

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: NFA - REGIONAL OFFICE IV
 Region: REGION IV
 Address: BARANGAY BALAGTAS
BATANGAS CITY

Agency Code/UACS: 350040002977
 Organization Type: GOCC

Contact Person: ROEN M. ACLAN
 Position: PMO IV
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| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | Total Amount for the year |
|--|-----------------|--|--------|-----|----|-----------|-------|-----------|------|----|-----------|------|----------|------|----|-----------|-----|----------|-----|----|-----------|----|----------|-----|-----------|-----------------------------|--------------------------------------|---------------------------|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | | | | | |
| PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 12191601-AL-E04 | ALCOHOL, Ethyl, 500 mL | bottle | 3 | 3 | 3 | 9 | 430.65 | 3 | 3 | 3 | 9 | 430.65 | 3 | 3 | 3 | 9 | 430.65 | 3 | 3 | 3 | 9 | 430.65 | 36 | 47.85 | 1,722.60 | | |
| 2 | 12191601-AL-E03 | ALCOHOL, Ethyl, 1 Gallon | gallon | 5 | 5 | 5 | 15 | 4,958.25 | 5 | 5 | 5 | 15 | 4,958.25 | 5 | 5 | 5 | 15 | 4,958.25 | 5 | 5 | 5 | 15 | 4,958.25 | 60 | 330.55 | 19,833.00 | | |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 60121413-CB-P01 | CLEARBOOK, 20 transparent pockets, A4 | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 32.91 | 0.00 | | |
| 4 | 60121413-CB-P02 | CLEARBOOK, 20 transparent pockets, legal | piece | 5 | 5 | 5 | 15 | 545.40 | 5 | 5 | 5 | 15 | 545.40 | 5 | 5 | 5 | 15 | 545.40 | 5 | 5 | 5 | 15 | 545.40 | 60 | 36.36 | 2,181.60 | | |
| 5 | 60121534-ER-P01 | ERASER, plastic/ rubber | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 4.47 | 0.00 | | |
| 6 | 60121524-SP-G01 | SIGN PEN, Black, liquid or gel | piece | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 144 | 22.20 | 3,196.80 | | |
| 7 | 60121524-SP-G02 | SIGN PEN, Blue, liquid or gel | piece | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 12 | 12 | 12 | 36 | 799.20 | 144 | 22.20 | 3,196.80 | | |
| 8 | 60121524-SP-G03 | SIGN PEN, Red, liquid or gel | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 22.20 | 0.00 | | |
| 9 | 60121124-WR-P01 | WRAPPING PAPER, kraft, 50 sheets per pack | pack | 1 | 1 | 1 | 3 | 483.60 | 1 | 1 | 1 | 3 | 483.60 | 1 | 1 | 1 | 3 | 483.60 | 1 | 1 | 1 | 3 | 483.60 | 12 | 161.20 | 1,934.40 | | |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 45121517-DO-C02 | DOCUMENT CAMERA, 8 MP | unit | 0 | 0 | 2 | 2 | 47,247.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 23,623.60 | 47,247.20 | | |
| 11 | 45111609-MM-P01 | MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.) | unit | 0 | 0 | 1 | 1 | 16,588.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 16,588.00 | 16,588.00 | | |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 26111702-BT-A02 | BATTERY, dry cell, size AA, Two (2) pieces per blister pack | pack | 25 | 25 | 25 | 75 | 1,536.75 | 25 | 25 | 25 | 75 | 1,536.75 | 25 | 25 | 25 | 75 | 1,536.75 | 25 | 25 | 25 | 75 | 1,536.75 | 300 | 20.49 | 6,147.00 | | |
| 13 | 26111702-BT-A01 | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | pack | 15 | 15 | 15 | 45 | 825.30 | 15 | 15 | 15 | 45 | 825.30 | 15 | 15 | 15 | 45 | 825.30 | 15 | 15 | 15 | 45 | 825.30 | 180 | 18.34 | 3,301.20 | | |
| 14 | 26111702-BT-A03 | BATTERY, dry cell, size D, Two (2) pieces per blister pack | pack | 1 | 1 | 1 | 3 | 288.60 | 1 | 1 | 1 | 3 | 288.60 | 1 | 1 | 1 | 3 | 288.60 | 1 | 1 | 1 | 3 | 288.60 | 12 | 96.20 | 1,154.40 | | |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 47131812-AF-A01 | AIR FRESHENER, Aerosol type, 150g | can | 4 | 4 | 4 | 12 | 979.68 | 4 | 4 | 4 | 12 | 979.68 | 4 | 4 | 4 | 12 | 979.68 | 4 | 4 | 4 | 12 | 979.68 | 48 | 81.64 | 3,918.72 | | |
| 16 | 47131604-BR-S01 | BROOM, Soft (Walis Tambo) | piece | 3 | 3 | 3 | 9 | 1,226.16 | 3 | 3 | 3 | 9 | 1,226.16 | 3 | 3 | 3 | 9 | 1,226.16 | 3 | 3 | 3 | 9 | 1,226.16 | 36 | 136.24 | 4,904.64 | | |
| 17 | 47131604-BR-T01 | BROOM, Stick (Walis Ting-ting) | piece | 2 | 2 | 2 | 6 | 136.68 | 2 | 2 | 2 | 6 | 136.68 | 2 | 2 | 2 | 6 | 136.68 | 2 | 2 | 2 | 6 | 136.68 | 24 | 22.78 | 546.72 | | |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | Total Amount for the year | | | |
