

**ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last considered Common Supplies or Equipment (CSE).
purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE).
Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. **The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:**
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
6. **The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:**
 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: GENERAL TINIO WATER DISTRICT
Region: III
Address: Bonifacio St.Pob. Central, Gen. Tinio, Nueva Ecija

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| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|----------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, size AA, alkaline, 2 pieces per blister pack | pack | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 24 | 17.40 | 417.53 | |
| 2 BATTERY, size AAA, alkaline, 2 pieces per blister pack | pack | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 14.99 | 119.93 | |
| 3 BATTERY, size D, alkaline, 2 pieces per blister pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 77.59 | - | |
| 4 FLUORESCENT LAMP, tubular, 28 watts | tube | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 116.12 | - | |
| 5 FLUORESCENT LAMP, tubular, 36 watts | tube | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 42.12 | - | |
| 6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 103.35 | - | |
| 7 TAPE, electrical | roll | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 18.47 | 147.78 | |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 ACETATE, gauge #3, 50m per roll | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 633.36 | - | |
| 2 AIR FRESHENER, 280mL/can | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 82.34 | - | |
| 3 ALCOHOL, 70%, ethyl, 500ml | bottle | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 43.79 | 525.45 | |
| 4 CARBON FILM, A4 size, 100 sheets per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 226.95 | - | |
| 5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 257.73 | - | |
| 6 CARTOLINA, assorted color, 20 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 71.56 | - | |
| 7 CHALK, white, dustless, 100 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 26.25 | - | |
| 8 CLEARBOOK, A4 size | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 38.00 | - | |
| 9 CLEARBOOK, Legal size | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 42.22 | - | |
| 10 CLIP, backfold, 19mm, 12 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7.39 | - | |
| 11 CLIP, backfold, 25mm, 12 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 16.89 | - | |
| 12 CLIP, backfold, 32mm, 12 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 20.99 | - | |
| 13 CLIP, backfold, 50mm, 12 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 44.34 | - | |
| 14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 41.70 | - | |
| 15 DATA FILE BOX, made with chipboard, with closed ends | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 70.78 | - | |
| 16 DATA FOLDER, made with chipboard, taglia lock | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 78.10 | - | |
| 17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 409.57 | - | |
| 18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 515.01 | - | |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 631.04 | - | |
| 20 ENVELOPE, EXPANDING, plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 35.56 | - | |
| 21 ENVELOPE, MAILING, 500 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 141.45 | 141.45 | |
| 22 ENVELOPE, MAILING, with window, 500 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 198.29 | - | |
| 23 ERASER, felt, for blackboard/whiteboard | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10.22 | - | |
| 24 ERASER, plastic or rubber | piece | 2 | | | 2 | 2 | | | 2 | 1 | | | 1 | 1 | | | 1 | 6 | 2.19 | 13.15 | |
| 25 FASTENER, for paper, metal, 50 sets per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 57.95 | - | |
| 26 FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 84.11 | - | |
| 27 FILE TAB DIVIDER, A4, five (5) colors per set | set | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 12.67 | - | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-----------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 28 FILE TAB DIVIDER, Legal Size, five(5) colors per set | set | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 16.89 | - |
| 29 FOLDER, Fancy, A4, 50s/ bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 237.51 | - |
| 30 FOLDER, Fancy, Legal, 50 pieces per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 295.57 | - |
| 31 FOLDER, L-type, A4, 50 pieces pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 168.90 | - |
| 32 FOLDER, L-type, Legal size, 50 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 184.73 | - |
| 33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 949.93 | - |
| 34 FOLDER, Tagboard, A4, 100 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 252.29 | - |
| 35 FOLDER, Tagboard, Legal size, 100 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 304.48 | - |
| 36 GLUE, all purpose, 300 grams min. | jar | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 49.61 | - |
| 37 INDEX TAB, self-adhesive, 5 set/box, assorted colors | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 51.60 | - |
| 38 LOOSELEAF COVER, 50sets per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 547.86 | - |
| 39 MAGAZINE FILE BOX, LARGE | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 44.50 | - |
| 40 MARKER, fluorescent, 3 colors per set | set | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 36.08 | - |
| 41 MARKER, whiteboard, bullet type, black | piece | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 11.98 | 143.72 |
| 42 MARKER, whiteboard, bullet type, blue | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11.98 | - |
