60
6	Developer Type 28 Black	pc	1						1						2.00	4,778.48	9,556.96
7	Charge Roller	pc	1						1						2.00	3,458.05	6,916.10
8	Idle Gear	pc	1						1						2.00	499.10	998.20
9	Transport Screw Gear	pc	1						1						2.00	499.10	998.20
10	USB 32 GB	pc	6												6.00	2,000.00	12,000.00
11	Laptop, with bundle software, Latest Version	unit	2												2.00	80,000.00	160,000.00
12	Desktop, with bundle software, Latest Version	unit	2												2.00	90,000.00	180,000.00
13	Server	unit	5												5.00	400,000.00	2,000,000.00
14	Layer 2 switch	unit	4												4.00	50,000.00	200,000.00
15	Battery for Laptop	unit		1											1.00	5,000.00	5,000.00
16	Hard Drive for Laptop	unit		1											1.00	23,000.00	23,000.00
17	Memory card for Laptop	unit		1											1.00	4,000.00	4,000.00
18	Solid State Drive	unit		5											5.00	25,000.00	125,000.00
19	External HDD, 2TB USB powered	unit		2											2.00	8,000.00	16,000.00

Item Description			Unit	Monthly Quantity												Unit Price	Amount	Total Amount
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
20		Flash Drive, 32 GB	unit		4										4.00	1,000.00	4,000.00	
21		Memory card DDR3	unit		2										2.00	3,500.00	7,000.00	
22		Keyboard	pc	4											4.00	500.00	2,000.00	
23		Mouse	pc	8											8.00	500.00	4,000.00	
24		External HDD, 2 TB USB powered	pc		4										4.00	8,000.00	32,000.00	
25		Precision Airconditioning Unit (for Data Center)	unit								2				2.00	3,790,648.42	7,581,296.84	
26		Fire Suppression System (for Data Center)	unit								1				1.00	1,613,882.16	1,613,882.16	
27		Smart Cabinet (for DR site)	set			3									3.00	2,000,000.00	6,000,000.00	
28		Data Racks (for Data Center)	unit								3				3.00	227,121.15	681,363.45	
29		UPS (for Data Center)	unit								2				2.00	2,913,442.37	5,826,884.74	
30		Internet Connection (I-GATE Premium 30 mbps)	month	12											12.00	110,000.00	1,320,000.00	
31		Internet Connection	month	12											12.00	200,000.00	2,400,000.00	
32		VPN Connection (for regional office)	regions	17											17.00	30,000.00	510,000.00	
33		Firewall, IDS/IPS (Renewal)	license	1											1.00	200,000.00	200,000.00	
34		Anti Virus Software for LAN, 200 license (including Installation Fee, Training and Kit)	package	1											1.00	400,000.00	400,000.00	
35		Windows Server Latest Version	license	4											4.00	90,000.00	360,000.00	

36		Data Center Infrastructure Management (for Data Center - 500 devices license)	package									1				1.00	1,523,587.97	1,523,587.97
37		Network and User Activity Monitoring (for Data Center - 500 license)	package									1				1.00	2,152,886.40	2,152,886.40
38		VMWare	license	1												1.00	750,000.00	750,000.00
39		Desktop Computer	unit	1												1.00	75,000.00	75,000.00
40		Laptop Computer	unit	1												1.00	60,000.00	60,000.00
41		Printer	unit	1												1.00	30,000.00	30,000.00
42		Flash Drive, 64GB 3.0	pc	2												2.00	2,000.00	4,000.00
43		Uninterruptible Power Supply (UPS)	unit	2												2.00	2,100.00	4,200.00
44		VGA Male to Male Extension Cable 10m to 15m	pc	2												2.00	1,000.00	2,000.00
45		Flash Drive, 128GB 3.0	pc	2												2.00	3,000.00	6,000.00
46		Micro HDMI Male to VGA Female	pc	2												2.00	1,000.00	2,000.00
47		Desktop computer	unit	3	3		1									7.00	65,000.00	455,000.00
48		Single Function ink tank system printer with scanner	unit	3	3		1									7.00	8,000.00	56,000.00
49		Multifunction wireless ink tank system printer	unit		1											1.00	18,000.00	18,000.00
50		Laptop computer	unit	4	4											8.00	30,000.00	240,000.00
51		UPS	unit		2											2.00	5,000.00	10,000.00

Item #	Item Description	Unit	Fiscal Year												Total Qty	Total Cost	Total Value
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035			
52	Flash drive, 32 GB	pc	20	20											40.00	1,500.00	60,000.00
53	Computer mouse, wireless	pc		2			1								3.00	2,500.00	7,500.00
54	Computer mouse pad	pc		2			1								3.00	500.00	1,500.00
55	Windows 10 PRO	license					1								1.00	9,000.00	9,000.00
56	Paper shredder, shreds 17 shts/pass into 5/32" x 1-1/2" crosscut particles, 9 Gal. pullout bin	unit	1												1.00	27,830.00	27,830.00
57	Compact Disk Cabinet	unit	1												1.00	6,957.50	6,957.50
58	Thermal Binding Machine	unit	1												1.00	6,600.00	6,600.00
59	Meter measurement, heavy duty	unit	1												1.00	400.00	400.00
60	Copier	unit	1												1.00	150,000.00	150,000.00
61	Spare parts for Kyocera Photocopying Machine	lumpsu	1												1.00	220,000.00	220,000.00
62	Spare parts and consumables for Kyocera Photocopying Machine	lumpsu	1												1.00	300,000.00	300,000.00
63	USB Flash drive, 32 GB OTG type	pc	15												15.00	650.00	9,750.00
64	Computer & IT Equipment Spare Parts (for maintenance & upgrade)	lumpsu	2												2.00	300,000.00	600,000.00
65	printer, 3-in-1, Ink tank	unit	7												7.00	11,000.00	77,000.00
66	Router	unit	2												2.00	4,000.00	8,000.00
67	Portable External Hard Drive, 2TB, USB type	unit	24												24.00	6,500.00	156,000.00

Item #, Specifications			Unit of Measure	Month/Quarter/Year												Quantity	Unit Cost	Total Amount for this year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
68		PRINTER	unit	4												4.00	10,000.00	40,000.00
69		COMPUTER TABLE	unit	4												4.00	4,000.00	16,000.00
70		DESKTOP PC	set	1												1.00	65,000.00	65,000.00
71		LAPTOP COMPUTER	piece	2												2.00	65,000.00	130,000.00
72		EXTERNAL HARD DRIVE, 4 terrabyte	piece	2												2.00	10,000.00	20,000.00
73		UPS	piece	1												1.00	3,000.00	3,000.00
74		MULTIFUNCTION PRINTER (color)	piece	1												1.00	20,000.00	20,000.00
75		IN-EAR HEADPHONES	piece	1												1.00	2,000.00	2,000.00
76		WIRELESS PRESENTER	piece	1												1.00	2,500.00	2,500.00
77		MOUSE	piece	1												1.00	600.00	600.00
78		WHITEBOARD	piece	1												1.00	2,500.00	2,500.00
79		Fax Machine	unit	1												1.00	40,000.00	40,000.00
80		Drum Unit (DR 3250) for fax machine	unit	1												1.00	10,000.00	10,000.00
81		Electronic Typeewriter	unit	1												1.00	20,000.00	20,000.00
82		FLASH DRIVE, 32GB, USB 2.0, plug and play	piece	36												36.00	550.00	19,800.00
83		RIBBON, for HiTi Card Printer CS 200e, YMCKO 400 prints	pack	10												10.00	12,000.00	120,000.00
84		PVC Card, printable, white	piece	1000												1,000.00	20.00	20,000.00

Item No.	Item Description	Unit	Monthly Requirements												Quantity for the year	Unit Price	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
85	PC, Desktop with OS	unit	12												12.00	90,000.00	1,080,000.00
86	PC, Laptop with OS	unit	5												5.00	90,000.00	450,000.00
87	Samsung ProXpress M3820ND BlackToner Cartridge	cart	10												10.00	3,000.00	30,000.00
88	Ribbon for Bundy clock, Yokatta, Electronic Time Record, 4945023	pc	3	5	3	3	5	3	3	5	3	3	5	3	44.00	880.00	38,720.00
89	Printer	unit		3											3.00	35,000.00	105,000.00
90	Computer keyboard	pc			4			4							8.00	5,000.00	40,000.00
91	Computer Printer, all-in-one	pc			2			2							4.00	10,000.00	40,000.00
92	Uninterruptible Power Supply	unit	3												3.00	10,000.00	30,000.00
93	Flash Drive, 32GB, USB, 2.0 plug and play	pc	12												12.00	1,500.00	18,000.00
94	Keyboard, usb	pc	2												2.00	1,000.00	2,000.00
95	Flash Drive, 32 GB, USB, 2.0	pc	5						5						10.00	2,000.00	20,000.00
96	Internal Hard Drive 500GB SATA for Desktop	pc	2								2				4.00	3,800.00	15,200.00
97	External Drive	pc	2								2				4.00	5,200.00	20,800.00
98	A3 printer continuous (epson equivalent)	set	4												4.00	28,000.00	112,000.00
99	CALCULATOR, Scientific, Casio 991ES Plus (original)	unit	23												23.00	2,500.00	57,500.00
100	COMPUTER TABLE	unit	2												2.00	5,000.00	10,000.00
101	DOCUMENT READER	unit	1												1.00	9,000.00	9,000.00

Item & Specifications			Unit of Measure	Monthly Quantities Requirement												Total Quantity for the year	Price per Quantity	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
102		GEOSTUDIO SOFTWARE LICENSE	unit	2											2.00	3,000,000.00	6,000,000.00	
103		PRINTER, All in one wireless	unit	3											3.00	22,432.00	67,296.00	
104		PUSH CART, Hand Truck Trolley Heavy Duty	unit	0											0.00	10,000.00	0.00	
105		STAPLE, binder type, Heavy duty	unit	4											4.00	878.80	3,515.20	
106		UPS-APS BX 800CI-MS 800VA	unit	3											3.00	500.00	1,500.00	
107		Mid Back Staff Chair (Leather)	unit	39											39.00	6,000.00	234,000.00	
108		STAAD V8I LICENSED SOFTWARE	unit	2											2.00	3,000,000.00	6,000,000.00	
109		Safety Harness	pc	8											8.00	5,000.00	40,000.00	
110		SAFETY VEST	pc	16											16.00	2,500.00	40,000.00	
111		SAFETY SHOES	pc	24											24.00	3,500.00	84,000.00	
112		HARD HAT	pc	24											24.00	1,500.00	36,000.00	
113		Steel Measuring Tape (10M)	pc	24											24.00	1,000.00	24,000.00	
114		FIELD WORK JACKET (Waterproof)	pc	8											8.00	3,000.00	24,000.00	
115		FLEXIBLE MEASURING TAPE (30M)	pc	8											8.00	2,000.00	16,000.00	
116		Trecking Pole	pc	14											14.00	3,000.00	42,000.00	
117		Concrete Testing Instrument (Profometer)	pc	2											2.00	600,000.00	1,200,000.00	
118		Concrete Testing Instrument (Pundit)	pc	2											2.00	600,000.00	1,200,000.00	

Item No.	Description	Unit	Quantity												Unit Price	Total Price	Total Price
			QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY			
119	Concrete Testing Instrument (Schmidt)	pc	2												2.00	240,000.00	480,000.00
120	Multi-functional Plotter	set	1												1.00	1,600,000.00	1,600,000.00
121	All-in-one printer, with ink tank system	unit	7				1								8.00	20,000.00	160,000.00
122	USB 32GB	pc	16												16.00	2,000.00	32,000.00
123	Plastic, HDPE, color cutting board 18 x 12 x 1/2"	pc	2												2.00	1,000.00	2,000.00
124	Executive chair, high back w/armrest	pc	10												10.00	4,000.00	40,000.00
125	4 layer filing cabinet with lock (gauge 18)	pc		8											8.00	8,000.00	64,000.00
126	Paper trimmer/cutting machine metal base w/safety guard 12 sheet capacity	pc	1												1.00	3,600.00	3,600.00
127	Action Camera, 12 MP, Waterproof	unit				5									5.00	30,000.00	150,000.00
128	Air conditioner, Standing floor Type	unit				1									1.00	200,000.00	200,000.00
129	Batteries, AA size, heavy duty, rechargeable	pc				2									2.00	200.00	400.00
130	Bausch & Lomb Coddington Magnifier (10x)	pc				3									3.00	2,100.00	6,300.00
131	Bausch & Lomb Coddington Magnifier (20x)	pc				3									3.00	2,300.00	6,900.00
132	Compass, Compro pocket transit compass O-360	pc				2									2.00	20,000.00	40,000.00
133	Compass, Compro conventional transit compass O-361	pc				2									2.00	26,000.00	52,000.00
134	Calculator, scientific	unit				2									2.00	500.00	1,000.00

