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**ANNUAL PROCUREMENT PLAN FOR 2017
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 (Catarman)- **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 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
7. 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
 - e. ps.app.lgu@gmail.com. For Local Government Units
8. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
9. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
10. 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: National Wages and Productivity Commission
 Region: Central Office
 Address: DY International Building, Gen. Malvar St., Malate, Manila

Agency Account Code: N040

Contact Person: Sarahata Muti Salacop
 Position: Administrative Officer V
 E-mail : shooty_pie@yahoo.com
 Telephone/Mobile Nos: 09498011545

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | 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 | | | | | | | | | | | | | | | | | | | | | |
| BATTERY, size AA, alkaline, 2 pieces per blister pack | pack | 20 | 2 | 20 | 42 | 10 | 2 | 7 | 19 | 15 | 2 | 7 | 24 | 5 | 2 | 6 | 13 | 98 | 17.42 | 1,707.16 | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | |
|--|-----------------|----------------------|------|-------|------|-------|------|------|------|------|-----|------|-----|-----|-----|-----|----|----------------|---------------------------------------|--------------|----------|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | | |
| 2 BATTERY, size AAA, alkaline, 2 pieces per blister pack | pack | 20 | 5 | 15 | 40 | 5 | 1 | 1 | 7 | 15 | 1 | 5 | 21 | 1 | 1 | | 2 | 70 | 15.03 | 1,052.10 | | |
| 3 BATTERY, size D, alkaline, 2 pieces per blister pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 77.56 | - | | |
| 4 FLUORESCENT LAMP, tubular, 28 watts | tube | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 114.40 | - | | |
| 5 FLUORESCENT LAMP, tubular, 36 watts | tube | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 36.30 | - | | |
| 6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 93.29 | - | | |
| 7 TAPE, electrical | roll | 1 | | | 1 | 1 | | | 1 | 2 | | | 2 | | | | 0 | 4 | 18.20 | 72.80 | | |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | | | |
| 1 ACETATE, gauge #3, 50m per roll | roll | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 624.00 | 624.00 | | |
| 2 AIR FRESHENER, 280ml/can | can | 11 | 2 | 9 | 22 | 5 | | 2 | 7 | 8 | | | 4 | 12 | 5 | | 5 | 46 | 83.20 | 3,827.20 | | |
| 3 ALCOHOL, 70%, ethyl, 500ml | bottle | 50 | 5 | 15 | 70 | 15 | 5 | 15 | 35 | 40 | 5 | 10 | 55 | 5 | 3 | 3 | 11 | 171 | 47.82 | 8,177.22 | | |
| 4 CARBON FILM, A4 size, 100 sheets per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 197.58 | - | | |
| 5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 202.80 | - | | |
| 6 CARTOLINA, assorted color, 20 pieces per pack | pack | 10 | | 4 | 14 | | | | 0 | | | | 0 | | | | 0 | 14 | 64.48 | 902.72 | | |
| 7 CHALK, white, dustless, 100 pieces per box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 25.86 | - | | |
| 8 CLEARBOOK, A4 size | piece | 13 | | | 13 | | | | 0 | 5 | | | 5 | | | | 0 | 18 | 39.52 | 711.36 | | |
| 9 CLEARBOOK, Legal size | piece | 13 | | | 13 | | | | 0 | 5 | | | 5 | | | | 0 | 18 | 43.68 | 786.24 | | |
| 10 CLIP, backfold, 19mm, 12 pieces per box | box | 21 | 1 | 8 | 30 | 2 | 1 | 1 | 4 | 12 | 1 | 4 | 17 | 1 | | | 1 | 52 | 7.28 | 378.56 | | |
| 11 CLIP, backfold, 25mm, 12 pieces per box | box | 25 | 2 | 12 | 39 | 7 | 4 | 2 | 13 | 18 | 2 | 6 | 26 | 4 | 2 | | 6 | 84 | 13.50 | 1,134.00 | | |
| 12 CLIP, backfold, 32mm, 12 pieces per box | box | 11 | | 8 | 19 | 5 | 2 | | 7 | 16 | | | 6 | 22 | 4 | 2 | | 6 | 54 | 19.12 | 1,032.48 | |