|---|--|------------------------------|-----|-----|----|-----------|-----------|-----|------|----|-----------|----------|-----|------|----|-----------|----------|-----|-----|----|-----------|-----------------------------|--------------------------------------|---------------------------|-----------|--|--|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | | | | |
| 18 47131829-TB-C01 | CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL | bottle | 5 | 5 | 5 | 15 | 624.00 | 5 | 5 | 5 | 15 | 624.00 | 5 | 5 | 5 | 15 | 624.00 | 5 | 5 | 5 | 15 | 624.00 | 60 | 41.60 | 2,496.00 | | |
| 19 47131805-CL-P01 | CLEANSER, Scouring Powder, 350g | can | 4 | 4 | 4 | 12 | 287.04 | 4 | 4 | 4 | 12 | 287.04 | 4 | 4 | 4 | 12 | 287.04 | 4 | 4 | 4 | 12 | 287.04 | 48 | 23.92 | 1,148.16 | | |
| 20 47131811-DE-B02 | DETERGENT BAR, 140g as packed | piece | 2 | 2 | 2 | 6 | 49.80 | 2 | 2 | 2 | 6 | 49.80 | 2 | 2 | 2 | 6 | 49.80 | 2 | 2 | 2 | 6 | 49.80 | 24 | 8.30 | 199.20 | | |
| 21 47131811-DE-P03 | DETERGENT POWDER, all purpose, 1kg | pouch | 5 | 5 | 5 | 15 | 811.20 | 5 | 5 | 5 | 15 | 811.20 | 5 | 5 | 5 | 15 | 811.20 | 5 | 5 | 5 | 15 | 811.20 | 60 | 54.08 | 3,244.80 | | |
| 22 47131803-DS-A01 | DISINFECTANT SPRAY, Aerosol type, 400g | can | 3 | 3 | 3 | 9 | 1,259.01 | 3 | 3 | 3 | 9 | 1,259.01 | 3 | 3 | 3 | 9 | 1,259.01 | 3 | 3 | 3 | 9 | 1,259.01 | 36 | 139.89 | 5,036.04 | | |
| 23 47131601-DU-P01 | DUST PAN, rigid non-breakable plastic | piece | 0 | 0 | 3 | 3 | 82.92 | 0 | 0 | 3 | 3 | 82.92 | 0 | 0 | 3 | 3 | 82.92 | 0 | 0 | 3 | 3 | 82.92 | 12 | 27.64 | 331.68 | | |
| 24 47131802-FW-P02 | FLOOR WAX, paste type, red, 2kg | can | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 309.76 | 0.00 | | |
| 25 47131830-FC-A01 | FURNITURE CLEANER, Aerosol type, 300mL | can | 2 | 2 | 2 | 6 | 720.72 | 2 | 2 | 2 | 6 | 720.72 | 2 | 2 | 2 | 6 | 720.72 | 2 | 2 | 2 | 6 | 720.72 | 24 | 120.12 | 2,882.88 | | |
| 26 73101612-HS-L01 | LIQUID HAND SOAP, 500mL | bottle | 12 | 12 | 12 | 36 | 1,546.20 | 12 | 12 | 12 | 36 | 1,546.20 | 12 | 12 | 12 | 36 | 1,546.20 | 12 | 12 | 12 | 36 | 1,546.20 | 144 | 42.95 | 6,184.80 | | |
| 27 47121804-MP-B01 | MOP BUCKET, heavy duty, hard plastic, 30 liters capacity | unit | 0 | 0 | 2 | 2 | 4,576.00 | 0 | 0 | 2 | 2 | 4,576.00 | 0 | 0 | 2 | 2 | 4,576.00 | 0 | 0 | 2 | 2 | 4,576.00 | 8 | 2,288.00 | 18,304.00 | | |
| 28 47131613-MP-H02 | MOPHANDLE, heavy duty | piece | 0 | 0 | 3 | 3 | 374.40 | 0 | 0 | 3 | 3 | 374.40 | 0 | 0 | 3 | 3 | 374.40 | 0 | 0 | 3 | 3 | 374.40 | 12 | 124.80 | 1,497.60 | | |
| 29 47131619-MP-R01 | MOPHEAD, made of rayon | piece | 0 | 0 | 6 | 6 | 735.06 | 0 | 0 | 6 | 6 | 735.06 | 0 | 0 | 6 | 6 | 735.06 | 0 | 0 | 6 | 6 | 735.06 | 24 | 122.51 | 2,940.24 | | |
| 30 47131501-RG-C01 | RAGS, all cotton, 1 kilo per bundle | bundle | 1 | 1 | 1 | 3 | 159.42 | 1 | 1 | 1 | 3 | 159.42 | 1 | 1 | 1 | 3 | 159.42 | 1 | 1 | 1 | 3 | 159.42 | 12 | 53.14 | 637.68 | | |
| 31 47131602-SC-N01 | SCOURING PAD, 5 pieces per pack | pack | 3 | 3 | 3 | 9 | 521.37 | 3 | 3 | 3 | 9 | 521.37 | 3 | 3 | 3 | 9 | 521.37 | 3 | 3 | 3 | 9 | 521.37 | 36 | 57.93 | 2,085.48 | | |
| 32 47121701-TB-P04 | TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | pack | 7 | 7 | 7 | 21 | 3,024.84 | 7 | 7 | 7 | 21 | 3,024.84 | 7 | 7 | 7 | 21 | 3,024.84 | 7 | 7 | 7 | 21 | 3,024.84 | 84 | 144.04 | 12,099.36 | | |
| 33 47121702-WB-P01 | WASTEBASKET, rigid plastic | piece | 0 | 0 | 3 | 3 | 95.73 | 0 | 0 | 3 | 3 | 95.73 | 0 | 0 | 3 | 3 | 95.73 | 0 | 0 | 3 | 3 | 95.73 | 12 | 31.91 | 382.92 | | |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 12171703-SI-P01 | INK, for stamp pad, 50ml | bottle | 1 | 1 | 1 | 3 | 86.73 | 1 | 1 | 1 | 3 | 86.73 | 1 | 1 | 1 | 3 | 86.73 | 1 | 1 | 1 | 3 | 86.73 | 12 | 28.91 | 346.92 | | |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 52161535-DV-R01 | DIGITAL VOICE RECORDER | unit | 0 | 0 | 2 | 2 | 14,678.32 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 7,339.16 | 14,678.32 | | |
| FACE MASK | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 42131713-SM-M06 | FACE MASK, 3 ply, fifty (50) pieces per box | box | 3 | 3 | 3 | 9 | 697.50 | 3 | 3 | 3 | 9 | 697.50 | 3 | 3 | 3 | 9 | 697.50 | 3 | 3 | 3 | 9 | 697.50 | 36 | 77.50 | 2,790.00 | | |