Sl. No.	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity	Unit Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
135	Charger for AA size heavy duty rechargeable battery	pc				1									1.00	250.00	250.00
136	Chest wader with rubber boot foot	unit	3	3	2										8.00	4,200.00	33,600.00
137	Desktop, high specification	unit	7	3	3	9									22.00	130,000.00	2,860,000.00
138	Digital Camera	unit				2									2.00	25,000.00	50,000.00
139	Flagging tape, blue	pc				3									3.00	150.00	450.00
140	Flagging tape, red	pc				3									3.00	150.00	450.00
141	Flagging tape, white	pc				3									3.00	150.00	450.00
142	Geological Hammer (Estwing Pointed Tip), Estwing E3-14P	pc				3									3.00	5,000.00	15,000.00
143	Geological Hammer (Estwing Pointed Tip), Estwing E3-22P	pc				4									4.00	6,000.00	24,000.00
144	Geological Hammer (Estwing Pointed Tip), Estwing E3-20BLC	pc				3									3.00	4,500.00	13,500.00
145	Global Positioning system (GPS)	unit				2									2.00	25,000.00	50,000.00
146	Laptop, high specifications	unit	3	1		7									11.00	130,000.00	1,430,000.00
147	Multimedia Projector	unit	1												1.00	6,000.00	6,000.00
148	Printer, Inkjet, upto A4, Ink Tank System, with scanner	unit	1	1											2.00	20,000.00	40,000.00
149	Printer, Inkjet, upto A3, Ink Tank System, with scanner	unit	2	1	1	5									9.00	25,000.00	225,000.00
150	Ruler, Transparent, 12 in long	pc				6									6.00	60.00	360.00
151	Scissors, heavy duty, 8 in. long (blade)	pc				4									4.00	150.00	600.00

Item No.	Description	Unit	Month												Quantity	Price	Total Amount
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
152	Airpot	unit				1									1.00	2,000.00	2,000.00
153	Windows 10 OS License	unit				2									2.00	10,000.00	20,000.00
154	Microsoft Office Home & Business 2016 License	unit				2									2.00	15,000.00	30,000.00
155	Anti-virus License	unit				2									2.00	10,000.00	20,000.00
156	Current Flow Mter	unit				1									1.00	500,000.00	500,000.00
157	Water Quality Meter	unit				1									1.00	600,000.00	600,000.00
158	Seismograph Set up	set				1									1.00	4,000,000.00	4,000,000.00
159	Scientific Calculator	unit			3										3.00	1,000.00	3,000.00
160	Computer Table	piece			4										4.00	5,000.00	20,000.00
161	Computer Chair, Swivel	piece			5										5.00	1,000.00	5,000.00
162	AIR-CONDITIONER, 2.5 HP, split-type, including supply, delivery and installation	unit			3										3.00	120,000.00	360,000.00
163	Lateral Filing Cabinet, 4-layers, Recessed Handle, L35" x W18" x H54"	unit			4										4.00	19,000.00	76,000.00
164	Shredder Cross-cut	unit			1										1.00	10,000.00	10,000.00
165	Flatbed colour image scanner	unit			1										1.00	70,000.00	70,000.00
166	TABLE, Executive, particle board size 1400 x 700 x 760 mm, silver gray w/ 3 drawers, laminated finish	piece	20												20.00	6,000.00	120,000.00

Item & Specifications			Unit	Fiscal Year												Quantity	Price	Total Amount
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
167		EXECUTIVE CHAIR, w/ nylon twin caster & molded foam cushion lockable tilting mechanism, polyurethane arm rest, five metal leg & straight line high back rest & pneumatic height adjustment	piece	20												20.00	6,000.00	120,000.00
168		VISITORS CHAIR	piece	10												10.00	3,000.00	30,000.00
169		COMPUTER TABLE, Euro design PCT515	piece	4												4.00	3,000.00	12,000.00
170		COMPUTER CHAIR, Gas lift	piece	4												4.00	3,000.00	12,000.00
171		Multi Function COPIER	unit	1												1.00	65,000.00	65,000.00
172		FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	10												10.00	10,000.00	100,000.00
173		Calculator, scientific, 1 unit per box	box	2			2			2			2			8.00	258.84	2,070.72
174		Flash Drive, 32 GB, USB, 2.0 plug and play	pc	20												20.00	700.00	14,000.00
175		Steel Crystal, Spine size 1mm, A4 size, 100's/box	pc	150												150.00	3,506.00	525,900.00
176		Steel Crystal, Spine size 3mm, A4 size, 50's/box	pc	300												300.00	36.20	10,860.00
177		Steel Crystal, Spine size 5mm, A4 size, 50's/box	pc	300												300.00	36.70	11,010.00
178		Steel Crystal, Spine size 7mm, A4 size, 50's/box	pc	300												300.00	37.30	11,190.00
179		Steel Crystal, Spine size 9mm, A4 size, 50's/box	pc	300												300.00	37.90	11,370.00
180		Steel Crystal, Spine size 12mm, A4 size, 50's/box	pc	300												300.00	40.20	12,060.00
181		Steel Crystal, Spine size 15mm, A4 size, 50's/box	pc	150												150.00	42.50	6,375.00

Item & Description			Fiscal Month Calendar												Total Quantity for the year	Price per unit	Total Amount for the year
		Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
182	Steel Crystal, Spine size 18mm, A4 size, 50's/box	pc	150												150.00	43.65	6,547.50
183	Steel Crystal, Spine size 21mm, A4 size, 50's/box	pc	150												150.00	46.00	6,900.00
184	Steel Crystal, Spine size 24mm, A4 size, 50's/box	pc	150												150.00	48.25	7,237.50
185	Steel Crystal, Spine size 30mm, A4 size, 25's/box	pc	150												150.00	52.90	7,935.00
186	Steel Crystal, Spine size 36mm, A4 size, 25's/box	pc	30												30.00	58.90	1,767.00
187	Steel Crystal, Spine size 12mm, Legal size, 50's/box	pc	50												50.00	42.15	2,107.50
188	Steel Crystal, Spine size 15mm, Legal size, 50's/box	pc	50												50.00	44.55	2,227.50
189	Steel Crystal, Spine size 18mm, Legal size, 50's/box	pc	50												50.00	45.80	2,290.00
190	Steel Crystal, Spine size 21mm, Legal size, 50's/box	pc	50												50.00	48.25	2,412.50
191	Steel Crystal, Spine size 24mm, Legal size, 50's/box	pc	30												30.00	50.60	1,518.00
192	Steel Crystal, Spine size 30mm, Legal size, 25's/box	pc	30												30.00	55.50	1,665.00
193	Steel Crystal, Spine size 36mm, Legal size, 25's/box	pc	30												30.00	61.55	1,846.50
194	Transparent, Plastic folder w/slide, A4 size, 12"s/pack	pack	30												30.00	110.00	3,300.00
195	Transparent, Plastic folder w/slide, Legal size, 12"s/pack	pack	40												40.00	144.00	5,760.00
196	Correction fluid (Water-based)	bottle	10												10.00	20.00	200.00
197	Pen, ballpoint, blue	pc	150												150.00	35.00	5,250.00
198	Columnar book, 8 columns	bundle	20												20.00	50.00	1,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Category	Total Amount for the Year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
199		Columnar book, 12 columns	bundle	20												20.00	60.00	1,200.00
200		Computer continuous forms, 3 ply, 11 x 14-7/8, NIA payroll form	box	15												15.00	1,500.00	22,500.00
201		Magazine file	pc	300												300.00	110.00	33,000.00
202		Flash drive, 32 gb capacity	pc	5												5.00	800.00	4,000.00
203		CD re-writable	pc	50												50.00	30.00	1,500.00
204																0.00		0.00
205																0.00		0.00
206																0.00		0.00
207																0.00		0.00
208																0.00		0.00
209																0.00		0.00
210																0.00		0.00
211																0.00		0.00
212																0.00		0.00
213																0.00		0.00
214																0.00		0.00
215																0.00		0.00

Item Specifications			Unit	Months of the year												Quantity for the year	Price per unit	Total Amount for the year
Item No.	Item Description			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
216																0.00		0.00
217																0.00		0.00
218																0.00		0.00
219																0.00		0.00
220																0.00		0.00
221																0.00		0.00
1	Ballpoint pen, fine point, black	pc	25													25.00	17.25	431.25
2	Ballpoint pen, fine point, blue	pc	25													25.00	17.25	431.25
3	Ballpoint pen, fine point, red	pc	25													25.00	17.25	431.25
4	Correction pen	pc	3							2						5.00	74.75	373.75
5	Data file binder, (size 8 1/2" x 15" x 3), made of hard cover with imported leatherette spine japanese cloth, special size using imported mechanism control with metal sliging, dark blue color.	pc	50													50.00	460.00	23,000.00
6	Glue stick, all purpose, 22 grams,	pc	10				5			5			5			25.00	59.80	1,495.00
7	Morocco cover, size A4, dark green, 500s/ream	ream	1													1.00	2,300.00	2,300.00
8	Morocco cover, size Legal, dark green, 500s/ream	ream	1													1.00	46.00	46.00

Sl. No.	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
9	Tape, double sided (2") width	pc	5												5.00	46.00	230.00
10	Paper fastener, for paper, metal coated, non-sharp edge, 50 sets/box	box	10			10			10			10			40.00	115.00	4,600.00
11	Sticky note, post it, SIGN HERE	pack	15			5			5			5			30.00	184.00	5,520.00
12	Ballpoint, S-fine 0.5mm, Black	pc	36									12			48.00	45.00	2,160.00
13	Ballpoint, S-fine 0.5mm, Blue	pc	36									12			48.00	45.00	2,160.00
14	Ballpoint, S-fine 0.5mm, Red	pc	24												24.00	45.00	1,080.00
15	President Document File (Legal size) Color Red	pc	100												100.00	300.00	30,000.00
16	Moroco Cover A4	bundle	8												8.00	400.00	3,200.00
17	Moroco Cover legal	bundle	3												3.00	600.00	1,800.00
18	Ring Binder, 12 7mm x 1.12mm (1/2" x 44"), plastic	pc	100												100.00	60.00	6,000.00
19	Record book 500 pages w/ "ORB"	pc	10												10.00	90.00	900.00
16	Acetate A4, 0.1mm 100 sheet/box	box	3												3.00	300.00	900.00
17	Ballpen, black	pc	50												50.00	35.00	1,750.00
18	Ruler, Steel, 450mm	pc	4												4.00	200.00	800.00
19	Ballpen, blue	pc	12												12.00	30.00	360.00
16	Magic Tape	pc	10												10.00	25.00	250.00
17	Glue Stick	pc	15												15.00	30.00	450.00

Item Description			Unit	Quantity												Unit Price	Amount	Total
18		Paper, 100gsm, A4	ream	50						50						100.00	425.62	42,562.00
19		PVC Covers for Binding, A4, 10pcs/pack	pack	15			15			10			10			50.00	30.25	1,512.50
20		SD Card 64 GB	pc	10												10.00	1,298.00	12,980.00
21		Paste, jar	jar	6						6						12.00	100.00	1,200.00
22		Ballpen, black, gel ink	pc	400												400.00	50.00	20,000.00
23		Ballpen, blue, gel ink	pc	400												400.00	50.00	20,000.00
24		Archfile Folder, 11" x 14", blue	pc	300												300.00	350.00	105,000.00
25		TAPE, double-adhesive, 12mm, 30 meters	roll	50						20						70.00	60.00	4,200.00
26		RULER, metal, 18"	piece	10												10.00	120.00	1,200.00
27		Ballpen, black, .07	piece	400						400						800.00	25.00	20,000.00
28		ID jacket with clip, 3.5 inches height 4.5 inches width	piece	440						400						840.00	70.00	58,800.00
29		"sign here" tab, plastic, 20x48mm, 20 sheets/pad, 4 pads/pack	pack	16						16						32.00	100.00	3,200.00
30		arch file data binder, 8x13x3", 2 hole, top binding	piece	60						60						120.00	200.00	24,000.00
31		glue gel, washable, no run	bottles	17												17.00	80.00	1,360.00
32		scissors, 8.25"	piece	17												17.00	130.00	2,210.00
33		File Folder, kraft legal size 100s/pack	pack	20												20.00	1,000.00	20,000.00
34		Data binder, Legal, archfile	piece	75												75.00	250.00	18,750.00