| 13 CLIP, backfold, 50mm, 12 pieces per box | box | 14 | | 3 | 17 | 1 | | | 1 | 11 | | | 3 | 14 | 1 | | | 1 | 33 | 43.68 | 1,441.44 | |
| 14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | piece | 32 | | 4 | 36 | 4 | | | 4 | 5 | | | 5 | | | | 0 | 45 | 31.20 | 1,404.00 | | |
| 15 DATA FILE BOX, made with chipboard, with closed ends | box | 25 | 10 | 20 | 55 | 3 | | | 3 | 13 | 10 | 20 | 43 | 3 | | | 3 | 104 | 69.78 | 7,257.12 | | |
| 16 DATA FOLDER, made with chipboard, taglia lock | piece | 54 | 30 | 30 | 114 | 10 | 10 | 10 | 30 | 30 | 30 | 30 | 90 | 10 | 10 | 10 | 30 | 264 | 68.64 | 18,120.96 | | |
| 17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box | box | 2.81 | 0.02 | 0.02 | 2.85 | 0.02 | 0.02 | 0.02 | 0.06 | 0.4 | | | 0.4 | | | | 0 | 3.31 | 381.54 | 1,262.90 | | |
| 18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box - | box | 2.83 | 0.02 | 0.02 | 2.87 | 0.04 | 0.02 | 0.02 | 0.08 | 0.4 | | | 0.4 | | | | 0 | 3.35 | 507.40 | 1,699.79 | | |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | 8.8 | | 1.1 | 9.9 | 0.1 | | 0.1 | 0.2 | 3.1 | | 0.1 | 3.2 | | | | 0 | 13.3 | 621.71 | 8,268.74 | | |
| 20 ENVELOPE, EXPANDING, plastic | piece | 89 | | 5 | 94 | | | | 0 | 3 | | | 3 | | | | 0 | 97 | 27.61 | 2,678.17 | | |
| 21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm | box | 5.3 | | 1 | 6.3 | 1.3 | | | 1.3 | 3 | | | 3 | | | | 0 | 10.6 | 499.20 | 5,291.52 | | |
| 22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm | box | 1 | | | 1 | | | | 0 | 1 | | | 0 | | | | 0 | 1 | 561.60 | 561.60 | | |
| 23 ERASER, felt, for blackboard/whiteboard | piece | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | 0 | 2 | 11.11 | 22.22 | | |
| 24 ERASER, plastic or rubber | piece | 28 | | 10 | 38 | 4 | | | 4 | 9 | | | 9 | | | | 0 | 51 | 2.29 | 116.79 | | |
| 25 FASTENER, for paper, metal, 50 sets per box | box | 19 | 1 | 2 | 22 | 2 | | | 2 | 7 | | | 2 | 9 | 2 | | 2 | 35 | 57.09 | 1,998.15 | | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | |
|---|-----------------|----------------------|-----|-------|-------|-------|-----|------|-----|------|-----|------|-----|-----|-----|-----|----|---------------------------------------|--------------|----------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 26 FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece | 10 | | | 10 | | | | 0 | 5 | | | 5 | | | | 0 | 15 | 70.67 | 1,060.05 |
| 27 FILE TAB DIVIDER, A4, five (5) colors per set | set | 71 | 5 | 5 | 81 | | | | 0 | 55 | 5 | 5 | 65 | | | | 0 | 146 | 12.48 | 1,822.08 |
| 28 FILE TAB DIVIDER, Legal Size, five(5) colors per set | set | 32 | 5 | 5 | 42 | 10 | | | 10 | 15 | 5 | 5 | 25 | 10 | | | 10 | 87 | 16.64 | 1,447.68 |
| 29 FOLDER, Fancy, A4, 50s/ bundle | bundle | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 234.00 | 234.00 |
| 30 FOLDER, Fancy, Legal, 50 pieces per bundle | bundle | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 291.20 | 291.20 |
| 31 FOLDER, L-type, A4, 50 pieces pack | pack | 4 | | 1 | 5 | | | 1 | 1 | 2 | | | 2 | | | | 0 | 8 | 166.40 | 1,331.20 |
| 32 FOLDER, L-type, Legal size, 50 pieces per pack | pack | 4 | | | 4 | | | | 0 | 2 | | | 2 | | | | 0 | 6 | 203.84 | 1,223.04 |
| 33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box | box | 2.5 | | 5 | 7.5 | 0.2 | | | 0.2 | | | 5 | 5 | | | | 0 | 12.7 | 746.72 | 9,483.34 |
| 34 FOLDER, Tagboard, A4, 100 pieces per pack | pack | 7.45 | | 5 | 12.45 | | | | 0 | 1 | | 5 | 6 | | | | 0 | 18.45 | 179.28 | 3,307.72 |
| 35 FOLDER, Tagboard, Legal size, 100 pieces per pack | pack | 7.15 | | 6 | 13.15 | | | | 0 | 1 | | 5 | 6 | | | | 0 | 19.15 | 200.37 | 3,837.09 |