| 43 MARKER, whiteboard, bullet type, red | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11.98 | - |
| 44 MARKER, permanent, bullet type, black | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9.79 | - |
| 45 MARKER, permanent, bullet type, blue | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9.79 | - |
| 46 MARKER, permanent, bullet type, red | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9.79 | - |
| 47 NOTE BOOK, stenographer's, 40 leaves, spiral | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10.45 | - |
| 48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad | pad | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 31.67 | - |
| 49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad | pad | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 38.96 | - |
| 50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad | pad | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 54.87 | - |
| 51 PAD PAPER, Ruled | pad | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 17.73 | - |
| 52 PAPER CLIP, gem type, 48mm, 100 pieces per box | box | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 13.72 | 164.67 |
| 53 PAPER CLIP, gem type, 32mm, 100 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6.86 | - |
| 54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 119.60 | - |
| 55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 134.00 | - |
| 56 PAPER, Multi-Purpose (COPY) A4, 70gsm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 103.93 | - |
| 57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 116.59 | - |
| 58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack] | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 93.42 | - |
| 59 PAPER, Thermal, 216mm x 30m | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 36.21 | - |
| 60 PENCIL, lead, w/eraser, one(1) dozen per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 19.91 | - |
| 61 PHILIPPINE NATIONAL FLAG | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 304.01 | - |
| 62 RECORD BOOK, 300 pages, size: 214mm x 278mm min | book | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 61.22 | - |
| 63 RECORD BOOK, 500 pages, size: 214mm x 278mm min | book | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 88.15 | - |
| 64 RING BINDER, Plastic 32mm, 10 pieces per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 260.72 | - |
| 65 RUBBER BAND, 70mm min lay flat length (#18) | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 107.44 | 107.44 |
| 66 RULER, plastic, 450mm, 1 piece in individual plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 15.83 | - |
| 67 SIGN PEN, black | piece | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 24 | 44.67 | 1,072.08 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|--------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| 68 SIGN PEN, blue | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 44.67 | - |
| 69 SIGN PEN, red | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 44.67 | - |
| 70 STAMP PAD INK, violet, 50mL | bottle | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | | 0 | 2 | 23.22 | 46.45 |
| 71 STAMP PAD, felt pad, min 60mm x 100mm | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 31.55 | - |
| 72 STAPLE WIRE, Heavy duty, 23/13 | box | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 30.88 | - |
| 73 STAPLE WIRE, Standard | box | 1 | | 1 | 2 | 1 | | 1 | 2 | 1 | 1 | 2 | 1 | | 1 | | 2 | 8 | 19.20 | 153.63 | |
| 74 TAPE, masking, 24mm, 50 meters length | roll | 1 | | | 1 | | | | 0 | | | | 0 | 1 | | | | 1 | 2 | 55.95 | 111.89 |
| 75 TAPE, masking, 48mm, 50 meters length | roll | 1 | | | 1 | | | | 0 | | | | 0 | | | | | 0 | 1 | 106.62 | 106.62 |
| 76 TAPE, transparent, 24mm, 50 meters | roll | 1 | 1 | | 2 | 1 | 1 | | 2 | 1 | 1 | 2 | 1 | 1 | | | 2 | 8 | 17.63 | 141.04 | |
| 77 TAPE, transparent, 48mm, 50 meters | roll | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 33.78 | - |
| 78 TAPE, packaging, 48mm, 50 meters length | roll | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | | 1 | 4 | 33.78 | 135.12 |
| 79 TOILET TISSUE, 12 rolls per pack | pack | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 12 | 76.70 | 920.44 |
| 80 TWINE, plastic, one kilo per roll | roll | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 54.89 | - |
| 81 WRAPPING PAPER, kraft, 50 sheets per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 114.41 | - |
| COMMON OFFICE DEVICES | | | | | | | | | | | | | | | | | | | | | |
| 1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube | 1 | | | | 0 | | | | 0 | 1 | | | 1 | | | | | 0 | 1 | 7.97 | 7.97 |
| 2 CUTTER KNIFE, heavy duty | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 19.72 | - |
| 3 DATING AND STAMPING MACHINE | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 485.56 | - |
| 4 PENCIL SHARPENER, 1 piece in individual plastic case | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | | 0 | 1 | 190.01 | 190.01 |
| 5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | | 0 | 1 | 125.28 | 125.28 |
| 6 SCISSORS, (6") | pair | 1 | | | 1 | | | | 0 | 1 | | | 1 | 1 | | | | 1 | 3 | 15.76 | 47.29 |
| 7 STAPLER, standard | piece | 1 | | | 1 | | | | 0 | | | | 0 | 1 | | | | 1 | 2 | 93.61 | 187.23 |
| 8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,075.66 | - |
| 9 STAPLE REMOVER, plier type | piece | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | | 0 | 2 | 17.89 | 35.79 |
| 10 TAPE DISPENSER, table top | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | | 0 | 1 | 48.44 | 48.44 |
| 11 WASTE BASKET, non-rigid plastic | piece | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | | 0 | 4 | 31.14 | 124.56 |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 BROOM, soft (tambo) | piece | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | | 1 | 4 | 105.56 | 422.24 |
| 2 BROOM, stick (tingting) | piece | 1 | | 1 | 2 | 1 | | 1 | 2 | 1 | 1 | 2 | 1 | | 1 | | 1 | 2 | 8 | 24.28 | 194.23 |
| 3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap | bottle | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 42.22 | - |