Item Specifications			Unit of Measure	Monthly Quantities (per month)												Total Quantity for the year	Unit Price (per unit)	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
35		NIA Customized ID Lace	piece	1000												1,000.00	50.00	50,000.00
36		Index card, 5x8 500/pack	pack			2			2							4.00	400.00	1,600.00
37		Push Pin, flat head type, assorted colors	pack			2										2.00	150.00	300.00
38		Wood frame, 8 x 11	pc			15			15							30.00	250.00	7,500.00
39		Correction tape, 7 meters	pc			7			7							14.00	18.26	255.64
40		Archfile, data binder, blue color (Slide Filing)	pc		10											10.00	150.00	1,500.00
41		Ballpoint pen, blue	pc		20							10				30.00	10.00	300.00
42		Ballpoint pen, black	pc		15							5				20.00	10.00	200.00
43		Ballpoint pen, red	pc		10							5				15.00	10.00	150.00
44		Calculator, D-40L (2-way power, desk top type)	unit	2												2.00	1,500.00	3,000.00
45		Ballpoint pen, fine point, Black	pc	40						40			40			120.00	30.00	3,600.00
46		Ballpoint pen, fine point, Blue	pc	20						20			20			60.00	30.00	1,800.00
47		Ballpoint pen, fine point, Red	pc	20						20						40.00	30.00	1,200.00
48		Columnar book, 24 columns,	pad	200			100			100						400.00	60.00	24,000.00
49		Tape, magic, 24mm (1") width, usable length,	roll	10						10						20.00	120.00	2,400.00
50		Plastic refillable pocket, 8 1/2" x 14", packs of 10 (refill)	pc	20						20						40.00	60.00	2,400.00

Item #, Description			Unit	Monthly Quantity Requirements												Total Quantity for the year	Price per Unit	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
51		Lever Archfile, #cp-350h, legal size, 2.5 inch thickness, 2 hole, horizontal, with metal rail, with label insert on side	pc	20			15			10			10			55.00	250.00	13,750.00
52		Plastic folder, sliding, legal size, white, packsof 10	pack	30			20						30			80.00	120.00	9,600.00
53		Plastic folder, with refillable pocket, 8 1/2" x 1	pc	15						15						30.00	85.00	2,550.00
54		Photo paper, glossy, A4 size, 10sheets/pack	pack	29	5					2						36.00	700.00	25,200.00
55		A3 size paper, 70 gsm	ream	8		4				6		4	2			24.00	700.00	16,800.00
56		Ballpoint, s-fine, 0.5mm, black	pc	56	12					20	12		12			112.00	45.00	5,040.00
57		Ballpoint, s-fine, 0.5mm, blue	pc	56	12					20	12		12			112.00	45.00	5,040.00
58		Ballpoint, s-fine, 0.5mm, red	pc	44	12					20	12					88.00	45.00	3,960.00
59		President Document File (Legal size) color red	pc	150	10	10		5	5							180.00	300.00	54,000.00
60		Vellum board (200gsm) legal size, 10 sheets/pack	pack		5	5		5			5					20.00	90.00	1,800.00
61		Vellum board (200gsm) A4 size, 10 sheets/pack	pack		5	5		5			5					20.00	80.00	1,600.00
62		Ring binder (1/2 x 44") plastic	pc		25	25		25	25							100.00	20.00	2,000.00
63		Mechanical pencil, pentel sharp 0.5mm	pc	10												10.00	275.00	2,750.00
64		Magic tape 1" width	roll					2				3				5.00	33.28	166.40
65		Sticky note, "Sign here", yellow	pack	10			10			10			10			40.00	180.00	7,200.00
66		Engineer's Field book	piece			10										10.00	30.00	300.00

Sl. No.	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
67	Magic Tape, 50m, 1"	roll			38										38.00	100.00	3,800.00
68	File Folder with metal clift (75 mm x 230 mm x 380 mm)	piece			5										5.00	120.00	600.00
69	File Folder with metal clift (473 mm x 540 mm)	piece			5										5.00	135.00	675.00
70	File Folder with metal clift (250 mm x 250 mm)	piece			5										5.00	120.00	600.00
71	Transparency Film, A4, 100 sheets / box	box			5										5.00	305.50	1,527.50
72	Report Cover Folder, A4 (Expanding Spine)	piece			100							50			150.00	90.00	13,500.00
73	BALLPOINT PEN, Line point, black	piece	10	10	10	10	10	10	10	10	10	10	10	10	120.00	10.00	1,200.00
74	BALLPOINT PEN, Line point, blue	piece	10	10	10	10	10	10	10	10	10	10	10	10	120.00	10.00	1,200.00
75	BALLPOINT PEN, Line point, red	piece	10	10	10	10	10	10	10	10	10	10	10	10	120.00	10.00	1,200.00
76	STAPLE WIRE, Heavy duty, 23/8	box	2	2	2	2	2	2	2	2	2	2	2	2	24.00	80.00	1,920.00
77	COLORED BOOKMARK POINT STICKY NOTE PLASTIC PAPER INDEX TABS, 44mm x 6mm	pack	5	5	5	5	5	5	5	5	5	5	5	5	60.00	230.00	13,800.00
78	Ballpen - M&G Gel Pen	piece	50			50			50			50			200.00	15.00	3,000.00
79	Holmet Glue Gun	piece	2			2			2			2			8.00	120.00	960.00
80	Glue Stick (Big)/Pack	pack	10			10			10			10			40.00	100.00	4,000.00
81	Correction Pen (Multi Purpose Quick Dry Metal Tip	piece	30			30			30			30			120.00	150.00	18,000.00
82	Posts-It (Pls Sign Here)	pad	30			30			30			30			120.00	95.00	11,400.00

Item Specifications			Unit of Measure	Monthly Quantity Requirements												Quantity for the year	Price per unit	TOTAL Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
83		Pilot Ballpen (Black)/box	box	6			6			6			6			24.00	300.00	7,200.00
84		Name Tag	piece	24			24			24			24			96.00	70.00	6,720.00
85		Transcend 32 GB Micro Adapter	piece	4			4			4			4			16.00	1,500.00	24,000.00
86		Stapler Wire Gun Tacker #800	box	1						1			1			3.00	350.00	1,050.00
87		Advance Fax Paper 210mmx30m	roll	24			24			24			24			96.00	80.00	7,680.00
88		Heavy Duty Gun Tacker #800	unit	1						1						2.00	1,200.00	2,400.00
89		Stamp Pad (Controlled/Uncontrolled)	piece	2												2.00	200.00	400.00
90		Stamp Pad (Date Received))	piece	2												2.00	100.00	200.00
91		Stamp Pad (File Copy)	piece	2												2.00	100.00	200.00
92		Transparency Film, A4, 100sheets/box	box	5												5.00	350.00	1,750.00
93		Spiral notebook 148mm x 200mm, 80 leaves	pc	10												10.00	20.00	200.00
94																0.00		0.00
95																0.00		0.00
96																0.00		0.00
97																0.00		0.00
98																0.00		0.00
99																0.00		0.00

Item's Specifications			Equipment Details												Total Quantity of this item	Unit Price of this item	Total amount for this item
Item No.	Item Name	Item Description	Unit	Quantity	Brand	Model	Color	Material	Size	Weight	Power	Capacity	Resolution	Connectivity			
100															0.00		0.00
101															0.00		0.00
Audio and visual presentation and composing equipment																	
1		Apple iMac ME089ZP/A, 3-4Ghz, 8GB memory, HDD1TB	unit	2											2.00	127,776.00	255,552.00
2		Lightworks (for video editing iMac)	unit	1											1.00	9,680.00	9,680.00
3		Projector, multimedia	unit	1											1.00	100,000.00	100,000.00
4		VGA Cable, male-male pin, 30m	piece	1											1.00	2,500.00	2,500.00
5		Advertising	pc	2											2.00	40,000.00	80,000.00
6															0.00		0.00
7															0.00		0.00
8															0.00		0.00
9															0.00		0.00
10															0.00		0.00
11															0.00		0.00
Photography or filming or video equipment																	
1		Tripod	unit	2											2.00	9,583.20	19,166.40
2		Camera Light	unit	1											1.00	2,196.15	2,196.15

Sl. No.	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3	Audio recorder H1	unit	1												1.00	15,572.70	15,572.70
4	Glide Gear Prof Video Camera DSLR 2-7lbs stabilizer	unit	1												1.00	20,896.70	20,896.70
5	Crane Camera Extender	unit			1										1.00	29,947.50	29,947.50
6	DJI Phamtom 3 Prof Quadcopter 4k UHD Video camera Drone	unit			1										1.00	121,000.00	121,000.00
7	Video Camera	unit			1										1.00	101,821.50	101,821.50
8	Camera Body DSLR	unit	1												1.00	78,100.00	78,100.00
9	Lens, AFF-S Nikkor 28-300mm. F/3.5-5.6G ED VR	unit	1												1.00	48,400.00	48,400.00
10	Condenser microhone for video recording	unit	2												2.00	10,000.00	20,000.00
11	Sports Action Camera	pc	4												4.00	25,000.00	100,000.00
12	Drone Camera	pc	2												2.00	65,000.00	130,000.00
13	Camera, Waterproof & Shockproof	pc	3												3.00	40,000.00	120,000.00
14	Digital Camera with atleast 20MP, HD, black	set	1												1.00	20,000.00	20,000.00
15	Canon Lense for EOS M3 - 18 - 150 ISSTM	unit	1												1.00	28,500.00	28,500.00
16	Canon Flash Speedlite for Canon EOS M3 (430 EX Version 3)	unit	1												1.00	13,000.00	13,000.00
17	Canon lense for EOS 1300D (75-300mm)	unit	1												1.00	7,000.00	7,000.00
18	Brochur	pc	80												80.00	40.00	3,200.00
19	Newsletter	pc	8												8.00	35.00	280.00

Item Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
20		Photoprinting	pc	1												1.00	10,000.00	10,000.00
21		Plaque/Trophies	pc	80												80.00	3,000.00	240,000.00
22		Tarpaulin	pc	2												2.00	10,000.00	20,000.00
23																0.00		0.00
24																0.00		0.00
25																0.00		0.00
26																0.00		0.00
Cleaning, Sanitation and Control																		
1		Detergent powder, 700g	pack	35		30		35		35		30		35		200.00	330.00	66,000.00
2		Fabric softener, 400ml	bottle	18		15		30		18		15		30		126.00	165.00	20,790.00
3		Liquid cleaner, multipurpose, 3785ml	gallon	10			10			10			10			40.00	198.00	7,920.00
4		Trashbag, medium, color green	pc			100										100.00	10.00	1,000.00
5		Trashbag, large, black	pc			50										50.00	12.00	600.00
6		Soap, bathroom, 90grams, 1 piece in individual box	box	12									6			18.00	50.00	900.00
7		Air sharpener. Gel	piece			30										30.00	85.00	2,550.00
8		Dishwashing Liquid	Sachet	10	10	10	10	10	10	10	10	10	10	10	10	120.00	15.00	1,800.00
9		Disinfectant, bleaching solution	cont.	6			6			6			6			24.00	7.57	181.68

Item Specifications			Unit	Months												Total Quantity for the year	Price per Unit	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
10		Vinyl Wax	gallon	3												3.00	500.00	1,500.00
11		Toilet bowl pump	pc	2												2.00	60.00	120.00
12		Carpet shampoo	bottle	2												2.00	500.00	1,000.00
13		Bleach, liquid, 500ml	bottle	5												5.00	80.00	400.00
14		Glass cleaner	bottle	3												3.00	200.00	600.00
15		Dishwashing liquid, 500ml	bottle	20												20.00	85.00	1,700.00
16		Air freshener (gel)	pc	20												20.00	350.00	7,000.00
17																0.00		0.00
18																0.00		0.00
1		Paper, thermal, 210mm x 30m	roll	10												10.00	34.44	344.40
2		Latest Philippine Government Directory	pc				1									1.00	3,450.00	3,450.00
3		Paper, multicopy, legal for laser printing	ream	30			30			30			30			120.00	185.00	22,200.00
4		Photo paper, Glossy, A4 size 10sheets/pack	pack	2												2.00	700.00	1,400.00
5		A3 size paper, 70 gsm	ream	1						2			2			5.00	700.00	3,500.00
6		A3 size, (297mm x 420mm)	ream	3												3.00	500.00	1,500.00
7		Manila Paper, pack of 5	pack	15			15			15			15			60.00	16.64	998.40