| FILMS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 13111203-AC-F01 | ACETATE, 50 meters | roll | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 969.88 | 0.00 | | |
| 38 13111201-CF-P01 | CARBON FILM, A4, 100 sheets per box | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 221.00 | 0.00 | | |
| 39 13111201-CF-P02 | CARBON FILM, Legal, 100 sheets per box | box | 2 | 2 | 2 | 6 | 1,431.24 | 2 | 2 | 2 | 6 | 1,431.24 | 2 | 2 | 2 | 6 | 1,431.24 | 2 | 2 | 2 | 6 | 1,431.24 | 24 | 238.54 | 5,724.96 | | |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 46191601-FE-M01 | FIRE EXTINGUISHER, dry chemical | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,144.00 | 0.00 | | |
| 41 46191601-FE-H01 | FIRE EXTINGUISHER, pure HCFC | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5,613.25 | 0.00 | | |
| FLAG OR ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 42 55121905-PH-F01 | PHILIPPINE NATIONAL FLAG | piece | 1 | 1 | 1 | 3 | 854.52 | 1 | 1 | 1 | 3 | 854.52 | 1 | 1 | 1 | 3 | 854.52 | 1 | 1 | 1 | 3 | 854.52 | 12 | 284.84 | 3,418.08 | | |
| FURNITURE AND FURNISHINGS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 56101504-CH-B01 | MONOBLOC CHAIR, beige | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 347.41 | 0.00 | | |
| 44 56101504-CH-W01 | MONOBLOC CHAIR, white | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 344.92 | 0.00 | | |
| 45 56101519-TM-S01 | MONOBLOC TABLE, white, 4 seater capacity | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,248.00 | 0.00 | | |
| 46 56101519-TM-S02 | MONOBLOC TABLE, beige, 4 seater capacity | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,248.00 | 0.00 | | |
| HEATING AND VENTILATION AND AIR CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47 40101604-EF-C01 | ELECTRIC FAN, ceiling mount, orbit type | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,222.00 | 0.00 | | |
| 48 40101604-EF-G01 | ELECTRIC FAN, industrial, ground type | unit | 0 | 0 | 2 | 2 | 2,219.36 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,109.68 | 2,219.36 | | |
| 49 40101604-EF-S01 | ELECTRIC FAN, stand type | unit | 0 | 0 | 2 | 2 | 1,713.72 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 856.86 | 1,713.72 | | |
| 50 40101604-EF-W01 | ELECTRIC FAN, wall mount | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 768.56 | 0.00 | | |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item & Specifications | | | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | Total Amount for the year | | | | |
|--|-----------------|---|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----------------------------|--------------------------------------|---------------------------|-----------|----------|-----------|--|
| | | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | | | | Dec | Q4 | Q4 AMOUNT | |
| 51 | 43211507-D5K001 | DESKTOP, for Basic Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 24,793.60 | 0.00 | | |
| 52 | 43211507-D5K002 | DESKTOP, for Mid-Range Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 42,390.40 | 0.00 | | |
| 53 | 43201827-HD-X02 | EXTERNAL HARD DRIVE, 1TB | unit | 0 | 0 | 2 | 2 | 5,584.80 | 0 | 0 | 2 | 2 | 5,584.80 | 0 | 0 | 2 | 2 | 5,584.80 | 0 | 2 | 0 | 2 | 5,584.80 | 8 | 2,792.40 | 22,339.20 | |
| 54 | 43211503-LAP001 | LAPTOP, for Mid-range Users | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 42,380.00 | 0.00 | | |
| 55 | 43211503-LAP002 | LAPTOP, Lightweight | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 46,800.00 | 0.00 | | |
| 56 | 43211708-MO-O01 | MOUSE, OPTICAL, USB connection type | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 149.76 | 0.00 | | |
| 57 | 43212102-PR-D02 | PRINTER, Impact, Dot Matrix, 24 pins, 136 columns | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 38,100.97 | 0.00 | | |
| 58 | 43212102-PR-D01 | PRINTER, Impact, Dot Matrix, 9 pins, 80 columns | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 10,189.92 | 0.00 | | |
| 59 | 43212105-PR-L01 | PRINTER, Laser, Monochrome | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0.00 | 0 | 2,636.89 | 0.00 | | |
| LIGHTING AND FIXTURES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60 | 39101628-LB-L01 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts | piece | 10 | 10 | 10 | 30 | 2,268.30 | 10 | 10 | 10 | 30 | 2,268.30 | 10 | 10 | 10 | 30 | 2,268.30 | 10 | 10 | 10 | 30 | 2,268.30 | 120 | 75.61 | 9,073.20 | |