| 4 CLEANSER, scouring powder, 350grams/can | can | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 12 | 18.47 | 221.68 |
| 5 DETERGENT POWDER, all purpose, 1kilo/pouch | pouch | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 42.22 | - |
| 6 DISINFECTANT SPRAY, 400-550 grams | can | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | | 1 | 4 | 116.12 | 464.46 |
| 7 DUST PAN, non-rigid plastic | piece | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | | 1 | 4 | 36.82 | 147.30 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 8 FLOOR WAX, Paste, red | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 232.23 | - |
| 9 FURNITURE CLEANER, aerosol, 300mL/can | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 86.03 | - |
| 10 INSECTICIDE, aerosol type, 600mL/can | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 119.28 | - |
| 11 MOPBUCKET | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,900.08 | - |
| 12 MOPHANDLE, screw type, aluminum handle | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 131.95 | - |
| 13 MOPHEAD, made of rayon | piece | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 4 | 100.28 | 401.13 |
| 14 RAG, all cotton, 32 pieces per kilo per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 44.34 | - |
| 15 SCOURING PAD, 5 pieces per pack | pack | 1 | | | 1 | | | | 0 | 1 | | | 1 | 1 | | | 1 | 3 | 121.39 | 364.18 |
| 16 TRASHBAG, plastic, transparent, 10pcs/roll | roll | 1 | | | 1 | 1 | | | 1 | | | | 0 | | | | 0 | 2 | 141.98 | 283.96 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | |
| 1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10,554.94 | - |
| 2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box | 1 | | | | 0 | | | | 0 | 1 | | | 1 | 1 | | | 1 | 2 | 156.23 | 312.46 |
| 3 CALCULATOR, SCIENTIFIC, 1 unit per box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 420.13 | - |
| 4 CHAIR, monobloc, without armrest, beige | piece | | | | 0 | 10 | | | 10 | | | | 0 | | | | 0 | 10 | 285.01 | 2,850.12 |
| 5 CHAIR, monobloc, without armrest, white | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 285.01 | - |
| 6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box | unit | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 6,323.04 | 6,323.04 |
| 7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 25,545.52 | - |
| 8 ELECTRIC FAN, industrial | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,161.16 | - |
| 9 ELECTRIC FAN, orbit type | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,266.72 | - |
| 10 ELECTRIC FAN, stand type | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,052.43 | - |
| 11 ELECTRIC FAN, wall type | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 947.93 | - |
| 12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,555.26 | - |
| 13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,315.28 | - |
| 14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,998.61 | - |
| 15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 41,733.45 | - |
| 16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 8,075.34 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,573.57 | - |
| 18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 18,693.43 | - |
| 19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,918.99 | - |
| 20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10,150.00 | - |
| 21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,678.40 | - |
| 22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,250.89 | - |
| 23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,251.90 | - |
| COMMON COMPUTER SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 610.93 | - |
| 2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 895.68 | - |
| 3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 693.74 | - |
| 4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 964.82 | - |
| 5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 579.47 | - |
| 6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 923.65 | - |
| 7 DVD REWRITABLE, 4x speed, 4.7GB capacity | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 21.69 | - |
| 8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,139.35 | - |
| 9 FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | 2 | | | 2 | | | | 0 | 2 | | | 2 | 2 | | | 2 | 6 | 237.51 | 1,425.06 |
| 10 MOUSE, optical, USB connection type | unit | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 4 | 139.34 | 557.36 |
| HANDBOOK ON PROCUREMENT | | | | | | | | | | | | | | | | | | | | |
| 1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages, | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 29.33 | - |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | |
| 1 INK CART, BROTHER LC39BK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 698.23 | - |
| 2 INK CART, BROTHER LC39C, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 453.91 | - |
| 3 INK CART, BROTHER LC39M, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 453.91 | - |
| 4 INK CART, BROTHER LC39Y, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 453.91 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 5 INK CART, BROTHER LC67B, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 923.65 | - |
| 6 INK CART, BROTHER LC67C, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 554.19 | - |
| 7 INK CART, BROTHER LC67M, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 554.19 | - |
| 8 INK CART, BROTHER LC67Y, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 554.19 | - |
| 9 INK CART, BROTHER LC67HYBK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,625.62 | - |
| 10 INK CART, BROTHER LC67HYC, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 881.43 | - |
| 11 INK CART, BROTHER LC67HYM, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 881.43 | - |
| 12 INK CART, BROTHER LC67HYY, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 881.43 | - |