| 36 GLUE, all purpose, 300 grams min. | jar | 16 | | 3 | 19 | | | 3 | 3 | 8 | | 3 | 11 | | | | 0 | 33 | 44.18 | 1,457.94 |
| 37 INDEX TAB, self-adhesive, 5 set/box, assorted colors | box | 35 | 12 | 12 | 59 | 23 | 2 | 2 | 27 | 30 | 12 | 12 | 54 | 18 | 2 | 2 | 22 | 162 | 50.84 | 8,236.08 |
| 38 LOOSELEAF COVER, 50sets per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 539.76 | - |
| 39 MAGAZINE FILE BOX, LARGE | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 41.60 | 41.60 |
| 40 MARKER, fluorescent, 3 colors per set | set | 36 | 7 | 13 | 56 | 3 | | 1 | 4 | 17 | 7 | 7 | 31 | 1 | | | 1 | 92 | 35.55 | 3,270.60 |
| 41 MARKER, whiteboard, bullet type, black | piece | 40 | 16 | 16 | 72 | 3 | | | 3 | 30 | 16 | 16 | 62 | | | | 0 | 137 | 10.28 | 1,408.36 |
| 42 MARKER, whiteboard, bullet type, blue | piece | 29 | 8 | 8 | 45 | 3 | | | 3 | 22 | 8 | 8 | 38 | | | | 0 | 86 | 10.28 | 884.08 |
| 43 MARKER, whiteboard, bullet type, red | piece | 17 | 8 | 10 | 35 | | | | 0 | 13 | 8 | 10 | 31 | | | | 0 | 66 | 10.28 | 678.48 |
| 44 MARKER, permanent, bullet type, black | piece | 40 | 8 | 14 | 62 | 4 | | 1 | 5 | 22 | 8 | 10 | 40 | 4 | | | 4 | 111 | 9.65 | 1,071.15 |
| 45 MARKER, permanent, bullet type, blue | piece | 37 | 8 | 13 | 58 | 3 | | | 3 | 22 | 8 | 10 | 40 | 4 | | | 4 | 105 | 9.65 | 1,013.25 |
| 46 MARKER, permanent, bullet type, red | piece | 22 | 8 | 11 | 41 | 1 | | | 1 | 13 | 8 | 8 | 29 | 1 | | | 1 | 72 | 9.65 | 694.80 |
| 47 NOTE BOOK, stenographer's, 40 leaves, spiral | piece | 29 | 1 | 7 | 37 | | | 2 | 2 | 13 | 1 | 1 | 15 | | | | 0 | 54 | 10.40 | 561.60 |
| 48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad | pad | 46 | 3 | 14 | 63 | 1 | 1 | 3 | 5 | 17 | 3 | 6 | 26 | | | | 0 | 94 | 31.20 | 2,932.80 |
| 49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad | pad | 50 | 3 | 12 | 65 | 4 | | | 4 | 16 | 2 | 5 | 23 | | | | 0 | 92 | 40.54 | 3,729.68 |
| 50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad | pad | 31 | 1 | 7 | 39 | | | | 0 | 14 | | | 14 | | | | 0 | 53 | 54.06 | 2,865.18 |
| 51 PAD PAPER, Ruled | pad | 15 | | | 15 | 3 | | | 3 | 8 | | | 8 | 3 | | | 3 | 29 | 18.26 | 529.54 |
| 52 PAPER CLIP, gem type, 48mm, 100 pieces per box | box | 26 | 4 | 7 | 37 | 6 | 2 | 4 | 12 | 11 | 2 | 7 | 20 | 4 | | | 4 | 73 | 12.85 | 938.05 |
| 53 PAPER CLIP, gem type, 32mm, 100 pieces per box | box | 37 | 5 | 10 | 52 | 9 | 3 | 4 | 16 | 16 | | 7 | 23 | 4 | | | 4 | 95 | 6.43 | 610.85 |
| 54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | ream | 20 | 40 | 50 | 110 | | | | 0 | 80 | 40 | 50 | 170 | | | | 0 | 280 | 112.32 | 31,449.60 |
| 55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | ream | 60 | | 50 | 110 | | | | 0 | 80 | | 50 | 130 | | | | 0 | 240 | 132.02 | 31,684.80 |
| 56 PAPER, Multi-Purpose (COPY) A4, 70gsm | ream | 100 | 15 | 20 | 135 | 50 | 20 | 20 | 90 | 70 | 10 | 20 | 100 | 30 | 10 | 15 | 55 | 380 | 91.94 | 34,937.20 |
| 57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm | ream | 37 | 5 | 12 | 54 | 25 | 7 | 10 | 42 | 22 | | 12 | 34 | 20 | 2 | | 22 | 152 | 114.35 | 17,381.20 |
| 58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack | ream | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 88.40 | 88.40 |
| 59 PAPER, Thermal, 216mm x 30m | roll | 1 | 1 | 1 | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 31.15 | 93.45 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | |
|---|-----------------|----------------------|-----|-------|-----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|--|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | | |
| 60 PENCIL, lead, w/eraser, one(1) dozen per box | box | 26 | | 4 | 30 | 2 | | | 2 | 31 | | 4 | 35 | | | | 0 | 67 | 19.62 | 1,314.54 | | |