| 61 | 39101628-LT-L01 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts | piece | 12 | 12 | 12 | 36 | 7,409.52 | 12 | 12 | 12 | 36 | 7,409.52 | 12 | 12 | 12 | 36 | 7,409.52 | 12 | 12 | 12 | 36 | 7,409.52 | 144 | 205.82 | 29,638.08 | |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 62 | 31201610-GL-J01 | GLUE, all-purpose, 200 grams | jar | 2 | 2 | 2 | 6 | 424.32 | 2 | 2 | 2 | 6 | 424.32 | 2 | 2 | 2 | 6 | 424.32 | 2 | 2 | 2 | 6 | 424.32 | 24 | 70.72 | 1,697.28 | |
| 63 | 31151804-SW-H01 | STAPLE WIRE, heavy duty (binder type), 23/13 | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 22.55 | 0.00 | |
| 64 | 31151804-SW-S01 | STAPLE WIRE, standard | box | 6 | 7 | 7 | 20 | 475.20 | 6 | 7 | 7 | 20 | 475.20 | 6 | 7 | 7 | 20 | 475.20 | 6 | 7 | 7 | 20 | 475.20 | 80 | 23.76 | 1,900.80 | |
| 65 | 31201502-TA-E01 | TAPE, electrical | roll | 3 | 3 | 3 | 9 | 175.05 | 3 | 3 | 3 | 9 | 175.05 | 3 | 3 | 3 | 9 | 175.05 | 3 | 3 | 3 | 9 | 175.05 | 36 | 19.45 | 700.20 | |
| 66 | 31201503-TA-M01 | TAPE, masking, 24mm | roll | 5 | 5 | 5 | 15 | 928.20 | 5 | 5 | 5 | 15 | 928.20 | 5 | 5 | 5 | 15 | 928.20 | 5 | 5 | 5 | 15 | 928.20 | 60 | 61.88 | 3,712.80 | |
| 67 | 31201503-TA-M02 | TAPE, masking, 48 mm | roll | 2 | 2 | 2 | 6 | 726.96 | 2 | 2 | 2 | 6 | 726.96 | 2 | 2 | 2 | 6 | 726.96 | 2 | 2 | 2 | 6 | 726.96 | 24 | 121.16 | 2,907.84 | |
| 68 | 31201517-TA-P01 | TAPE, packaging, 48 mm | roll | 3 | 3 | 3 | 9 | 201.24 | 3 | 3 | 3 | 9 | 201.24 | 3 | 3 | 3 | 9 | 201.24 | 3 | 3 | 3 | 9 | 201.24 | 36 | 22.36 | 804.96 | |
| 69 | 31201512-TA-T01 | TAPE, transparent, 24mm | roll | 10 | 10 | 10 | 30 | 335.40 | 10 | 10 | 10 | 30 | 335.40 | 10 | 10 | 10 | 30 | 335.40 | 10 | 10 | 10 | 30 | 335.40 | 120 | 11.18 | 1,341.60 | |
| 70 | 31201512-TA-T02 | TAPE, transparent, 48 mm | roll | 2 | 2 | 2 | 6 | 135.42 | 2 | 2 | 2 | 6 | 135.42 | 2 | 2 | 2 | 6 | 135.42 | 2 | 2 | 2 | 6 | 135.42 | 24 | 22.57 | 541.68 | |
| 71 | 31151507-TW-P01 | TWINE, plastic | roll | 2 | 2 | 2 | 6 | 399.72 | 2 | 2 | 2 | 6 | 399.72 | 2 | 2 | 2 | 6 | 399.72 | 2 | 2 | 2 | 6 | 399.72 | 24 | 66.62 | 1,598.88 | |
| MEASURING AND OBSERVING AND TESTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 72 | 41111604-RU-P02 | RULER, plastic, 450 mm | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 16.64 | 0.00 | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 73 | 44121612-BL-H01 | BLADE, for general purpose cutter/utility knife, 10 pieces per tube | tube | 2 | 2 | 2 | 6 | 88.92 | 2 | 2 | 2 | 6 | 88.92 | 2 | 2 | 2 | 6 | 88.92 | 2 | 2 | 2 | 6 | 88.92 | 24 | 14.82 | 355.68 | |
| 74 | 44101602-PB-M01 | BINDING AND PUNCHING MACHINE, 50mm binding capacity | unit | 0 | 0 | 1 | 1 | 9,534.72 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 9,534.72 | 9,534.72 | |
| 75 | 44101807-CA-C01 | CALCULATOR, Compact | unit | 1 | 1 | 1 | 3 | 798.72 | 1 | 1 | 1 | 3 | 798.72 | 1 | 1 | 1 | 3 | 798.72 | 1 | 1 | 1 | 3 | 798.72 | 12 | 266.24 | 3,194.88 | |
| 76 | 44121710-CH-W01 | CHALK, white enamel, 100 pieces per box | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 32.97 | 0.00 | |
| 77 | 44122105-BF-C01 | CLIP, backfold, 19mm | box | 5 | 5 | 5 | 15 | 130.80 | 5 | 5 | 5 | 15 | 130.80 | 5 | 5 | 5 | 15 | 130.80 | 5 | 5 | 5 | 15 | 130.80 | 60 | 8.72 | 523.20 | |
| 78 | 44122105-BF-C02 | CLIP, backfold, 25mm | box | 6 | 7 | 7 | 20 | 295.00 | 6 | 7 | 7 | 20 | 295.00 | 6 | 7 | 7 | 20 | 295.00 | 6 | 7 | 7 | 20 | 295.00 | 80 | 14.75 | 1,180.00 | |
| 79 | 44122105-BF-C03 | CLIP, backfold, 32mm | box | 6 | 7 | 7 | 20 | 511.20 | 6 | 7 | 7 | 20 | 511.20 | 6 | 7 | 7 | 20 | 511.20 | 6 | 7 | 7 | 20 | 511.20 | 80 | 25.56 | 2,044.80 | |
| 80 | 44122105-BF-C04 | CLIP, backfold, 50mm | box | 6 | 7 | 7 | 20 | 1,120.80 | 6 | 7 | 7 | 20 | 1,120.80 | 6 | 7 | 7 | 20 | 1,120.80 | 6 | 7 | 7 | 20 | 1,120.80 | 80 | 56.04 | 4,483.20 | |
| 81 | 44121801-CT-R02 | CORRECTION TAPE, 8 meters | piece | 10 | 10 | 10 | 30 | 345.90 | 10 | 10 | 10 | 30 | 345.90 | 10 | 10 | 10 | 30 | 345.90 | 10 | 10 | 10 | 30 | 345.90 | 120 | 11.53 | 1,383.60 | |
| 82 | 44121612-CU-H01 | CUTTER/UTILITY KNIFE, for general purpose | piece | 2 | 2 | 2 | 6 | 200.58 | 2 | 2 | 2 | 6 | 200.58 | 2 | 2 | 2 | 6 | 200.58 | 2 | 2 | 2 | 6 | 200.58 | 24 | 33.43 | 802.32 | |