Item No.	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Estimated	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
8	Photopaper, glossy,waterproof, A4, 10shts/pack	pack	10			10			10			10			40.00	598.95	23,958.00
9	Photopaper, glossy,waterproof, A3, 230gsm, 20shts/pack	pack	10						10						20.00	484.00	9,680.00
10	Specialty Board Paper, A4, 200gsm, assorted colors, 10pcs/pack	pack	20			20			20			20			80.00	48.40	3,872.00
11	Specialty Board Paper, A4, Plain white	pack	20			20			20			20			80.00	60.50	4,840.00
12	Paper set (Photo paper/link) RP-108 Canon	set	5						5						10.00	1,500.00	15,000.00
13	A3 Paper 80 GSM 500 pcs per ream	ream	10												10.00	350.00	3,500.00
14	Document Box corrugated	pc	2			2			2			2			8.00	100.00	800.00
15	Paper copy, premiumgrade, 8 1/2" x 11" short	ream	5			5			5			5			20.00	250.00	5,000.00
16	Sticker paper, high gloss finish, A4	pack	10			10			10			10			40.00	150.00	6,000.00
17	Photopaper, glossy, A4, 230 GSM	pack	10			10			10			10			40.00	150.00	6,000.00
18	Sticker paper, lumina, neon color	pack	100												100.00	100.00	10,000.00
19	Specialty paper, white	pack	70												70.00	75.00	5,250.00
20	Photopaper, A4 size	pack	23												23.00	100.00	2,300.00
21	Property Card	pc	5000												5,000.00	50.00	250,000.00
22	Photo paper, A4 size, 25pcs/pack	pack	8												8.00	150.00	1,200.00
23	parchment paper, acid free, 85 gsm, 9x12", 20 sheets/pack	pack	100												100.00	70.00	7,000.00

Item # Specifications			Unit	Color												Unit Price	Quantity	Total Price
				Black	White	Yellow	Orange	Red	Green	Blue	Purple	Pink	Grey	Gold	Silver			
24		Specialty paper, 80gsm, assorted pastel colors, 5 colors/pack, 100 sheets, 8x11"	pack	15												15.00	200.00	3,000.00
25		Specialty paper, 80gsm, assorted flourescent colors, 5 colors/pack, 100 sheets, 8x11"	pack	8												8.00	200.00	1,600.00
26		Memo cube paper block, white, 3x3"	piece	14												14.00	70.00	980.00
27		Sticker paper, satin finish, A4, 10 sheets/pack	pack	20												20.00	60.00	1,200.00
28		Specialty board, vellum finish, legal, pale cream, 220gsm, 10sheets/pack	pack	40												40.00	60.00	2,400.00
29		Specialty board, vellum finish, legal, white, 220gsm, 10sheets/pack	pack	80												80.00	50.00	4,000.00
30		PHOTO PAPER, A4, 20 sheets/pack	pack	4						4						8.00	350.00	2,800.00
31		notebook blinder refill, 152mmx216mm,16 sheets, 5 pcs/pack	pack	120												120.00	65.00	7,800.00
32		Morocco binding cover, A4	sheet	100						100						200.00	10.00	2,000.00
33		Specialty board, vellum, legal, white, 220gsm, 10sheets/pack	pack	40						40						80.00	80.00	6,400.00
34		Specialty board, vellum, legal, pale cream, 220gsm, 10sheets/pack	pack	10						10						20.00	90.00	1,800.00
35		Sticker paper, satin finish, A4, 10 sheets/pack	pack	10						10						20.00	90.00	1,800.00
36		Memo cube paper block, white, 3x3"	piece	7						7						14.00	85.00	1,190.00
37		Specialty paper, 80gsm, asstd. flourescent colors, 5 colors, 100/pack, 8x11	pack	4						4						8.00	180.00	1,440.00

Sl. No.	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
38	Specialty paper, 80gsm, asstd. pastel colors, 5 colors, 100/pack, 8x11	pack	4						4						8.00	180.00	1,440.00
39	parchment paper, acid free, 85 gsm, 9x12", 20 sheets/pack	pack	75						25						100.00	90.00	9,000.00
40	Bond Paper, GSM, A4	ream			6			10							16.00	250.00	4,000.00
41	Bond Paper, GSM, Legal	ream			6			6							12.00	250.00	3,000.00
42	Sticker paper, A4 size, matte, 10 sheets	pc	30						30						60.00	68.75	4,125.00
43	Paper Bond, A3	ream	10												10.00	450.00	4,500.00
44	Board paper, 210gsm, light gree, legal size, 8.5" x 13" (10pcs/pack)	pack	40						40						80.00	80.00	6,400.00
45	Paper, bond, A3, HP 70gsm	ream	5			5			5			5			20.00	400.00	8,000.00
46	Note pad tab, Self-adhesive, 0.75 x 3 inches, 800 sheets/pack	pack	20			20			10			10			60.00	60.00	3,600.00
47	Sticker Paper, 13 size, matte, 10/sheets	pc	8								8				16.00	60.00	960.00
48	Paper, Multipurpose (copy) A480gsm	ream	50					50			50			50	200.00	160.50	32,100.00
49	Paper, Multipurpose (copy) legal 80gsm	ream	50					50			50			50	200.00	175.50	35,100.00
50	Photo paper, Glossy, A4 size, 10sheets/pack	pack	2												2.00	700.00	1,400.00
51	A3 size paper, 70gsm	ream	1						2			2			5.00	700.00	3,500.00
52	PAPER, MULTICOPY, 80gsm, size: 8.5 X 13 INCHES	ream			20							10			30.00	270.00	8,100.00
53	Tape Flag, 5 colors, self adhesive, 1/2 IN/PO x 1 3/4 PO, 12.7 mm x 44.4mm	set			50										50.00	150.00	7,500.00

Item No.	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Unit Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
54	PAPER, bond, Premium Grade (8.5" x 11")	ream	20	20	20	20	20	20	20	20	20	20	20	20	240.00	130.00	31,200.00
55	Matt Photo Paper, A4 210mmx297mm 10 sheets/pack	pack	10			10			10			10			40.00	250.00	10,000.00
56	Self Adhesive Continuous Label (Label Master) 1000 pcs 24mm	box	1									1			2.00	500.00	1,000.00
57	Double Adhesive Tape (#M) 24mm, 50meters length	roll	6			6			6			6			24.00	120.00	2,880.00
58	Double Adhesive Tape (3M) 50mm, 50meters length	roll	6			6			6			6			24.00	200.00	4,800.00
59	Kodak Premier Digital Paper 8x10/10 sheet/pack	pack	10			10			10			10			40.00	260.00	10,400.00
60	Paper, rolls for Functional Machine Mdl. OCE 7051	roll	2												2.00	600.00	1,200.00
61	Paper, packs for Functional Machine Mdl. OCE 7051	box	1												1.00	1,500.00	1,500.00
62	Photo paper, A4 size, 12's/pack	pack	30												30.00	120.00	3,600.00
63	Paper, multicopy, for laser printing, A3 size	ream	3												3.00	600.00	1,800.00
64	Construction ppaer (letter size)	pack	15												15.00	30.00	450.00
65	Photo paper, (A4 size) glossy	pack	5												5.00	150.00	750.00
66	Note pad, flag, 5 colors (100 flags, 11 x 43mm)	pack	2												2.00	80.00	160.00
67	Paper, multocp[y, 80gsm, A3 size	ream	20												20.00	500.00	10,000.00
68															0.00		0.00
69															0.00		0.00
70															0.00		0.00

Item Specification			Unit of Measure	Monthly Quantity Requirement												Quantity	Unit Price	Total Amount
Item Specification			Unit of Measure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Quantity	Unit Price	Total Amount
1		Fluorescent lamp, tubular, 28 watts, T5	tube	20			20			20						60.00	40.97	2,458.20
2		Flourescent lamp starter	pc	10												10.00	20.00	200.00
3		Flourescent lamp ballast (40watts)	pc	10												10.00	150.00	1,500.00
4		Ballast, 40 watts	pc			10			10			10			10	40.00	80.00	3,200.00
																0.00		0.00
Electrical equipment and components and supplies																		
1		LED Smart TV	unit	1												1.00	40,000.00	40,000.00
2		Adjustable Wall Mount Bracket	unit	1												1.00	3,000.00	3,000.00
3		Electrical System (for Data Center)	package								1					1.00	2,391,004.20	2,391,004.20
4		Extension cord, 20m with plug & outlet each unit	unit	3												3.00	1,200.00	3,600.00
5		Adaptor, WVA 002	pc	5												5.00	48.40	242.00
6		Rechargeable battery, (NiMh) AA battery	pc	1												1.00	250.00	250.00
7		Rechargeable battery, (NiMh) AAA battery	pc	1												1.00	250.00	250.00
8		Battery charger for NiMh AA batteries	pc	1												1.00	2,000.00	2,000.00
9		Battery charger for NiMh AAA batteries	pc	1												1.00	2,000.00	2,000.00
10		SD Card (64 GB) for voice recorder	pc	1												1.00	1,000.00	1,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price Catalog	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
11		Aircon, split type, 2 hrs power	unit			1										1.00	80,000.00	80,000.00
12		Refrigerator * cu ft 2 door	unit			1										1.00	40,000.00	40,000.00
13		Electric burner, 2 coal	unit			1			1							2.00	5,000.00	10,000.00
14		Airpot 4L, w/dispenser	unit			2			2							4.00	4,500.00	18,000.00
15		Microwave oven	unit			1			1							2.00	5,000.00	10,000.00
16		Oven toaster	unit						1							1.00	1,500.00	1,500.00
17		Digital Multimeter Kit	unit			1										1.00	30,000.00	30,000.00
18		Heavy Duty Rechargeable LED Search Light	unit			1										1.00	2,000.00	2,000.00
19		LEAD, soldering, 60%, 1.2 mm diameter	roll			5										5.00	300.00	1,500.00
20		Soldering Iron	piece			1										1.00	400.00	400.00
21		TAPE, rubber, self-infusing NITTO butyl # 15 19mm x 5m	roll			5										5.00	250.00	1,250.00
22		TAPE, vinyl, electrical tape, flame retardant, 19 mm x 16m	roll			10										10.00	30.00	300.00
23		BATTERY CHARGER, NlCad, NI-MH, AA	piece			1										1.00	500.00	500.00
24		BATTERY, rechargeable (AA), eneloop, 2100 AH	piece			6										6.00	300.00	1,800.00
25		MICROWAVE OVEN	unit	1												1.00	3,000.00	3,000.00
26		AIRCONDITIONING UNIT, Package type, 5tr/220 Volts/3 Ph/60Hz	unit	2												2.00	200,000.00	400,000.00

27		Photocopier (Kyocera) Ecosys FS - 6525MFP (Toner) TK 479	unit	2			2			2			2		8.00	7,500.00	60,000.00
28		Wireless Phone Batter (Panasonic) 3.6V 300 mAh	piece	2											2.00	350.00	700.00
29		Logitech R400 Wireless Presenter	unit	1											1.00	3,000.00	3,000.00
30		Digital Voice Recorder with Built-in USB	unit	1											1.00	8,000.00	8,000.00
31		Airpot, 3.8 liters, with dispenser	unit	3											3.00	2,000.00	6,000.00
32		Light (LED)	pc	40											40.00	210.00	8,400.00
33		Additional accessories, et. Al (others)	lumpsu	1											1.00	20,000.00	20,000.00
34		Electrical supplies and others, et. Al.	lumpsu	1											1.00	15,000.00	15,000.00
35															0.00		0.00
36															0.00		0.00
37															0.00		0.00
38															0.00		0.00
1		Cable wire	roll	2											2.00	5,000.00	10,000.00
2		Computer Software	pc	3											3.00	6,000.00	18,000.00
3		Flash Drive 64 Gb 3.0	pc	2											2.00	2,000.00	4,000.00
4		Uninterruptible Power Supply M (UPS)	unit	2											2.00	2,100.00	4,200.00

Item & Specifications			Unit of Measure	Monthly Quantities (for the year)												Total Quantity for the year	Unit Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
5		Google Chromecast	pc	2												2.00	3,000.00	6,000.00
6		Computer software	pc	1												1.00	6,000.00	6,000.00
7		Leica Cyclone System Software Updates and Reactivation	piece			1										1.00	800,000.00	800,000.00
8																0.00		0.00
9																0.00		0.00
10																0.00		0.00
1		Adobe Creative Suite 6 Master Collection (Mac)	unit	2												2.00	155,727.00	311,454.00
2		Adobe Creative Suite 6 Master Collection (Windows)	unit	3					2							5.00	155,727.00	778,635.00
3		Wacom Standard Replacement Nibs ACK-01-BK	unit	3												3.00	266.20	798.60
4		Uninterruptible Power Supply (UPS) for computer	unit	5					5							10.00	7,986.00	79,860.00
5		Apple Magic Mouse	unit	2												2.00	4,565.00	9,130.00
6		Apple Keyboard Numeric Pad	unit	2												2.00	3,327.50	6,655.00
7		Sony Vegas Pro 13	unit	2												2.00	15,400.00	30,800.00
8		VGA Splitter (Laptop splitter for 2 same image, 2 identical display on screen	unit	2												2.00	665.50	1,331.00
9		Memory for IMac (27-inch, late 2012) 4GB 1600 Mhz DDR3	unit	2												2.00	10,670.00	21,340.00