| 61 PHILIPPINE NATIONAL FLAG | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 278.72 | - | | |
| 62 RECORD BOOK, 300 pages, size: 214mm x 278mm min | book | 9 | | 3 | 12 | | | | 0 | 6 | | 3 | 9 | | | | 0 | 21 | 60.32 | 1,266.72 | | |
| 63 RECORD BOOK, 500 pages, size: 214mm x 278mm min | book | 16 | | 8 | 24 | | | | 0 | 10 | | 7 | 17 | | | | 0 | 41 | 86.85 | 3,560.85 | | |
| 64 RING BINDER, Plastic 32mm, 10 pieces per bundle | bundle | 7 | | 5 | 12 | 1 | | | 1 | 6 | | 5 | 11 | | | | 0 | 24 | 256.87 | 6,164.88 | | |
| 65 RUBBER BAND, 70mm min lay flat length (#18) | box | 10 | | 2 | 12 | | | | 0 | 3 | | | 3 | | | | 0 | 15 | 93.31 | 1,399.65 | | |
| 66 RULER, plastic, 450mm, 1 piece in individual plastic | plece | 5 | | 5 | 10 | | | | 0 | 2 | | | 2 | | | | 0 | 12 | 15.48 | 185.76 | | |
| 67 SIGN PEN, black | piece | 85 | 7 | 19 | 111 | 20 | 7 | 10 | 37 | 55 | 7 | 15 | 77 | 25 | 7 | 9 | 41 | 266 | 38.10 | 10,134.60 | | |
| 68 SIGN PEN, blue | piece | 49 | 4 | 13 | 66 | 26 | 4 | 6 | 36 | 28 | 4 | 10 | 42 | 19 | 4 | 6 | 29 | 173 | 38.10 | 6,591.30 | | |
| 69 SIGN PEN, red | piece | 41 | | 9 | 50 | 14 | | | 14 | 26 | | 8 | 34 | 17 | | | 17 | 115 | 38.10 | 4,381.50 | | |
| 70 STAMP PAD INK, violet, 50mL | bottle | 4 | | 1 | 5 | | | | 0 | 2 | | | 2 | | | | 0 | 7 | 24.63 | 172.41 | | |
| 71 STAMP PAD, felt pad, min 60mm x 100mm | piece | 2 | | 1 | 3 | | | | 0 | 2 | | | 2 | | | | 0 | 5 | 27.66 | 138.30 | | |
| 72 STAPLE WIRE, Heavy duty, 23/13 | box | 2 | | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 30.42 | 60.84 | | |
| 73 STAPLE WIRE, Standard | box | 37 | | 6 | 43 | 7 | | 1 | 8 | 18 | | 4 | 22 | 2 | | | 2 | 75 | 18.92 | 1,419.00 | | |
| 74 TAPE, masking, 24mm, 50 meters length | roll | 24 | | 4 | 28 | 7 | | 2 | 9 | 13 | | 3 | 16 | 2 | | | 2 | 55 | 55.12 | 3,031.60 | | |
| 75 TAPE, masking, 48mm, 50 meters length | roll | 22 | | 6 | 28 | 5 | | | 5 | 16 | | 4 | 20 | 2 | | | 2 | 55 | 105.04 | 5,777.20 | | |
| 76 TAPE, transparent, 24mm, 50 meters | roll | 35 | 2 | 6 | 43 | 3 | 2 | 2 | 7 | 24 | | 6 | 30 | 5 | 2 | | 7 | 87 | 17.37 | 1,511.19 | | |
| 77 TAPE, transparent, 48mm, 50 meters | roll | 31 | | 4 | 35 | 1 | | | 1 | 21 | | 2 | 23 | 1 | | | 1 | 60 | 26.52 | 1,591.20 | | |
| 78 TAPE, packaging, 48mm, 50 meters length | roll | 22 | | 2 | 24 | | | | 0 | 8 | | | 8 | | | | 0 | 32 | 30.63 | 980.16 | | |
| 79 TOILET TISSUE, 12 rolls per pack | pack | 4 | | 1 | 5 | | | 1 | 1 | 1 | | 1 | 2 | | | 1 | 1 | 9 | 67.60 | 608.40 | | |
| 80 TWINE, plastic, one kilo per roll | roll | 3 | | 1 | 4 | | | | 0 | 1 | | | 1 | | | | 0 | 5 | 49.92 | 249.60 | | |
| L WRAPPING PAPER, kraft, 50 sheets per pack | pack | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 124.80 | 374.40 | | |
| COMMON OFFICE DEVICES | | | | | | | | | | | | | | | | | | | | | | |
| 1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube | tube | 8 | | | 8 | | | | 0 | 2 | | | 2 | | | | 0 | 10 | 9.19 | 91.90 | | |
| 2 CUTTER KNIFE, heavy duty | piece | 5 | | | 5 | | | | 0 | 3 | | | 3 | | | | 0 | 8 | 19.76 | 158.08 | | |
| 3 DATING AND STAMPING MACHINE | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 478.38 | - | | |
| 4 PENCIL SHARPENER, 1 piece in individual plastic case | piece | 3 | | | 3 | | | | 0 | 1 | | | 1 | | | | 0 | 4 | 187.20 | 748.80 | | |
| 5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box | piece | 4 | | | 4 | | | | 0 | 1 | | | 1 | | | | 0 | 5 | 114.28 | 571.40 | | |
| 6 SCISSORS, (6") | pair | 8 | | 2 | 10 | | | | 0 | 3 | | | 3 | | | | 0 | 13 | 13.73 | 178.49 | | |
| 7 STAPLER, standard | piece | 10 | | 1 | 11 | | | | 0 | 2 | | | 2 | | | | 0 | 13 | 82.16 | 1,068.08 | | |