| 83 | 44111515-DF-B01 | DATA FILE BOX | piece | 12 | 12 | 12 | 36 | 2,779.20 | 12 | 12 | 12 | 36 | 2,779.20 | 12 | 12 | 12 | 36 | 2,779.20 | 12 | 12 | 12 | 36 | 2,779.20 | 144 | 77.20 | 11,116.80 | |
| 84 | 44122011-DF-F01 | DATA FOLDER | piece | 10 | 10 | 10 | 30 | 2,059.20 | 10 | 10 | 10 | 30 | 2,059.20 | 10 | 10 | 10 | 30 | 2,059.20 | 10 | 10 | 10 | 30 | 2,059.20 | 120 | 68.64 | 8,236.80 | |
| 85 | 44103202-DS-M01 | DATING AND STAMPING MACHINE | piece | 0 | 0 | 2 | 2 | 907.92 | 0 | 0 | 2 | 2 | 907.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 4 | 453.96 | 1,815.84 | |
| 86 | 44121506-EN-D01 | ENVELOPE, Documentary, A4, 500 pieces per box | box | 0 | 0 | 2 | 2 | 1,528.80 | 0 | 0 | 2 | 2 | 1,528.80 | 0 | 0 | 2 | 2 | 1,528.80 | 0 | 2 | 0 | 2 | 1,528.80 | 8 | 764.40 | 6,115.20 | |
| 87 | 44121506-EN-D02 | ENVELOPE, Documentary, legal, 500 pieces per box | box | 0 | 0 | 3 | 3 | 2,942.16 | 0 | 0 | 3 | 3 | 2,942.16 | 0 | 0 | 3 | 3 | 2,942.16 | 0 | 3 | 0 | 3 | 2,942.16 | 12 | 980.72 | 11,768.64 | |
| 88 | 44121506-EN-X01 | ENVELOPE, Expanding, Kraft, 100 pieces per box | box | 1 | 1 | 1 | 3 | 2,215.20 | 1 | 1 | 1 | 3 | 2,215.20 | 1 | 1 | 1 | 3 | 2,215.20 | 1 | 1 | 1 | 3 | 2,215.20 | 12 | 738.40 | 8,860.80 | |

| Item # | Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | Total Amount for the year | | | | | | |
|-------------------------------------|-----------------------|--|------------------------------|-----|-----|----|-----------|-----------|-----|------|----|-----------|-----------|-----|------|----|-----------|-----------|-----------------------------|--------------------------------------|---------------------------|-----|-----------|-----|-----------|-----------|--|
| | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | | | | Nov | Dec | Q4 | Q4 AMOUNT | | |
| 89 | 44121506-EN-X02 | ENVELOPE, Expanding, Plastic | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 30.49 | 0.00 | |
| 90 | 44121506-EN-M02 | ENVELOPE, Mailing, 500 pieces per box | box | 1 | 1 | 1 | 3 | 1,297.56 | 1 | 1 | 1 | 3 | 1,297.56 | 1 | 1 | 1 | 3 | 1,297.56 | 1 | 1 | 1 | 3 | 1,297.56 | 12 | 432.52 | 5,190.24 | |
| 91 | 44121504-EN-W02 | ENVELOPE, Mailing, with window, 500 pieces per box | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 488.80 | 0.00 | |
| 92 | 44111912-ER-B01 | ERASER, felt, for blackboard/whiteboard | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 11.41 | 0.00 | |
| 93 | 44101714-FX-M01 | FACSIMILE MACHINE | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 5,642.00 | 0.00 | |
| 94 | 44122118-FA-P01 | FASTENER, metal, non-sharp edges, 50 sets per box | box | 10 | 10 | 10 | 30 | 2,839.20 | 10 | 10 | 10 | 30 | 2,839.20 | 10 | 10 | 10 | 30 | 2,839.20 | 10 | 10 | 10 | 30 | 2,839.20 | 120 | 94.64 | 11,356.80 | |
| 95 | 44111515-FO-X01 | FILE ORGANIZER, expanding, plastic, legal | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 85.20 | 0.00 | |
| 96 | 44122018-FT-D01 | FILE TAB/INDEX DIVIDER, bristol board, A4 | set | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 11.13 | 0.00 | |
| 97 | 44122018-FT-D02 | FILE TAB/INDEX DIVIDER, bristol board, legal | set | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 14.23 | 0.00 | |
| 98 | 44122011-FO-F01 | FOLDER, Fancy with slide, A4, 50 pieces per bundle | bundle | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 270.40 | 0.00 | |
| 99 | 44122011-FO-F02 | FOLDER, Fancy with slide, legal, 50 pieces per bundle | bundle | 2 | 2 | 2 | 6 | 1,719.12 | 2 | 2 | 2 | 6 | 1,719.12 | 2 | 2 | 2 | 6 | 1,719.12 | 2 | 2 | 2 | 6 | 1,719.12 | 24 | 286.52 | 6,876.48 | |
| 100 | 44122011-FO-L01 | FOLDER, L-type, A4, 50 pieces per pack | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 187.54 | 0.00 | |
| 101 | 44122011-FO-L02 | FOLDER, L-type, legal, 50 pieces per pack | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 238.57 | 0.00 | |
| 102 | 44122027-FO-P01 | FOLDER, pressboard, 100 pieces per box | box | 3 | 3 | 3 | 9 | 8,573.76 | 3 | 3 | 3 | 9 | 8,573.76 | 3 | 3 | 3 | 9 | 8,573.76 | 3 | 3 | 3 | 9 | 8,573.76 | 36 | 952.64 | 34,295.04 | |