Sl. No.	Item Description	Unit	Monthly Quantity Requirements												Total Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
10	Rechargeable Battery double A. "AA", pack of four (4)	pack	6												6.00	385.00	2,310.00
11	Rechargeable Battery triple A. "AAA", pack of four (4)	pack	6												6.00	660.00	3,960.00
12	Desktop Computer, branded	unit	17						1						18.00	35,887.49	645,974.82
13	Laptop Computer, branded	unit	9						1						10.00	36,587.28	365,872.80
14	FLASH DRIVE, 32gb cap.	pc	19			7			3						29.00	1,000.00	29,000.00
15	KEYBOARD with usb connection type	set	2			4									6.00	500.00	3,000.00
16	MICROSOFT OFFICE	unit	14						14						28.00	25,000.00	700,000.00
17	Autocad Software (3 year subscription)	set	7						7						14.00	185,411.60	2,595,762.40
18	3d Max Software (3 years subscription)	set	4						0						4.00	200,445.30	801,781.20
19	Adobe Photoshop Software	set	4						0						4.00	65,000.00	260,000.00
20	Computer software	pc	7												7.00	6,000.00	42,000.00
21	Uninterruptible Power Supply (UPS), w/Built-in AVR	unit				3									3.00	8,000.00	24,000.00
22	DESKTOP COMPUTER complete set with LATEST MS OFFICE PRO	unit			5										5.00	100,000.00	500,000.00
23	DESKTOP COMPUTER complete set with LATEST MS OFFICE PRO	unit			1										1.00	134,750.00	134,750.00
24	PRINTER, SCANNER, COPIER IN ONE (ink-tank system)	unit			4										4.00	8,000.00	32,000.00
25	MOUSE, wireless, 2.4 Ghz, with media pointer/presenter	unit			4										4.00	3,500.00	14,000.00
26	FAX MACHINE with printer, copier and scanner in one	unit			1										1.00	35,000.00	35,000.00

Item No.	Item Description	Unit of Measure	Quantity												Total Quantity for the year	Unit Price	Total Amount for the year
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
27	FAX MACHINE, automatic document feeder	unit			1										1.00	5,000.00	5,000.00
28	GPS, Geotagging / Geomapping	unit			5										5.00	35,000.00	175,000.00
29	42" LED TV	unit			1										1.00	50,000.00	50,000.00
30	LAPTOP, complete set	unit			2										2.00	110,000.00	220,000.00
31	TV PLUS	unit			1										1.00	1,500.00	1,500.00
32	COMPUTER KEYBOARD, wireless	unit			1										1.00	2,000.00	2,000.00
33	HDMI TO VGA Adapter	unit			1										1.00	800.00	800.00
34	Uninterruptible Power Supply (UPS)	unit			4										4.00	2,000.00	8,000.00
35	SCANNER, large format	unit			1										1.00	365,000.00	365,000.00
36	PLOTTER, large format	unit			1										1.00	500,000.00	500,000.00
37	Printer, A3, 6-in 1, Wide Format	unit			1										1.00	24,200.00	24,200.00
38	HARD DISK, 7200 RPM SATA 64MB	piece	2												2.00	3,500.00	7,000.00
39	COMPUTER, Desktop	unit	4												4.00	90,000.00	360,000.00
40	COMPUTER, Laptop/Notebooks/Netbo	unit	4												4.00	100,000.00	400,000.00
41	PRINTER, Color Laserjet	unit	1												1.00	40,000.00	40,000.00
42	UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	4												4.00	4,500.00	18,000.00

Item Specifications			Unit of Measure	Monthly Quantity/Requirement												Total Quantity for the year	Unit Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
43		FLASH DRIVE, 32GB, USB 2.0, plug and play	piece	7	7	7				1	1	1				24.00	1,500.00	36,000.00
44		External HD, SlimPortable2 TB,USB 3.0	unit	5												5.00	3,000.00	15,000.00
45		Kaspersky Anti-virus latest version good for 3 PC per unit	unit	5			5			5			5			20.00	3,200.00	64,000.00
46		2.4Ghz Wireless USB made Pointer/Presenter Mouse	unit	2			2			2			2			8.00	1,000.00	8,000.00
47		Computer Desktop (complete accessories)	unit	2												2.00	150,000.00	300,000.00
48		Laptop Computer w/ complete accessories	unit	2						2						4.00	60,000.00	240,000.00
49		Kaspersky Antivirus 2016 (1CD=3pcs)	pc			4						4				8.00	1,500.00	12,000.00
50																0.00		0.00
51																0.00		0.00
52																0.00		0.00
CONSUMABLES																		
1		Ink, HP 680 Tricolor	cart	12								6				18.00	600.00	10,800.00
2		Ink, HP 680 Black	cart	24								12				36.00	600.00	21,600.00
3		Toner Cartridge, Fujixerox Docuprint CP 305d, Black	cartridge		2											2.00	675.00	1,350.00
4		Toner Cartridge, Fujixerox Docuprint CP 305d, Cyan	cartridge		2											2.00	9,800.00	19,600.00
5		Toner Cartridge, Fujixerox Docuprint CP 305d, Magenta	cartridge		2											2.00	9,800.00	19,600.00
6		Toner Cartridge, Fujixerox Docuprint CP 305d, Yellow	cartridge		2											2.00	9,800.00	19,600.00

Item #	Item Description	Unit	Monthly Quantity Requirements												Unit Price	Price per Unit	Total Annual Cost (\$)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
7	Toner Cartridge, HP Laser Jet Pro 400, Black 305A	cartridge		3											3.00	4,500.00	13,500.00
8	Toner Cartridge, HP Laser Jet Pro 400, Cyan 305A	cartridge		3											3.00	6,500.00	19,500.00
9	Toner Cartridge, HP Laser Jet Pro 400, Magenta 305A	cartridge		3											3.00	6,500.00	19,500.00
10	Toner Cartridge, HP Laser Jet Pro 400, Yellow 305A	cartridge		3											3.00	6,500.00	19,500.00
11	Ink Cartridge, HP Office Jet 7610, 932XL Black	cartridge		6											6.00	2,750.00	16,500.00
12	Ink Cartridge, HP Office Jet 7610, 933 Cyan	cartridge		6											6.00	1,500.00	9,000.00
13	Ink Cartridge, HP Office Jet 7610, 933 Yellow	cartridge		6											6.00	1,500.00	9,000.00
14	Ink Cartridge, HP Office Jet 7610, 933 Magenta	cartridge		6											6.00	1,500.00	9,000.00
15	Ink Cartridge, Brother MFC-J3520, LC569XL Black	cartridge		6											6.00	2,800.00	16,800.00
16	Ink Cartridge, Brother MFC-J3520, LC563 Cyan	cartridge		6											6.00	2,500.00	15,000.00
17	Ink Cartridge, Brother MFC-J3520, LC563 Yellow	cartridge		6											6.00	2,500.00	15,000.00
18	Ink Cartridge, Brother MFC-J3520, LC563 Magenta	cartridge		6											6.00	2,500.00	15,000.00
19	Toner Kit for KYOCERA Photo Copier TASKALFA 221, TK-439	kit		3											3.00	8,200.00	24,600.00
20	Toner Cart, HP CB541A, (Cyan)	cart	12												12.00	3,200.00	38,400.00
21	Toner Cart, HP CB542A, (Yellow)	cart	12												12.00	3,200.00	38,400.00
22	Toner Cart, HP CB543A, (Magenta)	cart	12												12.00	3,200.00	38,400.00
23	Toner for Sharp Copier AR5516 (for 16,000 copies)	set	6												6.00	6,576.00	39,456.00

Item #	Item Description	Unit of Measure	Fiscal Year 2010												Total Quantity for the year	Price per unit	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
24	Drum for Sharp Copier AR5516 (for 50,000 copies)	set	2												2.00	3,885.00	7,770.00
25	Cleaner Blade for Sharp Copier AR5516 (for 50,000 copies)	set	1												1.00	2,031.00	2,031.00
26	Developer Seal for Sharp copier AR5516	pc	1												1.00	500.00	500.00
27	Toner for Sharp Copier MX-M265N (27,000 copies)	set	7												7.00	8,500.00	59,500.00
28	Drum for Sharp Copier MX-M265N (75,000 copies)	set	1												1.00	2,400.00	2,400.00
29	Developer for Sharp Copier MX-M265N (27,000 copies)	set	1												1.00	1,800.00	1,800.00
30	Epson T6641 Ink (black)	btl	12												12.00	320.00	3,840.00
31	Epson T6642 Ink (Cyan)	btl	10												10.00	320.00	3,200.00
32	Epson T6643 Ink (Magenta)	btl	10												10.00	320.00	3,200.00
33	Epson T6644 Ink (Yellow)	btl	10												10.00	320.00	3,200.00
34	HP 7720 Black 955 XL	cart	25												25.00	2,300.00	57,500.00
35	HP 7720 Cyan 955 XL	cart	15												15.00	1,700.00	25,500.00
36	HP 7720 Magenta 955 XL	cart	15												15.00	1,700.00	25,500.00
37	HP 7720 Yellow 955 XL	cart	15												15.00	1,700.00	25,500.00
38	Ink cartridge, HP51645 (HP45), black for Deskjet 880	cart	5												5.00	1,600.00	8,000.00
39	Ink cartridge HP C6625 (HP17), Tri-color	cart	2												2.00	2,000.00	4,000.00
40	Ink cartridge HP C8727AA (HP27), black	cart	8			7									15.00	2,000.00	30,000.00

Item Description			Unit	Quantity												Unit Price	Total Price	Total Amount
Item No.	Item Name	Item Description		QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY			
41		Ink cartridge HP 8728 (HP28) Tricolor	cart	7												7.00	2,000.00	14,000.00
42		Ink cartridge HP 650 (blk) for HP Deskjet Ink Adv. 1515	cart		10			5								15.00	600.00	9,000.00
43		Ink cartridge HP 650 Tricolor for HP Deskjet Ink Adv. 1515	cart		10			5								15.00	600.00	9,000.00
44		HP Lazerjet P3015/55-A Black	cart	1												1.00	8,000.00	8,000.00
45		TK 479 Toner for FS-625MFP	cart		7											7.00	9,000.00	63,000.00
46		Bottled Ink black	bottle		60											60.00	450.00	27,000.00
47		Bottled Ink cyna	bottle		40											40.00	450.00	18,000.00
48		Bottled Ink magenta	bottle		40											40.00	450.00	18,000.00
49		Bottled Ink yellow	bottle		40											40.00	450.00	18,000.00
50		Toner cartridge for Lexmark E450A11P	cart		1											1.00	3,000.00	3,000.00
51		Kyocera Toner kit TK-479	pc	3			3			3			3			12.00	11,180.40	134,164.80
52		Ink Cart HP CC660AA (HP702), Black	pc	20												20.00	1,194.60	23,892.00
53		Epson T6641 Black	pc	50						50						100.00	484.00	48,400.00
54		Epson T6642 Cyan	pc	50						50						100.00	484.00	48,400.00
55		Epson T6643 Magenta	pc	50						50						100.00	484.00	48,400.00
56		Epson T6644 Yellow	pc	50						50						100.00	484.00	48,400.00
57		Canon iP 100 Pixma (CMYK)	pc	15						15						30.00	1,265.00	37,950.00