| 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 | 878.80 | - | | |
| 9 STAPLE REMOVER, plier type | piece | 21 | 1 | 3 | 25 | | | | 0 | | | | 0 | | | | 0 | 25 | 18.18 | 454.50 | | |
| 10 TAPE DISPENSER, table top | piece | 6 | | | 6 | | | | 0 | 4 | | | 4 | | | | 0 | 10 | 47.72 | 477.20 | | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 11 WASTE BASKET, non-rigid plastic | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 23.90 | 23.90 |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 BROOM, soft (tambo) | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 88.40 | - |
| 2 BROOM, stick (tingting) | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 23.92 | - |
| 3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap | bottle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 41.60 | - |
| 4 CLEANSER, scouring powder, 350grams/can | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 21.27 | - |
| 5 DETERGENT POWDER, all purpose, 1kilo/pouch | pouch | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 37.43 | - |
| 6 DISINFECTANT SPRAY 400-550 grams | can | | | | 0 | | | | 0 | 0 | | | 0 | | | | 0 | 0 | 119.60 | - |
| 7 DUST PAN, non-rigid plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 27.96 | - |
| 8 FLOOR WAX, Paste, red | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 202.80 | - |
| 9 FURNITURE CLEANER, aerosol, 300mL/can | can | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 84.76 | - |
| 10 INSECTICIDE, aerosol type, 600mL/can | can | | | | 0 | | | | 0 | 0 | | | 0 | | | | 0 | 0 | 124.80 | - |
| 11 MOPBUCKET | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,820.00 | - |
| 12 MOPHANDLE, screw type, aluminum handle | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 142.48 | - |
| 13 MOPHEAD, made of rayon | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 98.80 | - |
| 14 RAG, all cotton, 32 pieces per kilo per bundle | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 49.69 | - |
| 15 SCOURING PAD, 5 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 102.96 | - |
| 16 TRASHBAG, plastic, transparent, 10pcs/roll | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 139.88 | - |
| 17 DISINFECTANT, bleaching solution | cont | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 101.82 | - |
| 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 | 10,400.00 | - |
| 2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box | unit | 4 | | | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 147.36 | 569.44 |
| 3 CALCULATOR, SCIENTIFIC, 1 unit per box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 328.54 | - |
| 4 CHAIR, monobloc, without armrest, beige | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 254.68 | - |
| 5 CHAIR, monobloc, without armrest, white | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 254.80 | - |
| 6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6,229.60 | - |
| 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 | 25,272.00 | - |
| 8 ELECTRIC FAN, industrial | unit | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 956.80 | 956.80 |
| 9 ELECTRIC FAN, orbit type | unit | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 1,248.00 | 3,744.00 |
| 10 ELECTRIC FAN, stand type | unit | 4 | | | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 967.10 | 3,868.40 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 11 ELECTRIC FAN, wall type | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 790.40 | - |
| 12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,502.72 | - |
| 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 | 1,080.56 | - |