| 13 INK CART, CANON PG-810, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 629.14 | - |
| 14 INK CART, CANON PG-740, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 712.53 | - |
| 15 INK CART, CANON PGI-725, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 499.30 | - |
| 16 INK CART, CANON CLI-726, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 471.85 | - |
| 17 INK CART, CANON CL-811, Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 831.81 | - |
| 18 INK CART, CANON CL-741, Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 831.81 | - |
| 19 INK CART, CANON CLI-726, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 543.63 | - |
| 20 INK CART, CANON CLI-726, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 543.63 | - |
| 21 INK CART, CANON CLI-726, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 543.63 | - |
| 22 INK CART, EPSON C13T038190 (To 38), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 499.30 | - |
| 23 INK CART, EPSON C13T039090 (To 39), Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 782.20 | - |
| 24 INK CART, EPSON C13T105190(73N)(91N),Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 432.80 | - |
| 25 INK CART, EPSON C13T105290(73N)(91N),Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 432.80 | - |
| 26 INK CART, EPSON C13T105390(73N)(91N),Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 432.80 | - |
| 27 INK CART, EPSON C13T105490(73N)(91N),Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 432.80 | - |
| 28 INK CART, EPSON C13T6664100 (T6641), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 258.62 | - |
| 29 INK CART, EPSON C13T664200 (T6642), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 258.62 | - |
| 30 INK CART, EPSON C13T664300 (T6643), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 258.62 | - |
| 31 INK CART, EPSON C13T664400 (T6644), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 258.62 | - |
| 32 INK CART, HP 51645A, (HP45), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,330.06 | - |
| 33 INK CART, HP C1823A, (HP23), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,636.18 | - |
| 34 INK CART, HP C4844A, (HP10), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,514.79 | - |
| 35 INK CART, HP C4906AA, (HP940XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,546.45 | - |
| 36 INK CART, HP C4907AA, (HP940XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,045.04 | - |
| 37 INK CART, HP C4908AA, (HP940XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,045.04 | - |
| 38 INK CART, HP C4909AA, (HP940XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,045.04 | - |
| 39 INK CART, HP C4936A, (HP18), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 904.65 | - |
| 40 INK CART, HP C4937A, (HP18), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 682.97 | - |
| 41 INK CART, HP C4938A, (HP18), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 682.97 | - |
| 42 INK CART, HP C4939A, (HP18), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 682.97 | - |
| 43 INK CART, HP C6578DA, (HP78), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,535.90 | - |
| 44 INK CART, HP C6615DA, (HP15), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,256.16 | - |
| 45 INK CART, HP C6625AA, (HP17), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,367.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|----------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 46 INK CART, HP C6656AA, (HP56), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 935.26 | - |
| 47 INK CART, HP C6657AA, (HP57), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,488.40 | - |
| 48 INK CART, HP C8727AA, (HP27), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 812.81 | - |
| 49 INK CART, HP C8765WA, (HP94), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 897.26 | - |
| 50 INK CART, HP C8766WA, (HP95), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,119.99 | - |
| 51 INK CART, HP C8767WA, (HP96), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,377.56 | - |
| 52 INK CART, HP C9351AA, (HP21), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 653.42 | - |
| 53 INK CART, HP C9352AA, (HP22), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 763.20 | - |
| 54 INK CART, HP C9361WA, (HP93), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,367.00 | - |
| 55 INK CART, HP C9362WA, (HP92), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 609.08 | - |
| 56 INK CART, HP C9363WA, (HP97), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,512.67 | - |
| 57 INK CART, HP C9364WA, (HP98), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 823.37 | - |
| 58 INK CART, HP CB314A, (HP900), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 300.85 | - |
| 59 INK CART, HP CB315A, (HP900), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 366.29 | - |
| 60 INK CART, HP CB335WA, (HP74), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 688.25 | - |
| 61 INK CART, HP CB336WA, (HP74XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,483.12 | - |
| 62 INK CART, HP CB337WA, (HP75), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 791.70 | - |
| 63 INK CART, HP CB338WA, (HP75XL), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,504.23 | - |
| 64 INK CART, HP CC640WA, (HP60), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 643.92 | - |
| 65 INK CART, HP CC641WA, (HP60XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,419.78 | - |
| 66 INK CART, HP CC643WA, (HP60), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 758.98 | - |
| 67 INK CART, HP CC644WA, (HP60XL), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,652.01 | - |
| 68 INK CART, HP CC653AA, (HP901), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 643.92 | - |
| 69 INK CART, HP CC656AA, (HP901), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 992.26 | - |
| 70 INK CART, HP CC660AA, (HP702), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,019.71 | - |
| 71 INK CART, HP CD887AA, (HP703), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 351.51 | - |