Item # Description			Unit of Measure	Monthly Quantities (by month)												Unit Price	Price	Total Amount
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
58		Canon iP 100 Pixma (black)	pc	15						15						30.00	1,028.50	30,855.00
59		Canon Mp 237 PG810 Blk	pc	20						20						40.00	1,210.00	48,400.00
60		Canon Mp 237 PG811 Colored	pc	20						20						40.00	1,430.00	57,200.00
61		HP Officejet 7120 932XL Black	pc	50						35						85.00	1,430.00	121,550.00
62		HP Officejet 7120 933XL Magenta	pc	50						30						80.00	1,210.00	96,800.00
63		HP Officejet 7120 933XL Yellow	pc	50						30						80.00	1,210.00	96,800.00
64		HP Officejet 7120 933XL Cyan	pc	50						30						80.00	1,210.00	96,800.00
65		Toner cartridge, brother, MFC-8910 DW, TN3350, black	cart	1			1			1			1			4.00	4,900.00	19,600.00
66		Toner kit, TK-479, for Kyocera Copier Model FS-6525 MFP	cart	2			2			2			2			8.00	8,800.00	70,400.00
67		Toner Kit, TK-1147, for Kyocera Copier Model FS-1135 MFP	cart	3			3			3			3			12.00	6,575.00	78,900.00
68		Taskalfa, 221-Toner cartridge	cart	2			1			2			1			6.00	10,000.00	60,000.00
69		Ink cart, HP 51645A, (HP45), Black	cart	50												50.00	1,700.00	85,000.00
70		Ink cart, HP C6578DA, (HP78), Tri-color	cart	50												50.00	2,000.00	100,000.00
71		Toner cart, Lexmark, E450A11P	cart	43												43.00	8,500.00	365,500.00
72		Photoconductor kit, Lexmark PN E260X22G	cart	30												30.00	3,500.00	105,000.00
73		Photoconductor kit, Lexmark PN260X22G	cart	3												3.00	2,700.00	8,100.00
74		Toner, TK-439 for Copier Kyocera Taskalfa 220	pc	3												3.00	6,495.00	19,485.00

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price Category	Total Amount for the year
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
75	Toner cartridge, for Lexmark Printer, E460DN	cart	3												3.00	8,533.00	25,599.00
76	Toner cartridge, for Lexmark Printer, E450DN	cart	3												3.00	8,533.00	25,599.00
77	Ink for Printer Epson L565 (T6641), black	cart	12												12.00	750.00	9,000.00
78	Ink for Printer Epson L565 (T6642), Cyan	cart	12												12.00	750.00	9,000.00
79	Ink for Printer Epson L565 (T6643), Magenta	cart	12												12.00	750.00	9,000.00
80	Ink for Printer Epson L565 (T6644), Yellow	cart	12												12.00	750.00	9,000.00
81	Ink for Printer Epson L655 (T774), black	cart	12												12.00	750.00	9,000.00
82	Ink Cartridge, HP 564, black	cart.	36												36.00	500.00	18,000.00
83	Ink Cartridge, HP 564, magenta	cart.	12												12.00	500.00	6,000.00
84	Ink Cartridge, HP 564, cyan	cart.	12												12.00	500.00	6,000.00
85	Ink Cartridge, HP 564, yellow	cart.	12												12.00	500.00	6,000.00
86	Ink Cart, Canon CLI-728, Black	cart	25						25						50.00	600.00	30,000.00
87	Ink Cart, Canon CLI-728, Cyan	cart	15						15						30.00	600.00	18,000.00
88	Ink Cart, Canon CLI-728, Magenta	cart	15						15						30.00	600.00	18,000.00
89	Ink Cart, Canon CLI-728, Yellow	cart	15						15						30.00	600.00	18,000.00
90	Ink Cart, Epson C13T038190 (TO38), Black	cart	15						15						30.00	600.00	18,000.00
91	Ink Cart, Epson C13T039090 (TO9), Colored	cart	15						15						30.00	900.00	27,000.00

Item Description			Unit of Measure												Price		
Item No.	Item Description	Unit	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT	QTY	UNIT PRICE	AMOUNT
92	Ink Cart, Epson C13T105190 (73N), Black	cart	10						10						20.00	600.00	12,000.00
93	Ink Cart, Epson C13T105290 (73N), Cyan	cart	6						6						12.00	600.00	7,200.00
94	Ink Cart, Epson C13T105390 (73N), Magenta	cart	6						6						12.00	600.00	7,200.00
95	Ink Cart, Epson C13T105490 (73N), Yellow	cart	6						6						12.00	600.00	7,200.00
96	Ink Cart, HP 51645A (HP45), Black	cart	60												60.00	1,500.00	90,000.00
97	Ink Cart, HP C9352AA (HP22), Tri-color	cart	30												30.00	900.00	27,000.00
98	Ink Cart, HP CC660AA (HP702), Black	cart	48						18						66.00	1,300.00	85,800.00
99	TONER CART, HP CE285A (HP85A), Black	cart	8						8						16.00	4,000.00	64,000.00
100	Ink Cartridge HP 564 Black	cart	36												36.00	550.00	19,800.00
101	Ink Cartridge HP 564 Cyan	cart	24												24.00	550.00	13,200.00
102	Ink Cartridge HP 564 Magenta	cart	24												24.00	550.00	13,200.00
103	Ink Cartridge HP 564 Yellow	cart	24												24.00	550.00	13,200.00
104	Ink, Epson 141 black	cart	12												12.00	1,200.00	14,400.00
105	Ink, Epson 141 cyan	cart	12												12.00	1,200.00	14,400.00
106	Ink, Epson 141 magenta	cart	12												12.00	1,200.00	14,400.00
107	Ink, Epson 141 yellow	cart	12												12.00	1,200.00	14,400.00
108	Ink cartridge, HP black	cart	16						16						32.00	450.00	14,400.00

109		Ink cartridge, HP Tricolor	cart	12					12						24.00	500.00	12,000.00
110		Lexmark, E360 H11P	cart		2					2					4.00	9,900.00	39,600.00
111		Toner,Tk-439 for Kyocera Digital Copier Model Taskalfa	car	2					1						3.00	9,900.00	29,700.00
112		Ink Cart, HP CB335WA, (HP74), Black	cart		15						5				20.00	915.00	18,300.00
113		Ink Cart, HP CB337WA, (HP75), Tri-color	cart		5						5				10.00	1,055.00	10,550.00
114		Drum 2025, Brother Fax Machine Model 2820	cart		2										2.00	6,000.00	12,000.00
115		Epson L665-Ink BK 774	bottle	12					12						24.00	1,250.00	30,000.00
116		Epson L665-Ink C664	bottle	12					12						24.00	1,000.00	24,000.00
117		Epson L665-Ink M664	bottle	12					12						24.00	1,000.00	24,000.00
118		Epson L665-Ink Y664	bottle	12					12						24.00	1,000.00	24,000.00
119		Ink Cart, brother LC73Y	cart	6					6						12.00	725.00	8,700.00
120		Ink Cart, brother LC73c	cart	6					6						12.00	725.00	8,700.00
121		Ink Cart, brother LC73M	cart	6					6						12.00	725.00	8,700.00
122		Ink Cart, HP D2660 Black	cart	24					24						48.00	525.00	25,200.00
123		Ink Cart, HP D2660 Tricolor	cart	20					20						40.00	525.00	21,000.00
124		Ink cart, Kyocera for FS1040 TK1114	cart	8											8.00	775.20	6,201.60
125		Ink Cartridge, HP Officejet 36008 CC 660 s#5 702 Black	cart	6					6						12.00	1,200.00	14,400.00

Item Description			Unit	Quantity												Unit Price	Total Price	Total Price
Item No.	Item Name	Item Description		QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY			
126		Ink Cart, HP C6578DA, (HP78), Tri-color	cart	5						3						8.00	2,080.00	16,640.00
127		Ink Cart, HP C6615DA, (H_15), black	cart	7						5						12.00	1,860.00	22,320.00
128		Toner Cartridge, Panasonic DP 8016 P	cart	6						6						12.00	7,200.00	86,400.00
129		Toner Cartridge, HP Laser Jet Pro 400, CF 280A	cart	8						6						14.00	500.00	7,000.00
130		Toner Cartridge, TK-479 (Model: Kyocera FS-5414 MFP)	cart	17						5						22.00	9,000.00	198,000.00
131		Ribbon Cart, Epson C13S015584, (S015327), bkacj	cart	49						10						59.00	384.80	22,703.20
132		HP 932XL High Yield Black Original Ink	cart	15						10			10			35.00	1,900.00	66,500.00
133		HP 933XL High Yield Cyan Original Ink	cart	15						5			5			25.00	840.00	21,000.00
134		HP 933XL High Yield Magenta Original Ink	cart	15						5			5			25.00	840.00	21,000.00
135		HP 933XL High Yield Yellow Original Ink	cart	15						5			5			25.00	840.00	21,000.00
136		Ink Cart, HP C4907AA, (HP940XL), Cyan	cart	3												3.00	1,200.00	3,600.00
137		Ink Cart, HP C4908AA, (HP940XL), Magenta	cart	4												4.00	1,200.00	4,800.00
138		Ink Cart, HP C4909AA, (HP940XL), Yellow	cart	4												4.00	1,200.00	4,800.00
139		Ribbon cartridge, Epson LQ310	cart	8						6						14.00	300.00	4,200.00
140		Ink cartridge for printre to be acquired, 4 colors (assorted)	cart	8			8			8			8			32.00	400.00	12,800.00
141		Ink cartridge, Brother BT-500Black	cart	4								4				8.00	1,050.00	8,400.00
142		Ink cartridge, Brother BT-500Magenta	cart	3								3				6.00	950.00	5,700.00

Item & Specifications			Unit	Months of Estimated Consumption												Unit Price	Estimated Cost	Total Amount for the year
Item No.	Description	Specifications		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
143		Ink cartridge, Brother BT-500Yellow	cart	3								3				6.00	950.00	5,700.00
144		Ink cartridge, Brother BT-500Cyan	cart	3								3				6.00	950.00	5,700.00
145		Toner cart, HPCF350A Black Lazer Jet MFP 177	cart	8								8				16.00	3,914.00	62,624.00
146		Toner cart, HPCF351A Cyan Lazer Jet MFP 177	cart	5								5				10.00	3,200.50	32,005.00
147		Toner cart, HPCF352A Yellowk Lazer Jet MFP 177	cart	5								5				10.00	3,200.50	32,005.00
148		Toner cart, HPCF353A Magenta Lazer Jet MFP 177	cart	5								5				10.00	3,200.50	32,005.00
149		HP 126A, Imaging Drum CE 314 A HP Color Jet Pro MFP M177	cart	5								5				10.00	6,500.00	65,000.00
150		Canon Pixma, 790 BK	btl	8									3			11.00	1,500.00	16,500.00
151		Canon Pixma, 790 M	btl	8									3			11.00	1,200.00	13,200.00
152		Canon Pixma, 790 Y	btl	8									3			11.00	1,200.00	13,200.00
153		Canon Pixma, 790 C	btl	8									3			11.00	1,200.00	13,200.00
154		Ink, Canon CL-35, Black	btl	8									4			12.00	1,500.00	18,000.00
155		Ink, Canon CL-36, Tri-color	btl	8									4			12.00	1,200.00	14,400.00
156		INK CARTRIDGE, HP932XL (CNO53AA), Black	cart	35			27			35			27			124.00	1,850.00	229,400.00
157		INK CARTRIDGE, HP933XL (CNO54AA), Cyan	cart	33			27			33			27			120.00	820.00	98,400.00
158		INK CARTRIDGE, HP933XL (CNO55AA), Magenta	cart	33			27			33			27			120.00	820.00	98,400.00
159		INK CARTRIDGE, HP933XL (CNO56AA), Yellow	cart	33			27			33			27			120.00	820.00	98,400.00

Item Specifications			Unit	Fiscal Year 2014												Quantity for FY	Price per Unit	Total Amount for the year
Item #	Description			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
160	INK CARTRIDGE, HP955XL, Black	cart		15			10			10			10			45.00	1,700.00	76,500.00
161	INK CARTRIDGE, HP955XL, Cyan	cart		15			10			10			10			45.00	900.00	40,500.00
162	INK CARTRIDGE, HP955XL, Magenta	cart		15			10			10			10			45.00	900.00	40,500.00
163	INK CARTRIDGE, HP955XL, Yellow	cart		15			10			10			10			45.00	900.00	40,500.00
164	INK CARTRIDGE, HP1015 Printer, 678, Tricolor	cart		12						14						26.00	1,850.00	48,100.00
165	INK CARTRIDGE, HP1015 Printer, 678, Black	cart		20						20						40.00	1,500.00	60,000.00
166	Ink Bottle, Black (epson or equivalent)	bottle		16			16			16			16			64.00	320.00	20,480.00
167	Ink Bottle,Magenta (epson or equivalent)	bottle		16			16			16			16			64.00	320.00	20,480.00
168	Ink Bottle,Yellow (epson or equivalent)	bottle		16			16			16			16			64.00	320.00	20,480.00
169	Ink Bottle,Cyan (epson or equivalent)	bottle		16			16			16			16			64.00	320.00	20,480.00
170	Technical Pens .1 (steadler or equivalent)	set		4			0			0			0			4.00	950.00	3,800.00
171	Technical Pens .2 (steadler or equivalent)	set		4			0			0			0			4.00	800.00	3,200.00
172	Technical Pens .3 (steadler or equivalent)	set		4			0			0			0			4.00	900.00	3,600.00
173	Technical Pens .4 (steadler or equivalent)	set		4			0			0			0			4.00	800.00	3,200.00
174	Technical Pens .5 (steadler or equivalent)	set		4			0			0			0			4.00	800.00	3,200.00
175	Technical Pens .6 (steadler or equivalent)	set		4			0			0			0			4.00	800.00	3,200.00
176	Technical Pens .8 (steadler or equivalent)	set		4			0			0			0			4.00	800.00	3,200.00