| 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 | 4,992.00 | - |
| 15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 26,483.60 | - |
| 16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, | unit | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 7,488.00 | 7,488.00 |
| 17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,699.20 | - |
| 18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 18,709.60 | - |
| 19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,831.52 | - |
| 20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 10,000.00 | - |
| 21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,237.60 | - |
| 22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,289.60 | - |
| 23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use | unit | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,242.80 | - |
| COMMON COMPUTER SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box | box | 5 | | | 5 | | | | 0 | 2 | | | 2 | | | | 0 | 7 | 630.76 | 4,415.32 |
| 2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 950.30 | - |
| 3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 716.04 | - |
| 4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,220.96 | - |
| 5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 571.80 | - |
| 6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 958.15 | - |
| 7 DVD REWRITABLE, 4x speed, 4.7GB capacity | piece | 45 | | 10 | 55 | | | | 0 | 10 | | 30 | 40 | | | | 0 | 95 | 21.79 | 2,070.05 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|---------------------------------------|--------------|----------------|-----------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity | |
| 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 | 2 | | | 2 | | | | 0 | | | | | | | | 0 | 2 | 2,818.40 | 5,636.80 | |
| 9 FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | 23 | | 4 | 27 | | | | 0 | 10 | | | 10 | | | | | 0 | 37 | 194.48 | 7,195.76 |
| 10 MOUSE, optical, USB connection type | unit | 1 | | | 1 | | | | 0 | | | | 0 | | | | | 0 | 1 | 127.80 | 127.80 |
| HANDBOOK ON PROCUREMENT | | | | | | | | | | | | | | | | | | | | | |
| 1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages, | piece | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 61.83 | - |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | | |
| 1 INK CART, BROTHER LC39BK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 681.20 | - |
| 2 INK CART, BROTHER LC39C, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 447.20 | - |
| 3 INK CART, BROTHER LC39M, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 447.20 | - |
| 4 INK CART, BROTHER LC39Y, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 447.20 | - |
| 5 INK CART, BROTHER LC67B, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 910.00 | - |
| 6 INK CART, BROTHER LC67C, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 546.00 | - |
| 7 INK CART, BROTHER LC67M, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 546.00 | - |
| 8 INK CART, BROTHER LC67Y, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 546.00 | - |
| 9 INK CART, BROTHER LC67HYBK, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,538.16 | - |
| 10 INK CART, BROTHER LC67HYC, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 868.40 | - |
| 11 INK CART, BROTHER LC67HYM, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 868.40 | - |
| 12 INK CART, BROTHER LC67HYY, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 868.40 | - |
| 13 INK CART, CANON PG-810, Black | cart | 8 | | | 8 | | | | 0 | 8 | | | 8 | | | | | 0 | 16 | 737.36 | 11,797.76 |
| 14 INK CART, CANON PG-740, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | | - |
| 15 INK CART, CANON PGI-725, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 574.08 | - |
| 16 INK CART, CANON CLI-726, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 534.56 | - |
| 17 INK CART, CANON CL-811, Colored | cart | 8 | | | 8 | | | | 0 | 8 | | | 8 | | | | | 0 | 16 | 970.32 | 15,525.12 |
| 18 INK CART, CANON CL-741, Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 945.36 | - |
| 19 INK CART, CANON CLI-726, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 535.60 | - |
| 20 INK CART, CANON CLI-726, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 535.60 | - |
| 21 INK CART, CANON CLI-726, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 535.60 | - |
| 22 INK CART, EPSON C13T038190 (To 38), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 491.92 | - |
| 23 INK CART, EPSON C13T039090 (To 39), Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 770.64 | - |
| 24 INK CART, EPSON C13T105190(73N)/(91N),Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 426.40 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | |
|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| 25 INK CART, EPSON C13T105290(73N)/(91N),Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 426.40 | - |
| 26 INK CART, EPSON C13T105390(73N)/(91N),Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 426.40 | - |
| 27 INK CART, EPSON C13T105490(73N)/(91N),Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 426.40 | - |
| 28 INK CART, EPSON C13T6664100 (T6641), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 254.80 | - |
| 29 INK CART, EPSON C13T664200 (T6642), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 254.80 | - |
| 30 INK CART, EPSON C13T664300 (T6643), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 254.80 | - |
| 31 INK CART, EPSON C13T664400 (T6644), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 254.80 | - |
| 32 INK CART, HP 51645A, (HP45), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,346.80 | - |
| 33 INK CART, HP C1823A, (HP23), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,612.00 | - |
| 34 INK CART, HP C4844A, (HP10), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,554.80 | - |
| 35 INK CART, HP C4906AA, (HP940XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,554.80 | - |
| 36 INK CART, HP C4907AA, (HP940XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,034.80 | - |
| 37 INK CART, HP C4908AA, (HP940XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,034.80 | - |
| 38 INK CART, HP C4909AA, (HP940XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,034.80 | - |
| 39 INK CART, HP C4936A, (HP18), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 982.80 | - |
| 40 INK CART, HP C4937A, (HP18), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 717.60 | - |
| 41 INK CART, HP C4938A, (HP18), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 717.60 | - |
| 42 INK CART, HP C4939A, (HP18), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 717.60 | - |
| 43 INK CART, HP C6578DA, (HP78), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,606.80 | - |
| 44 INK CART, HP C6615DA, (HP15), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,237.60 | - |
| 45 INK CART, HP C6625AA, (HP17), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,346.80 | - |
| 46 INK CART, HP C6656AA, (HP56), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 921.44 | - |
| 47 INK CART, HP C6657AA, (HP57), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,466.40 | - |
| 48 INK CART, HP C8727AA, (HP27), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 826.80 | - |
| 49 INK CART, HP C8765WA, (HP94), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 930.80 | - |