| 72 INK CART, HP CD888AA, (HP703), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 351.51 | - |
| 73 INK CART, HP CD971AA, (HP 920), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 804.37 | - |
| 74 INK CART, HP CD972AA, (HP 920XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 617.53 | - |
| 75 INK CART, HP CD973AA, (HP 920XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 617.53 | - |
| 76 INK CART, HP CD974AA, (HP 920XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 617.53 | - |
| 77 INK CART, HP CD975AA, (HP 920XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,161.16 | - |
| 78 INK CART, HP CH561WA, (HP61), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 617.53 | - |
| 79 INK CART, HP CH562WA, (HP61), Tricolor | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 764.25 | - |
| 80 INK CART, HP CN045AA, (HP950XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,565.45 | - |
| 81 INK CART, HP CN046AA, (HP951XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,161.16 | - |
| 82 INK CART, HP CN047AA, (HP951XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,161.16 | - |
| 83 INK CART, HP CN048AA, (HP951XL). Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,161.16 | - |
| 84 INK CART, HP CN692AA, (HP704), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 351.51 | - |
| 85 INK CART, HP CN693AA, (HP704), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 351.51 | - |
| 86 INK CART, HP CZ107AA, (HP678), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 363.13 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| 87 INK CART, HP CZ108AA, (HP678), Tricolor | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 366.29 | - |
| 88 INK CART, HP CZ121A (HP685A), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 369.46 | - |
| 89 INK CART, HP CZ122A (HP685A), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 242.79 | - |
| 90 INK CART, HP CZ123A (HP685A), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 242.79 | - |
| 91 INK CART, HP CZ124A (HP685A), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 242.79 | - |
| 92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 928.93 | - |
| 93 INK CART, LEXMARK 10NO217 (#17), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,018.65 | - |
| 94 INK CART, LEXMARK 10NO227 (#27), Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,213.94 | - |
| 95 TONER CART, BROTHER TN-2025, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,594.66 | - |
| 96 TONER CART, BROTHER TN-2130, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,847.30 | - |
| 97 TONER CART, BROTHER TN-2150, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,902.90 | - |
| 98 TONER CART, BROTHER TN-3320, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,386.36 | - |
| 99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 5,045.77 | - |
| 100 TONER CART, HP C4092A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,782.56 | - |
| 101 TONER CART, HP C4096A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 5,433.17 | - |
| 102 TONER CART, HP C7115A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,015.85 | - |
| 103 TONER CART, HP CB435A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,760.39 | - |
| 104 TONER CART, HP CB436A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,108.74 | - |
| 105 TONER CART, HP CB540A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,315.64 | - |
| 106 TONER CART, HP CB541A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,014.79 | - |
| 107 TONER CART, HP CB542A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,014.79 | - |
| 108 TONER CART, HP CB543A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,014.79 | - |
| 109 TONER CART, HP CC364A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 7,431.42 | - |
| 110 TONER CART, HP CC530A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 5,241.05 | - |
| 111 TONER CART, HP CC531A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,915.93 | - |
| 112 TONER CART, HP CC532A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,915.93 | - |
| 113 TONER CART, HP CC533A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,915.93 | - |
| 114 TONER CART, HP CE255A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 6,450.77 | - |
| 115 TONER CART, HP CE278A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,116.13 | - |
| 116 TONER CART, HP CE285A (HP85A), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,747.73 | - |
| 117 TONER CART, HP CE310A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,351.88 | - |
| 118 TONER CART, HP CE311A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,512.33 | - |
| 119 TONER CART, HP CE312A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,512.33 | - |
| 120 TONER CART, HP CE313A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,512.33 | - |
| 121 TONER CART, HP CE320A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,103.46 | - |
| 122 TONER CART, HP CE321A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,987.35 | - |
| 123 TONER CART, HP CE322A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,987.35 | - |
| 124 TONER CART, HP CE323A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,987.35 | - |
| 125 TONER CART, HP CE390A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 7,389.20 | - |
| 126 TONER CART, HP CE400A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 6,694.62 | - |
| 127 TONER CART, HP CE401A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 9,800.19 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-----------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 128 TONER CART, HP CE402A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,800.19 | - |
| 129 TONER CART, HP CE403A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,800.19 | - |
| 130 TONER CART, HP CE410A, (HP305), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,694.60 | - |