| 103 | 44122011-FO-T03 | FOLDER with tab, A4, 100 pieces per pack | pack | 1 | 1 | 1 | 3 | 867.36 | 1 | 1 | 1 | 3 | 867.36 | 1 | 1 | 1 | 3 | 867.36 | 1 | 1 | 1 | 3 | 867.36 | 12 | 289.12 | 3,469.44 | |
| 104 | 44122011-FO-T04 | FOLDER with tab, legal, 100 pieces per pack | pack | 2 | 2 | 2 | 6 | 1,999.56 | 2 | 2 | 2 | 6 | 1,999.56 | 2 | 2 | 2 | 6 | 1,999.56 | 2 | 2 | 2 | 6 | 1,999.56 | 24 | 333.26 | 7,998.24 | |
| 105 | 44122008-IT-T01 | INDEX TAB, self-adhesive, transparent, 5 sets per box | box | 15 | 15 | 15 | 45 | 2,839.95 | 15 | 15 | 15 | 45 | 2,839.95 | 15 | 15 | 15 | 45 | 2,839.95 | 15 | 15 | 15 | 45 | 2,839.95 | 180 | 63.11 | 11,359.80 | |
| 106 | 44111515-MF-B02 | MAGAZINE FILE BOX, Large | piece | 10 | 10 | 10 | 30 | 1,248.00 | 10 | 10 | 10 | 30 | 1,248.00 | 10 | 10 | 10 | 30 | 1,248.00 | 10 | 10 | 10 | 30 | 1,248.00 | 120 | 41.60 | 4,992.00 | |
| 107 | 44121708-MA-F01 | MARKER, Fluorescent, 3 colors per set | set | 2 | 2 | 2 | 6 | 219.96 | 2 | 2 | 2 | 6 | 219.96 | 2 | 2 | 2 | 6 | 219.96 | 2 | 2 | 2 | 6 | 219.96 | 24 | 36.66 | 879.84 | |
| 108 | 44121708-MP-B01 | MARKER, Permanent, Black | piece | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 144 | 7.47 | 1,075.68 | |
| 109 | 44121708-MP-B02 | MARKER, Permanent, Blue | piece | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 12 | 12 | 12 | 36 | 268.92 | 144 | 7.47 | 1,075.68 | |
| 110 | 44121708-MP-B03 | MARKER, Permanent, Red | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 7.47 | 0.00 | |
| 111 | 44121708-MW-B01 | MARKER, Whiteboard, Black | piece | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 12 | 12 | 12 | 36 | 347.40 | 144 | 9.65 | 1,389.60 | |
| 112 | 44121708-MW-B02 | MARKER, Whiteboard, Blue | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 9.65 | 0.00 | |
| 113 | 44121708-MW-B03 | MARKER, Whiteboard, Red | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 9.65 | 0.00 | |
| 114 | 44122104-PC-G01 | PAPER CLIP, vinyl/plastic coated, 33mm | box | 5 | 5 | 5 | 15 | 132.30 | 5 | 5 | 5 | 15 | 132.30 | 5 | 5 | 5 | 15 | 132.30 | 5 | 5 | 5 | 15 | 132.30 | 60 | 8.82 | 529.20 | |
| 115 | 44122104-PC-J02 | PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm | box | 5 | 5 | 5 | 15 | 206.70 | 5 | 5 | 5 | 15 | 206.70 | 5 | 5 | 5 | 15 | 206.70 | 5 | 5 | 5 | 15 | 206.70 | 60 | 13.78 | 826.80 | |
| 116 | 44101601-PT-M01 | PAPER TRIMMER/CUTTING MACHINE, table top | unit | 0 | 0 | 1 | 1 | 9,297.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 9,297.60 | 9,297.60 | |
| 117 | 44121706-PE-L01 | PENCIL, lead/graphite, with eraser, one (1) dozen per box | box | 2 | 2 | 2 | 6 | 124.74 | 2 | 2 | 2 | 6 | 124.74 | 2 | 2 | 2 | 6 | 124.74 | 2 | 2 | 2 | 6 | 124.74 | 24 | 20.79 | 498.96 | |
| 118 | 44121619-PS-M01 | PENCIL SHARPENER, manual, single cutter head | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 212.87 | 0.00 | |
| 119 | 44101602-PU-P01 | PUNCHER, paper, heavy duty | piece | 1 | 1 | 1 | 3 | 452.40 | 1 | 1 | 1 | 3 | 452.40 | 1 | 1 | 1 | 3 | 452.40 | 1 | 1 | 1 | 3 | 452.40 | 12 | 150.80 | 1,809.60 | |
| 120 | 44122037-RB-P10 | RING BINDER, plastic, 32 mm, 10 pieces per bundle | bundle | 4 | 4 | 4 | 12 | 3,290.76 | 4 | 4 | 4 | 12 | 3,290.76 | 4 | 4 | 4 | 12 | 3,290.76 | 4 | 4 | 4 | 12 | 3,290.76 | 48 | 274.23 | 13,163.04 | |
| 121 | 44122101-RU-B01 | RUBBER BAND No. 18, 350g | box | 1 | 1 | 1 | 3 | 405.60 | 1 | 1 | 1 | 3 | 405.60 | 1 | 1 | 1 | 3 | 405.60 | 1 | 1 | 1 | 3 | 405.60 | 12 | 135.20 | 1,622.40 | |
| 122 | 44121905-SP-F01 | STAMP PAD, felt | piece | 1 | 1 | 1 | 3 | 119.76 | 1 | 1 | 1 | 3 | 119.76 | 1 | 1 | 1 | 3 | 119.76 | 1 | 1 | 1 | 3 | 119.76 | 12 | 39.92 | 479.04 | |
| 123 | 44121618-SS-S01 | SCISSORS, symmetrical or asymmetrical | pair | 1 | 1 | 1 | 3 | 100.11 | 1 | 1 | 1 | 3 | 100.11 | 1 | 1 | 1 | 3 | 100.11 | 1 | 1 | 1 | 3 | 100.11 | 12 | 33.37 | 400.44 | |
| 124 | 44121615-ST-S01 | STAPLER, standard type | piece | 1 | 1 | 1 | 3 | 436.80 | 1 | 1 | 1 | 3 | 436.80 | 1 | 1 | 1 | 3 | 436.80 | 1 | 1 | 1 | 3 | 436.80 | 12 | 145.60 | 1,747.20 | |
| 125 | 44121615-ST-B01 | STAPLER, heavy duty (binder type), desktop | unit | 0 | 0 | 1 | 1 | 888.16 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 888.16 | 888.16 | |
| 126 | 44121613-SR-P01 | STAPLE REMOVER, plier type | piece | 0 | 0 | 2 | 2 | 55.74 | 0 | 0 | 1 | 1 | 27.87 | 0 | 0 | 1 | 1 | 27.87 | 0 | 2 | 0 | 2 | 55.74 | 6 | 27.87 | 167.22 | |