177	Technical Pens 1.2 (steadler or equivalent)	set	4			0			0			0			4.00	800.00	3,200.00
178	OFFICEJET PRO K860o, HP C49365, Black 18	pc	6						4						10.00	1,750.00	17,500.00
179	OFFICEJET PRO K860o, HP C4937A, Cyan 18	pc	4						4						8.00	1,750.00	14,000.00
180	OFFICEJET PRO K860o, HP C4938A, Magenta 18	pc	4						4						8.00	1,750.00	14,000.00
181	OFFICEJET PRO K860o, HP C4939A, Yellow 18	pc	4						4						8.00	1,750.00	14,000.00
182	PHOTOCONDUCTOR KIT for Lexmark MS510dn, 60k pages @ 5% coverage, PN#E460S11P	cart	7						7						14.00	3,500.00	49,000.00
183	PHOTOCONDUCTOR for Lexmark Printer	cart	2						2						4.00	5,500.00	22,000.00
184	TONER CARTRIDGE for Lexmark MS510dn, 10k pages @ 5% coverage PN#E460S11P	cart	3						3						6.00	9,000.00	54,000.00
185	TONER CARTRIDGE for Lexmark E460, 7k cap., PN#E460S11P	cart	3			8			3						14.00	9,500.00	133,000.00
186	TONER, OCE B5 (oce tds 320 PLOTTER)	pc	10			10			10			10			40.00	7,800.00	312,000.00
187	TONER for Kyocera FS-6525 MFP Digital Copier, TK479	cart	6						4						10.00	10,000.00	100,000.00
188	Canon Pixma 790 BK	btl	8									3			11.00	1,500.00	16,500.00
189	Canon Pixma 790 M	btl	8									3			11.00	1,200.00	13,200.00
190	Canon Pixma 790 Y	btl	8									3			11.00	1,200.00	13,200.00
191	Canon Pixma 790 C	btl	8									3			11.00	1,200.00	13,200.00
192	Ink Canon CL-36, Black	cart	8									2			10.00	1,500.00	15,000.00
193	Ink Canon CL-36-, Tri-color	cart	8									2			10.00	1,200.00	12,000.00

Item No.	Item Description	Unit	Quantity												Unit Price	Total Price	Total Amount
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12			
194	Canon FX9 Cartridge Toner	toner		5			5								10.00	3,000.00	30,000.00
195	Toner Black Digital copier (Taskalfa 3010) Kyocera	toner		3	5		3	2							13.00	9,500.00	123,500.00
196	Brother PC-402 Rf (for fax)	pc		5	5										10.00	1,000.00	10,000.00
197	HP Officejet 7110, black #932	cart		3	2		5			5					15.00	1,500.00	22,500.00
198	HP Officejet 7110, colored #933 (Cyan)	cart		3	2		5			5					15.00	1,100.00	16,500.00
199	HP Officejet 7110, colored #933 (Magenta)	cart		3	2		5			5					15.00	1,100.00	16,500.00
200	HP Officejet 7110, colored #933 (Yellow)	cart		3	2		5								10.00	1,100.00	11,000.00
201	Ink Cart, HP CC653AA, (HP901) Black	cart		9	9		12								30.00	640.00	19,200.00
202	Ink Cart, HP CC653AA, (HP901) Tricolor	cart		9	9		12								30.00	1,019.20	30,576.00
203	HP Officejet 7110, black #932XL	cart	10												10.00	1,500.00	15,000.00
204	HP Officejet 7110, colored #933 (Cyan)	cart	10												10.00	1,200.00	12,000.00
205	HP Officejet 7110, colored #933 (Magenta)	cart	10												10.00	1,200.00	12,000.00
206	HP Officejet 7110, colored #933 (Yellow)	cart	10												10.00	1,200.00	12,000.00
207	Toner for Sharp MX 312FT	box		5			5			5					15.00	9,105.80	136,587.00
208	Toner for Sharp AR-5726-MX 312FT	box	15						10			5			30.00	10,000.00	300,000.00
209	Toner Black	box	6												6.00	6,000.00	36,000.00
210	Toner Cyan	box	6												6.00	7,000.00	42,000.00

Item No.	Description	Unit	Quantity												Unit Price	Total Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
211	Toner Magenta	box	6												6.00	7,000.00	42,000.00
212	Toner Yellow	box	6												6.00	7,000.00	42,000.00
213	Canon, iP110 Ink tank, Cli-36, color	cart				24									24.00	1,020.00	24,480.00
214	Canon, iP110 Ink tank, Cli-35, black	cart				24									24.00	580.00	13,920.00
215	Epson, C9300N, Black (S050605)	cart				12									12.00	5,000.00	60,000.00
216	Epson, C9300N, Cyan (S050602)	cart				8									8.00	9,000.00	72,000.00
217	Epson, C9300N, Magenta (S050603)	cart				8									8.00	9,000.00	72,000.00
218	Epson, C9300N, Yellow (S050604)	cart				8									8.00	9,000.00	72,000.00
219	HP 932XL, High Yield, black	cart	27	27	26	37	7	6	20	20					170.00	1,650.00	280,500.00
220	HP 933XL, High Yield, cyan	cart	15	15	15	25	5	5	10	10					100.00	850.00	85,000.00
221	HP 933XL, High Yield, magenta	cart	15	15	15	25	5	5	10	10					100.00	850.00	85,000.00
222	HP 933XL, High Yield, yellow	cart	15	15	15	25	5	5	10	10					100.00	850.00	85,000.00
223	Ink bottle, Epson T6641-B, BK664	bottle				11						1			12.00	400.00	4,800.00
224	Ink bottle, Epson T6642-C, C664	bottle				11						1			12.00	400.00	4,800.00
225	Ink bottle, Epson T6643-M, M664	bottle				11						1			12.00	400.00	4,800.00
226	Ink bottle, Epson T6644-Y, Y664	bottle				11						1			12.00	400.00	4,800.00
227	Ink cart, Canon CL-831, color	cart				12									12.00	1,200.00	14,400.00

Item No.	Item Description	Unit	Quantity												Unit Price	Total Price	Total Amount
228	Ink Cart, Canon PG-830, Black	cart				16									16.00	900.00	14,400.00
229	Ink cart, HP 51645A, (HP45), black	cart	30	20											50.00	1,346.80	67,340.00
230	Ink Cart, HP C6578DA, (HP78), Tri-color	cart	20	10											30.00	1,606.80	48,204.00
231	Toner xerox machine, Kyocera TK-135 (kl-130)	pc			5										5.00	3,700.00	18,500.00
232	Epson L210 (T6641) Black	btl			15										15.00	300.00	4,500.00
233	Epson L210 (T6642) Cyan	btl			8										8.00	300.00	2,400.00
234	Epson L210 (T6643) Magenta	btl			8										8.00	300.00	2,400.00
235	Epson L210 (T6644) Yellow	btl			8										8.00	300.00	2,400.00
236	Brother LC73BK Bottle Ink Black (100ml)	btl			15										15.00	200.00	3,000.00
237	Brother LC73C Bottle Ink Cyan (100ml)	btl			10										10.00	200.00	2,000.00
238	Brother LC73M Bottle Ink Magenta (100ml)	btl			10										10.00	200.00	2,000.00
239	Brother LC73Y Bottle Ink Yellow (100ml)	btl			10										10.00	200.00	2,000.00
240	Epson T6731 Bottle Ink black (70ml)	btl			5										5.00	600.00	3,000.00
241	Epson T6732 Bottle Ink Cyan (70ml)	btl			5										5.00	600.00	3,000.00
242	Epson T6733 Bottle Ink Magenta (70ml)	btl			5										5.00	600.00	3,000.00
243	Epson T6734 Bottle Ink Magenta (70ml)	btl			5										5.00	600.00	3,000.00
244	Epson T6735 Bottle Ink Light Cyan (70ml)	btl			5										5.00	600.00	3,000.00

Line Item	Description	Unit	Quantity												Unit Price	Total Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
245	Epson T6736 Bottle Ink Light Magenta (70ml)	btl			5										5.00	600.00	3,000.00
246	Toner Black	pc			3										3.00	5,080.00	15,240.00
247	Toner Cyan	pc			1										1.00	6,000.00	6,000.00
248	Toner Magenta	pc			1										1.00	6,000.00	6,000.00
249	Toner Yellow	pc			1										1.00	6,000.00	6,000.00
250	INK CART, HP CC660AA, (HP702), Black	cart			24						10				34.00	1,086.80	36,951.20
251	INK CART, HP C9374 A (HP 72), Gray	cart			15										15.00	2,800.00	42,000.00
252	INK CART, HP C9370 A (HP 72), Photo Black	cart			15										15.00	2,800.00	42,000.00
253	INK CART, HP C9403 A (HP 72), Matte Black	cart			15										15.00	2,800.00	42,000.00
254	INK CART, HP C9373 A (HP 72), Yellow	cart			15										15.00	2,800.00	42,000.00
255	INK CART, HP C9372 A (HP 72), Magenta	cart			15										15.00	2,800.00	42,000.00
256	INK CART, HP C9371 A (HP 72), Cyan	cart			15										15.00	2,800.00	42,000.00
257	TONER CART, HP CE255A (HP55A), High yield toner	cart			6						3				9.00	3,000.00	27,000.00
258	TONER CART, CANON 313	cart			6						3				9.00	4,000.00	36,000.00
259	HP LASERJET PRINT CARTRIDGE, HP CF210 A (131A), Black	cart			8						4				12.00	4,000.00	48,000.00
260	HP LASERJET PRINT CARTRIDGE, HP CF211 A (131A), Cyan	cart			5						2				7.00	4,000.00	28,000.00
261	HP LASERJET PRINT CARTRIDGE, HP CF212 A (131A), Yellow	cart			5						2				7.00	4,000.00	28,000.00

262		HP LASERJET PRINT CARTRIDGE, HP CF213 A (131A), Magenta	cart			5							2			7.00	4,000.00	28,000.00
263		FLASH DRIVE, 32 GB, USB 3.0, Plug and play	piece			15										15.00	1,000.00	15,000.00
264		FLASH DRIVE, 64 GB, USB 3.0, Plug and play	piece			3										3.00	1,200.00	3,600.00
265		Sharp DX-2500 Toner Black	piece			5							5			10.00	6,000.00	60,000.00
266		Sharp DX-2500 Toner Cyan	piece			5							5			10.00	6,000.00	60,000.00
267		Sharp DX-2500 Toner Magenta	piece			5							5			10.00	6,000.00	60,000.00
268		Sharp DX-2500 Toner Yellow	piece			5							5			10.00	6,000.00	60,000.00
269		Toner for the Digital Copier	piece			6							5			11.00	6,500.00	71,500.00
270		Maintenance kit for digital photocopier	piece			1										1.00	11,000.00	11,000.00
271		RIBBON CARTRIDGE, Epson SO15086,	cart	1	1	1	1	1	1	1	1	1	1	1	1	12.00	785.00	9,420.00
272		INK CARTRIDGE, HP C9352A(HP22), tricolored	cart	1	1	1	1	1	1	1	1	1	1	1	1	12.00	1,500.00	18,000.00
273		TONER CARTRIDGE, Sharp AR-168FT, black for Sharp AR-153EDigital Copier	cart	1	1	1	1	1	1	1	1	1	1	1	1	12.00	4,000.00	48,000.00
274		INK CARTRIDGE, CANON PIXMA IX6770 (PGI-750 PGBK)	cart	1		1		1	1		1		1		1	7.00	800.00	5,600.00
275		INK CARTRIDGE, CANON PIXMA IX6770 (PGI-751 C)	cart	1		1			1		1				1	5.00	700.00	3,500.00
276		INK CARTRIDGE, CANON PIXMA IX6770 (PGI-751 M)	cart	1		1			1		1				1	5.00	700.00	3,500.00
277		INK CARTRIDGE, CANON PIXMA IX6770 (PGI-751 Y)	cart	1		1			1		1				1	5.00	700.00	3,500.00
278		INK CARTRIDGE, CANON PIXMA IX6770 (PGI-751 BK)	cart	1		1			1		1				1	5.00	700.00	3,500.00