| 131 TONER CART, HP CE411A, (HP305), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,473.29 | - |
| 132 TONER CART, HP CE412A, (HP305), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,473.29 | - |
| 133 TONER CART, HP CE413A, (HP305), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,473.29 | - |
| 134 TONER CART, HP CE505A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,715.71 | - |
| 135 TONER CART, HP CE505X, Black, high cap | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6,822.34 | - |
| 136 TONER CART, HP Q2612A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,015.85 | - |
| 137 TONER CART, HP Q2613A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,377.92 | - |
| 138 TONER CART, HP Q5942A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,389.20 | - |
| 139 TONER CART, HP Q5949A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,583.76 | - |
| 140 TONER CART, HP Q5950A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,758.66 | - |
| 141 TONER CART, HP Q5951A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11,007.80 | - |
| 142 TONER CART, HP Q5952A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11,007.80 | - |
| 143 TONER CART, HP Q5953A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11,007.80 | - |
| 144 TONER CART, HP Q6000A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,367.36 | - |
| 145 TONER CART, HP Q6001A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,668.21 | - |
| 146 TONER CART, HP Q6002A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,668.21 | - |
| 147 TONER CART, HP Q6003A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,668.21 | - |
| 148 TONER CART, HP Q6470A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,609.46 | - |
| 149 TONER CART, HP Q6471A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,577.79 | - |
| 150 TONER CART, HP Q6472A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,932.47 | - |
| 151 TONER CART, HP Q6473A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,932.47 | - |
| 152 TONER CART, HP Q7553A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,820.22 | - |
| 153 TONER CART, LEXMARK E360H11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,007.43 | - |
| 154 TONER CART, LEXMARK T650A11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,774.86 | - |
| 155 TONER CART, SAMSUNG ML-D2850B, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,908.54 | - |
| 156 TONER CART, SAMSUNG MLT-D101S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,639.00 | - |
| 157 TONER CART, SAMSUNG MLT-D103L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,955.68 | - |
| 158 TONER CART, SAMSUNG MLT-D103S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,955.68 | - |
| 159 TONER CART, SAMSUNG MLT-D104S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,586.22 | - |
| 160 TONER CART, SAMSUNG MLT-D105L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,902.90 | - |
| 161 TONER CART, SAMSUNG MLT-D108S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,639.00 | - |
| 162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,166.80 | - |
| 163 TONER CART, SAMSUNG MLT-D203E, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,389.20 | - |
| 164 TONER CART, SAMSUNG MLT-D203L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,594.68 | - |
| 165 TONER CART, SAMSUNG MLT-D203U, black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,605.96 | - |
| 166 TONER CART, SAMSUNG MLT-D205E, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 8,128.12 | - |
| 167 TONER CART, SAMSUNG MLT-D205L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,855.76 | - |
| 168 TONER CART, SAMSUNG SCX-D6555A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,275.18 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300 | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 77.90 | - |
| 170 RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 735.75 | - |
| 171 RIBBON CART, EPSON C13S015584 (S015327), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 339.90 | - |
| 172 RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 77.06 | - |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 BALLAST, 36 watts | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 75.90 | - |
| 2 FLUORESCENT LAMP, tubular, 14 watts | tube | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 89.73 | - |
| 3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W | set | 3 | | | 3 | | | | 0 | 3 | | | 3 | 3 | | | 3 | 9 | 369.46 | 3,325.14 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | |
| 1 CALCULATOR, MINI-PRINTING, 1 unit per box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 944.76 | - |
| 2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,995.08 | - |
| 3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,365.25 | - |
| 4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,744.56 | - |
| 5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,053.49 | - |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 CARTOLINA, white, 20 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 52.78 | - |
| 2 CLIP, bulldog, 73mm (3") | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 8.44 | - |
| 3 COLUMNAR PAD, 18 cols, 50 gsm min. | pad | 4 | | | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 66.50 | 266.01 |
| 4 ENVELOPE, PAY, 500 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 116.43 | 116.43 |
| 5 ILLUSTRATION BOARD, (30"x40") | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 35.58 | - |
| 6 INDEX CARD BOX, 3"x5" | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 36.95 | - |
| 7 INDEX CARD BOX, 5"x8" | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 55.95 | 55.95 |
| 8 INDEX CARD, 3"x5", 500 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 52.04 | - |
| 9 INDEX CARD, 5"x8", 500 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 141.43 | - |
| 10 MANILA PAPER, 10sheets per pack | pack | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 26.39 | 26.39 |