| 127 | 44121605-TD-T01 | TAPE DISPENSER, table top | piece | 1 | 1 | 1 | 3 | 218.40 | 1 | 1 | 1 | 3 | 218.40 | 1 | 1 | 1 | 3 | 218.40 | 1 | 1 | 1 | 3 | 218.40 | 12 | 72.80 | 873.60 | |
| PAPER MATERIALS AND PRODUCTS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 128 | 14111525-CA-A01 | CARTOLINA, assorted colors, 20 pieces of assorted colors per pack | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 83.72 | 0.00 | |
| 129 | 14111506-CF-L11 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box | box | 5 | 5 | 5 | 15 | 13,238.25 | 5 | 5 | 5 | 15 | 13,238.25 | 5 | 5 | 5 | 15 | 13,238.25 | 5 | 5 | 5 | 15 | 13,238.25 | 60 | 882.55 | 52,953.00 | |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue (as of 28 July 2022) | Total Amount for the year | | | | | |
|---|-----------------|--|--------|-----|----|-----------|-------|-----------|------|----|-----------|------|-----------|------|----|-----------|-----|-----------|-----|-----------------------------|--------------------------------------|---------------------------|-----------|-----------|----------|-----------|--|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | | | | Q4 | Q4 AMOUNT | | | |
| 130 | 14111506-CF-L12 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box | box | 5 | 5 | 5 | 15 | 17,503.20 | 5 | 5 | 5 | 15 | 17,503.20 | 5 | 5 | 5 | 15 | 17,503.20 | 5 | 5 | 5 | 15 | 17,503.20 | 60 | 1,166.88 | 70,012.80 | |
| 131 | 14111506-CF-L22 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box | box | 5 | 5 | 5 | 15 | 22,932.00 | 5 | 5 | 5 | 15 | 22,932.00 | 5 | 5 | 5 | 15 | 22,932.00 | 5 | 5 | 5 | 15 | 22,932.00 | 60 | 1,528.80 | 91,728.00 | |
| 132 | 14111506-CF-L21 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box | box | 3 | 3 | 3 | 9 | 9,238.32 | 3 | 3 | 3 | 9 | 9,238.32 | 3 | 3 | 3 | 9 | 9,238.32 | 3 | 3 | 3 | 9 | 9,238.32 | 36 | 1,026.48 | 36,953.28 | |
| 133 | 14111506-CF-L31 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box | box | 3 | 3 | 3 | 9 | 7,113.60 | 3 | 3 | 3 | 9 | 7,113.60 | 3 | 3 | 3 | 9 | 7,113.60 | 3 | 3 | 3 | 9 | 7,113.60 | 36 | 790.40 | 28,454.40 | |
| 134 | 14111506-CF-L32 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box | box | 3 | 3 | 3 | 9 | 13,572.00 | 3 | 3 | 3 | 9 | 13,572.00 | 3 | 3 | 3 | 9 | 13,572.00 | 3 | 3 | 3 | 9 | 13,572.00 | 36 | 1,508.00 | 54,288.00 | |
| 135 | 14111609-LI-C01 | LOOSELEAF COVER, 50 sets per bundle | bundle | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 794.96 | 0.00 | |
| 136 | 14111514-NP-S02 | NOTE PAD, stick on, 2" x 3", 100 sheets per pad | pad | 3 | 3 | 3 | 9 | 333.54 | 3 | 3 | 3 | 9 | 333.54 | 3 | 3 | 3 | 9 | 333.54 | 3 | 3 | 3 | 9 | 333.54 | 36 | 37.06 | 1,334.16 | |
| 137 | 14111514-NP-S04 | NOTE PAD, stick on, 3" x 4", 100 sheets per pad | pad | 3 | 3 | 3 | 9 | 533.52 | 3 | 3 | 3 | 9 | 533.52 | 3 | 3 | 3 | 9 | 533.52 | 3 | 3 | 3 | 9 | 533.52 | 36 | 59.28 | 2,134.08 | |
| 138 | 14111514-NP-S03 | NOTE PAD, stick on, 3" x 3", 100 sheets per pad | pad | 3 | 3 | 3 | 9 | 468.00 | 3 | 3 | 3 | 9 | 468.00 | 3 | 3 | 3 | 9 | 468.00 | 3 | 3 | 3 | 9 | 468.00 | 36 | 52.00 | 1,872.00 | |
| 139 | 14111514-NB-S01 | NOTEBOOK, stenographer | piece | 12 | 12 | 12 | 36 | 433.44 | 12 | 12 | 12 | 36 | 433.44 | 12 | 12 | 12 | 36 | 433.44 | 12 | 12 | 12 | 36 | 433.44 | 144 | 12.04 | 1,733.76 | |
| 140 | 14111507-PP-M01 | PAPER, MULTICOPY A4, 500 sheets per ream | ream | 30 | 30 | 40 | 100 | 16,565.00 | 30 | 30 | 40 | 100 | 16,565.00 | 30 | 30 | 40 | 100 | 16,565.00 | 30 | 30 | 40 | 100 | 16,565.00 | 400 | 165.65 | 66,260.00 | |
| 141 | 14111507-PP-M02 | PAPER, MULTICOPY LEGAL, 500 sheets per ream | ream | 30 | 30 | 40 | 100 | 18,918.00 | 30 | 30 | 40 | 100 | 18,918.00 | 30 | 30 | 40 | 100 | 18,918.00 | 30 | 30 | 40 | 100 | 18,918.00 | 400 | 189.18 | 75,672.00 | |
| 142 | 14111507-PP-C01 | PAPER, MULTIPURPOSE A4, 500 sheets per ream | ream | 30 | 30 | 40 | 100 | 13,774.00 | 30 | 30 | 40 | 100 | 13,774.00 | 30 | 30 | 40 | 100 | 13,774.00 | 30 | 30 | 40 | 100 | 13,774.00 | 400 | 137.74 | 55,096.00 | |
| 143 | 14111507-PP-C02 | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream | ream | 30 | 30 | 40 | 100 | 15,891.00 | 30 | 30 | 40 | 100 | 15,891.00 | 30 | 30 | 40 | 100 | 15,891.00 | 30 | 30 | 40 | 100 | 15,891.00 | 400 | 158.91 | 63,564.00 | |