Item Description			Unit	Quantity											Unit Price	Total Price	Total Amount	
Item No	Item Name	QTY		QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY					
279		UNIVERSAL INK, 1000ml (BK)	bottle	1			1			1			1			4.00	600.00	2,400.00
280		UNIVERSAL INK, 1000ml (C)	bottle	1			1			1			1			4.00	600.00	2,400.00
281		UNIVERSAL INK, 1000ml (M)	bottle	1			1			1			1			4.00	600.00	2,400.00
282		UNIVERSAL INK, 1000ml (Y)	bottle	1			1			1			1			4.00	600.00	2,400.00
283		HP Laser Jet Ink P1102 (CE285A) Black	unit	1			0			1						2.00	4,500.00	9,000.00
284		Canon Ink (Printer) 40 Black	cart	15			15			15			15			60.00	1,000.00	60,000.00
285		Canon Ink (Printer) 41 Colored	cart	15			15			15			15			60.00	1,200.00	72,000.00
286		Epson Printer L210 Black	bottle	60			0			60			0			120.00	300.00	36,000.00
287		Epson Printer L210 Cyan	bottle	40			0			40			0			80.00	300.00	24,000.00
288		Epson Printer L210 Yellow	bottle	40			0			40			0			80.00	300.00	24,000.00
289		Epson Printer L210 Magenta	bottle	40			0			40			0			80.00	300.00	24,000.00
290		Epson Printer Ink L360 Black	bottle	40			30			40			30			140.00	300.00	42,000.00
291		Epson Printer Ink L360 Cyan	bottle	40			30			40			30			140.00	300.00	42,000.00
292		Epson Printer Ink L360 Yellow	bottle	40			30			40			30			140.00	300.00	42,000.00
293		Epson Printer Ink L360 Magenta	bottle	40			30			40			30			140.00	300.00	42,000.00
294		Windows Latest Edition	piece	20			0									20.00	10,000.00	200,000.00
295		Microsoft Office Latest Edition	piece	20			0									20.00	10,000.00	200,000.00

Item Specifications			Unit	Quantity												Unit Price	Total Price	Total Amount
Item No.	Item Description	Item Code		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
296	Antivirus Latest Edition		piece	5			0									5.00	4,000.00	20,000.00
297	Ribbon Cart, Epson Black, for FX-2190		cart	20												20.00	250.00	5,000.00
298	Black, T0731HN Epson Stylus Office T1100		cart	30												30.00	680.00	20,400.00
299	Yellow, T0731HN Epson Stylus Office T1100		cart	10												10.00	650.00	6,500.00
300	Cyan, T073HN Epson Stylus Office T1100		cart	10												10.00	650.00	6,500.00
301	Magenta, T1033HN Epson Stylus Office T1100		cart	10												10.00	650.00	6,500.00
302	Black, /t6641 Epson L210		bottle	10												10.00	270.00	2,700.00
303	Toner cartridge, KXFAT88, for fax machine, Panasonic		pc			1						1				2.00	2,000.00	4,000.00
304	Ink cartridge, #TK-114, toner kit, for Kyocera ECOSYS FS 1040		cart			1			1			1			1	4.00	4,000.00	16,000.00
305																0.00		0.00
306																0.00		0.00
307																0.00		0.00
1	Paper towel		pack	120												120.00	55.00	6,600.00
2	Cloth, face towel		pc	10												10.00	50.00	500.00
3	Trolley, Han Truck Push Cart 300kg load Capacity, Dimension (90x60x15.5cm)		unit	2												2.00	7,000.00	14,000.00

4		Modular Office Cubicles with cabinets	set			25									25.00	75,000.00	1,875,000.00
5		File storage, metal power coated finish with fix handgrab 3-layers, glass doors and lockset 2 shelf adjustable 900mm x 1800mm HT, hauge 18	unit	2	2		2								6.00	15,000.00	90,000.00
6		Adjustable executive chair w/footrest extension and back support	unit	16	13										29.00	15,000.00	435,000.00
7		Filing cabinet	unit		2		2								4.00	8,000.00	32,000.00
8		Computer table/cabinet	unit		2			2							4.00	3,000.00	12,000.00
9		Microwave Oven (branded)	unit		1										1.00	6,000.00	6,000.00
10		Roll up, Banner stand for 36" x 60" Tarpaulin	unit	4											4.00	1,870.00	7,480.00
11		X Banner Stand, 3ft x 5ft	unit	4											4.00	1,540.00	6,160.00
12		Acrylic Signage (Standee)	unit	5					5						10.00	2,970.00	29,700.00
13		Filing cabinet, steel, 4 drawers	unit	10											10.00	8,500.00	85,000.00
14		Conference Table made of wood with top glass (20 seater) including wooden chairs with carvings	pc	1											1.00	300,000.00	300,000.00
15		Executive office table for the manager, top glass or fiber glass, L-type, stainless steel stand with 3 layer drawers on both ends	pc	1											1.00	100,000.00	100,000.00

Item Specifications			Unit	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	Total Quantity	Unit Price	Total Amount
16		reception/Front desk/table with counter top, L-type, with drawers, modular	pc	1													1.00	75,000.00	75,000.00
17		Office table with 3 layers of drawers	pc	1													1.00	30,000.00	30,000.00
18		Disposable Mask	box	2													2.00	300.00	600.00
19		Office Visitors Chair, Office Furniture	unit	42													42.00	2,500.00	105,000.00
20		Office Table, L-type, top glass (clear or moss green), stainless stand, with 2 layer drawers on both ends	unit	21													21.00	30,000.00	630,000.00
21		Computer Table	unit	15													15.00	2,500.00	37,500.00
22		Oven Toaster	unit	1													1.00	3,500.00	3,500.00
23		Refrigerator, 2 door	unit	1													1.00	20,000.00	20,000.00
24		Chair, Jr. Executive	unit	15													15.00	10,000.00	150,000.00
25		FILING CABINET four (4) drawers, steel, plain finish, with 8 ball bearing rollers, gauge 20	unit	10													10.00	12,000.00	120,000.00
26		PORTABLE SPEAKER	piece	1													1.00	4,500.00	4,500.00
27		Disposable surgical mask	box	2													2.00	200.00	400.00
28		Disposable gloves	box	2													2.00	200.00	400.00
29		Antibacterial moisturizing hand sanitizer, 1000 ml	piece	12													12.00	200.00	2,400.00

30		LATERAL FILING CABINET, all steel, fabricated from heavy duty cold rolled sheet equipped with full suspension slides roller bearing, flush PVC handle and provided with automatic lock and duplicate keys, 4 drawers, dimensions: 55"Hx36"Wx20"D, gauge #20, color: light gray, finish: powder coated hi-bake with anti-rust protection, warranty: three (3) years against mechanical defects	piece	6											6.00	15,000.00	90,000.00	
31		CABINET, filing, steel, 4 drawers, w/ 8ball bearing	unit	40											40.00	15,000.00	600,000.00	
32		Computer Table	piece	2											2.00	4,500.00	9,000.00	
33		LADDER, Aluminum, 3-step	unit	1											1.00	2,000.00	2,000.00	
34		CCTV Camera (procurement and installation)	set	4											4.00	20,000.00	80,000.00	
35		Car freshner	pc	35	35	30	35	35	30	35	35	30	35	35	30	400.00	355.00	142,000.00
36		Cotton, 200g	roll	6			6			6			6			24.00	385.00	9,240.00
37		Washing Machine w/Dryer	set	1											1.00	25,000.00	25,000.00	
38		Vacuum cleaner	set	1											1.00	15,000.00	15,000.00	
39		Electric Pot/Kettle, 1.5Ltr	pc	2											2.00	2,000.00	4,000.00	
40		Senior Office Table	unit						2						2.00	10,000.00	20,000.00	

Item Description			Unit	Quantity												Unit Price	Amount	Total
41		Office Chair Junior Executive	unit						5							5.00	8,000.00	40,000.00
42		Cabinet, storage, model MACSG Steel, fabricated from heavy duty cold rolled sheet, (CRS) gauge #18 w/four (4) adjustable shelves, double sliding glass drive with metal frame, provided with imported flush handle with lock and duplicate key, DIM 72"H x 8"D, color beige powder coated hi-bake with anti-rust protection	unit		2											2.00	12,000.00	24,000.00
43		Water dispenser	unit	1												1.00	6,500.00	6,500.00
44		Refrigerator, 8 Cu. Ft.	unit	1												1.00	18,000.00	18,000.00
45		Executive office chair, high back	unit	4												4.00	14,000.00	56,000.00
46		Executive chair, junior	unit	17												17.00	5,000.00	85,000.00
47		Fire Extinguisher, Dry powder, 1 kg, C/W Mounting bracket for car	unit	2												2.00	2,000.00	4,000.00

Item & Specifications			Unit	QTY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	QTY	Unit Price	Total Amount
48		Compact Ultrasonic Flaw Detector with thickness measurement video recording and evaluation • Miniature Angle Beam, Probe, 45 degree, 4 MHz • Miniature Angle Beam, Probe, 60 degree, 4 MHz • Miniature Angle Beam, Probe, 70 degree, 4 MHz • MPKLL2 Probe Cable, Lemo 00 - Lemo 00 • MB4SE 4MHz Straight Beam Probe • Calibration Block IIW, V1 Block	unit	1													1.00	810,000.00	810,000.00
49		Ultrasonic Thickness Gauge DUAL MULTI KIT • Step Wedge Calibration Block (5 Steps) • Ultragel II Ultrasonic Couplant	unit	1													1.00	290,000.00	290,000.00
50		Weld gauge (Cambridge type)	piece	6													6.00	4,000.00	24,000.00
51		Vernier Caliper (150mmL)	piece	8													8.00	2,500.00	20,000.00
52		Micrometer Caliper (25mm)	piece	8													8.00	5,000.00	40,000.00
53		Digital Multi-tester/Clamp meter	unit	1													1.00	10,000.00	10,000.00
54		SolidWorks Professional 2018 version Perpetual License with Subscription Services Initial - 1 year	unit	1													1.00	510,000.00	510,000.00
55		SolidWorks Simulation Professional 2018 version Perpetual License with Subscription Services Initial - 1 year	unit	1													1.00	620,000.00	620,000.00

Line Item	Description	Unit	Fiscal Year 2014												Quantity	Unit Price	Total Amount
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025			
56	Toilet bidet spray, multifunction shower gun, hose and holder included	set	2												2.00	1,000.00	2,000.00
57	Rain coat, medium size for adults	pair			2										2.00	700.00	1,400.00
58	Rainboots, size 10	pair			2										2.00	500.00	1,000.00
59	Waters BMP 1200 Filter Set	set	1												1.00	12,500.00	12,500.00
60	Waters BMP 1200 Glass	unit	1												1.00	3,500.00	3,500.00
61	9"x12 Anodized Plate Plaque w/ logo Holder Wood Backing and Wood Base	piece	20												20.00	3,000.00	60,000.00
62	7"x9" Anodized Plate Plaque w/ logo Holder Wood Backing and Wood Base	piece	18												18.00	2,500.00	45,000.00
63	1" Glass Plaque, 1/4 Thickness	piece	4												4.00	4,000.00	16,000.00
64	2 Door Refrigerator (Samsung 14cu)	unit	1												1.00	20,000.00	20,000.00
65	Executive Chair	unit	24												24.00	5,000.00	120,000.00
66	Coffee Maker / Perculator (Imarflex) 15 liters 1WB - 1500s	unit	1												1.00	9,000.00	9,000.00
67	Xerox Photocopier Repair	unit	1												1.00	50,000.00	50,000.00
68	Flat Screen TV 52" (samsung)	piece	1												1.00	100,000.00	100,000.00
69															0.00		0.00

		MONTHS OF THE YEAR												TOTAL AMOUNT FOR THE YEAR	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
G.1 Available at Procurement Service Stores														P	18,963,601.38
G.2 Other Items not available at PS but regularly purchased from other sources															
TOTAL MONTHLY CASH REQUIREMENTS														P	18,963,601.38

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

Item & Specifications	Unit	Monthly Quantity Requirements												Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			

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 Appropriate Funds
Available:

Recommending Approval:

J.O.P.
JEANNIE O. TANIEGRA
Procurement Analyst B


EDITHA D. MORALES
Manager, Financial Management
Department


BGEN ABRAHAM B. BAGASIN (Ret)
Senior Deputy Administrator /
Chairperson, BAC-A


ATTY. AILYNE C. AGTUCA-SELDA
Manager, Administrative Department /
Chairperson BAC-B

Approved by:


GEN RICARDO R. VISAYA (Ret)
Administrator

Date Prepared August 22, 2018