| 11 MAP PIN, round head, 100 pieces per case | case | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 40.96 | - |
| 12 OIL, for general purpose lubricant, 120 mL | bottle | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 37.45 | 37.45 |
| 13 PAPER, Thermal, 210mm x 30m | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 30.40 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|--------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 14 PUSH PIN, flat head type, assorted colors, 100 pieces per case | case | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 25.33 | - |
| 15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic | spool | 2 | | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 16.36 | 32.72 |
| 16 RING BINDER, Plastic 25mm, 10 pieces per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 153.06 | - |
| 17 RING BINDER, Plastic 50mm, 10 pieces per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 295.40 | - |
| 18 STAPLE WIRE, Heavy duty, 23/17 | box | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 42.10 | 126.31 |
| 19 TAPE DISPENSER, handheld | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 29.54 | - |
| 20 TAPE, for adding machine | roll | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 8.23 | 98.78 |
| 21 TIME CARD, for Amano Bundy Clock,100 pieces bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 70.51 | - |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 FLOOR WAX, Liquid type, natural | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 376.06 | - |
| 2 FLOOR WAX, Paste type, natural | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 226.95 | - |
| 3 SOAP, BATHROOM, 90 grams, 1 piece in individual box | piece | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 22.70 | 272.34 |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | |
| 1 INK CART, EPSON C13T103190 (103), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 879.31 | - |
| 2 INK CART, EPSON C13T103290 (103), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 585.86 | - |
| 3 INK CART, EPSON C13T103390 (103), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 585.86 | - |
| 4 INK CART, EPSON C13T103490 (103), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 585.86 | - |
| 5 INK CART, EPSON C13T143190 (143), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 596.41 | - |
| 6 INK CART, EPSON C13T143290 (143), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 472.91 | - |
| 7 INK CART, EPSON C13T143390 (143), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 472.91 | - |
| 8 INK CART, EPSON C13T143490 (143), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 472.91 | - |
| 9 INK CART, EPSON C13T166190 (166XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 179.45 | - |
| 10 INK CART, EPSON C13T166290 (166XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 337.79 | - |
| 11 INK CART, EPSON C13T166390 (166XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 337.79 | - |
| 12 INK CART, EPSON C13T166490 (166XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 337.79 | - |
| 13 INK CART, HP C4836A, (HP11), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,558.07 | - |
| 14 INK CART, HP C4837A, (HP11), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,558.07 | - |
| 15 INK CART, HP C4838A, (HP11), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,558.07 | - |
| 16 RIBBON CART, LEXMARK 3070169 (11A3550) | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 791.70 | - |
| 17 RIBBON CART., FUJITSU DL 3850 | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 453.91 | - |
| 18 TONER CART, BROTHER TN-150BK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,288.19 | - |
| 19 TONER CART, BROTHER TN-150C, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,763.21 | - |
| 20 TONER CART, BROTHER TN-150M, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,763.21 | - |
| 21 TONER CART, BROTHER TN-150Y, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,763.21 | - |
| 22 TONER CART, BROTHER TN-155BK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,644.64 | - |
| 23 TONER CART, FUJI XEROX CWAA0762, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,768.85 | - |
| 24 TONER CART, HP CE250A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,489.12 | - |
| 25 TONER CART, HP CE251A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10,710.12 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|----------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| 26 TONER CART, HP CE252A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 10,710.12 | - |
| 27 TONER CART, HP CE253A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 10,710.12 | - |
| 28 TONER CART, HP Q1338A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 6,776.95 | - |
| 29 TONER CART, HP Q6511A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 5,981.03 | - |
| 30 TONER CART, HP Q7551A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 6,254.43 | - |
| 31 TONER CART, LEXMARK 34217HR, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,782.92 | - |
| 32 TONER CART, SAMSUNG ML-2250D5, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,855.76 | - |
| 33 TONER CART, SAMSUNG ML-D3050B, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 6,755.84 | - |
| Office Equipment and Accessories | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| Office Supplies | | | | | | | | | | | | | | | | | | | | | |
| 1 BALLPEN | pc | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 10 | 30 | 120 | 10.00 | 1,200.00 |
| 2 BOND PAPER(substance 20/70gsm, 8 1/2" x 11", 500 sheets) | ream | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 12 | 170.00 | 2,040.00 |
| 3 BOND PAPER(substance 20/70gsm, 8 1/2" x 13", 500 sheets) | ream | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 12 | 190.00 | 2,280.00 |
| 4 BROWN ENVELOPE (short) | pc | 1 | 2 | 2 | 5 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 2 | 6 | 23 | 2.50 | 57.50 |
| 5 BROWN ENVELOPE (long) | pc | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 12 | 3.00 | 36.00 |