| 144 | 14111531-PP-R01 | PAD PAPER, ruled | pad | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 21.53 | 0.00 | |
| 145 | 14111503-PA-P01 | PAPER, parchment, 100 sheets per box | box | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 98.05 | 0.00 | |
| 146 | 14111531-RE-B01 | RECORD BOOK, 300 PAGES | book | 4 | 4 | 4 | 12 | 748.80 | 4 | 4 | 4 | 12 | 748.80 | 4 | 4 | 4 | 12 | 748.80 | 4 | 4 | 4 | 12 | 748.80 | 48 | 62.40 | 2,995.20 | |
| 147 | 14111531-RE-B02 | RECORD BOOK, 500 PAGES | book | 4 | 4 | 4 | 12 | 1,248.00 | 4 | 4 | 4 | 12 | 1,248.00 | 4 | 4 | 4 | 12 | 1,248.00 | 4 | 4 | 4 | 12 | 1,248.00 | 48 | 104.00 | 4,992.00 | |
| 148 | 14111818-TI-P02 | THERMAL PAPER, 216mm | roll | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 55.64 | 0.00 | |
| 149 | 14111704-TT-P04 | TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack | pack | 10 | 10 | 10 | 30 | 1,014.00 | 10 | 10 | 10 | 30 | 1,014.00 | 10 | 10 | 10 | 30 | 1,014.00 | 10 | 10 | 10 | 30 | 1,014.00 | 120 | 33.80 | 4,056.00 | |
| 150 | 14111704-TT-P02 | TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack | pack | 5 | 5 | 5 | 15 | 1,294.80 | 5 | 5 | 5 | 15 | 1,294.80 | 5 | 5 | 5 | 15 | 1,294.80 | 5 | 5 | 5 | 15 | 1,294.80 | 60 | 86.32 | 5,179.20 | |
| PERFUMES OR COLOGNES OR FRAGRANCES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 151 | 53131626-IS-S01 | LIQUID HAND SANITIZER, 500mL | bottle | 4 | 4 | 4 | 12 | 970.20 | 4 | 4 | 4 | 12 | 970.20 | 4 | 4 | 4 | 12 | 970.20 | 4 | 4 | 4 | 12 | 970.20 | 48 | 80.85 | 3,880.80 | |
| PESTICIDES OR PEST REPELLENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 152 | 10191509-IN-A01 | INSECTICIDE, 600mL | can | 4 | 4 | 4 | 12 | 1,672.32 | 4 | 4 | 4 | 12 | 1,672.32 | 4 | 4 | 4 | 12 | 1,672.32 | 4 | 4 | 4 | 12 | 1,672.32 | 48 | 139.36 | 6,689.28 | |
| PRINTED PUBLICATIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 153 | 55101524-RA-H01 | HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184) | book | 3 | 3 | 3 | 9 | 334.89 | 3 | 3 | 3 | 9 | 334.89 | 3 | 3 | 3 | 9 | 334.89 | 3 | 3 | 3 | 9 | 334.89 | 36 | 37.21 | 1,339.56 | |
| PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 44103109-BR-D05 | DRUM CARTRIDGE, BROTHER DR-3455, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 6,947.20 | 0.00 | |
| 2 | 44103105-BR-B04 | INK CARTRIDGE, BROTHER LC67B, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 910.00 | 0.00 | |
| 3 | 44103105-BR-B05 | INK CARTRIDGE, BROTHER LC67HYBK, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,601.60 | 0.00 | |
| 4 | 44103105-CA-C04 | INK CARTRIDGE, CANON CL-741, Colored | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,126.32 | 0.00 | |
| 5 | 44103105-CA-C02 | INK CARTRIDGE, CANON CL-811, Colored | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,178.32 | 0.00 | |
| 6 | 44103105-CA-B04 | INK CARTRIDGE, CANON PG-740, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 861.12 | 0.00 | |
| 7 | 44103105-CA-B02 | INK CARTRIDGE, CANON PG-810, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 892.32 | 0.00 | |
| 8 | 44103105-EP-B17 | INK CARTRIDGE, EPSON C13T664100 (T6641), Black | cart | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 48 | 249.60 | 11,980.80 | |
| 9 | 44103105-EP-C17 | INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan | cart | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 48 | 249.60 | 11,980.80 | |
| 10 | 44103105-EP-M17 | INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta | cart | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 48 | 249.60 | 11,980.80 | |
| 11 | 44103105-EP-Y17 | INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow | cart | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 4 | 4 | 4 | 12 | 2,995.20 | 48 | 249.60 | 11,980.80 | |
| 12 | 44103105-HP-B40 | INK CARTRIDGE, HP C2P04AA (HP62), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 852.80 | 0.00 | |
| 13 | 44103105-HP-T40 | INK CARTRIDGE, HP C2P06AA (HP62), Tri-color | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1,048.32 | 0.00 | |
| 14 | 44103105-HP-B09 | INK CARTRIDGE, HP C9351AA (HP21), Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 910.00 | 0.00 | |