| 6 CARBON PAPER (blue) | box | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | | 1 | 4 | 575.00 | 2,300.00 |
| 7 COLUMNAR NOTEBOOK (22 column) | pc | | | | 0 | | | | 0 | | | | 0 | | | | 6 | 6 | 6 | 45.00 | 270.00 |
| 8 COLUMNAR NOTEBOOK (4 column) | pc | 3 | | | 3 | | | | 0 | | | | 0 | | | | 5 | 5 | 8 | 25.00 | 200.00 |
| 9 CORRECTION FLUID | pc | 2 | 1 | 1 | 4 | 2 | 1 | 1 | 4 | 2 | 1 | 1 | 4 | 2 | 1 | 1 | 1 | 4 | 16 | 25.00 | 400.00 |
| 10 FOLDER (manila folder) legal | pc | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 10 | 30 | 120 | 35.00 | 4,200.00 |
| 11 INDEX CARD (5" x 8", ruled both sides 100s/pack) | pack | | | | 0 | 2 | | | 2 | | | | 0 | 2 | | | | 2 | 4 | 3.60 | 14.40 |
| 12 ONION SKIN (8.5" x 13", 500s) | ream | | | | 0 | 1 | | | 1 | | | | 0 | 1 | | | | 1 | 2 | 4.50 | 9.00 |
| 13 ONION SKIN (8.5" x 11", 500s) | ream | | | | 0 | 1 | | | 1 | | | | 0 | 1 | | | | 1 | 2 | 36.00 | 72.00 |
| 14 PAPER FASTENER (plastic) | box | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 3 | | | | 3 | 12 | 108.00 | 1,296.00 |
| 15 PENTEL PEN | pc | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 3 | | | | 3 | 12 | 115.00 | 1,380.00 |
| 16 RECORD BOOK (150 leaves) | pc | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 3 | | | | 3 | 12 | 25.00 | 300.00 |
| 17 RULER (aluminum) | pc | 2 | | | 2 | | | | 0 | | | | 0 | | | | | 0 | 2 | 35.00 | 70.00 |
| 18 STAMP PAD | pc | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | | 0 | 4 | 41.00 | 164.00 |
| 19 STAPLE WIRE #10 1000pcs | box | 1 | | | 1 | 1 | | | 1 | | 1 | | 1 | 1 | | | | 1 | 4 | 5.00 | 20.00 |
| 20 STAPLE WIRE #35 5000pcs | box | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | | 0 | 38 | 41.00 | 1,537.50 |
| 21 YELLOW PAD | pc | | | | 0 | | | | 0 | 2 | | | 2 | | | | | 0 | 35 | 5.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | | |
|--------------------------------------------------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|----------------|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity | |
| Audio and visual presentation and composing equipment | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| Photographic or filming or video equipment | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| Cleaning Equipment and Supplies | | | | | | | | | | | | | | | | | | | | | |
| 1 DISHWASHING LIQUID 250ml | bottle | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 10 | 78.00 | 780.00 | |
| 2 DOORMAT | pc | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 4 | | | 4 | 10 | 40.00 | 400.00 | |
| 3 FACIAL TISSUE | box | | | | 0 | | | | 0 | 1 | | | 1 | 1 | | | 1 | 2 | 95.00 | 190.00 | |
| 4 LIQUID HAND SOAP 250ml | bottle | | | | 0 | | | | 0 | 2 | | | 2 | 2 | | | 2 | 4 | 100.00 | 400.00 | |
| 5 GLASS CLEANER WIPER | pc | | | | 0 | | | | 0 | 1 | | | 1 | | | | 0 | 1 | 24.00 | 24.00 | |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| Paper Materials and Products | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|---------------------------------------------------------|-------------------------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|----------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| Lighting and fixtures and accessories | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| Electrical equipment and components and supplies | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - | |
| Computer Supplies | | | | | | | | | | | | | | | | | | | | | |
| 1 | EPSON COMPUTER CONTINUOUS INK | bottle | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 180.00 | 2,160.00 |
| 2 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 3 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 4 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 5 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 6 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 7 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 8 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 9 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 10 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| Computer Equipment and Accessories | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 2 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 3 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 4 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 5 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 6 | | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|--------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|---------|-------|-----|------|---------|------|-----|------|--------|-----|-----|-----|------|-----------------------------------|--------------|------------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| *Other Categories | | | | | | | | | | | | | | | | | | | | - |
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | | - |
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | | | | 45,360.10 |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | 4,536.01 |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | | 49,896.11 |
| F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: | | | | | | | | | | | | | | | | | | | | |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | |
| G.1 Available at Procurement Service Stores | | | | | 11503.6 | | | | 4676.71 | | | | 3670.6 | | | | 3709 | | | |
| G.2 Other Items not available at PS but regularly purchased from other sources | | | | | 4997.5 | | | | 4779.7 | | | | 5184 | | | | 5394 | | | |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | 16501.1 | | | | 9456.41 | | | | 8854.6 | | | | 9102 | | | |

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

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.

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-----------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

ROMERO P. MADUCDOC
IRMA A/Storekeeper

TERESITA M. BIGTING
Corporate Accounts Analyst A

JOCELYN C. PAJARILLAGA
General Manager

Date Prepared: January 4, 2015