| 50 INK CART, HP C8766WA, (HP95), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,133.60 | - |
| 51 INK CART, HP C8767WA, (HP96), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,430.00 | - |
| 52 INK CART, HP C9351AA, (HP21), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 650.00 | - |
| 53 INK CART, HP C9352AA, (HP22), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 751.92 | - |
| 54 INK CART, HP C9361WA, (HP93), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,346.80 | - |
| 55 INK CART, HP C9362WA, (HP92), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 600.08 | - |
| 56 INK CART, HP C9363WA, (HP97), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,492.40 | - |
| 57 INK CART, HP C9364WA, (HP98), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 826.80 | - |
| 58 INK CART, HP CB314A, (HP900), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 296.40 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 59 INK CART, HP CB315A, (HP900), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 379.60 | - |
| 60 INK CART, HP CB335WA, (HP74), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 696.80 | - |
| 61 INK CART, HP CB336WA, (HP74XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,508.00 | - |
| 62 INK CART, HP CB337WA, (HP75), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 803.92 | - |
| 63 INK CART, HP CB338WA, (HP75XL), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,606.80 | - |
| 64 INK CART, HP CC640WA, (HP60), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 639.60 | - |
| 65 INK CART, HP CC641WA, (HP60XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,445.60 | - |
| 66 INK CART, HP CC643WA, (HP60), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 754.00 | - |
| 67 INK CART, HP CC644WA, (HP60XL), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,658.80 | - |
| 68 INK CART, HP CC653AA, (HP901), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 639.60 | - |
| 69 INK CART, HP CC656AA, (HP901), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,019.20 | - |
| 70 INK CART, HP CC660AA, (HP702), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,086.80 | - |
| 71 INK CART, HP CD887AA, (HP703), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 358.80 | - |
| 72 INK CART, HP CD888AA, (HP703), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 358.80 | - |
| 73 INK CART, HP CD971AA, (HP 920), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 792.48 | - |
| 74 INK CART, HP CD972AA, (HP 920XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 629.20 | - |
| 75 INK CART, HP CD973AA, (HP 920XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 629.20 | - |
| 76 INK CART, HP CD974AA, (HP 920XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 629.20 | - |
| 77 INK CART, HP CD975AA, (HP 920XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,242.80 | - |
| 78 INK CART, HP CH561WA, (HP61), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 644.80 | - |
| 79 INK CART, HP CH562WA, (HP61), Tricolor | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 826.80 | - |
| 80 INK CART, HP CN045AA, (HP950XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,554.80 | - |
| 81 INK CART, HP CN046AA, (HP951XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,175.20 | - |
| 82 INK CART, HP CN047AA, (HP951XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,180.40 | - |
| 83 INK CART, HP CN048AA, (HP951XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,180.40 | - |
| 84 INK CART, HP CN692AA, (HP704), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 358.80 | - |
| 85 INK CART, HP CN693AA, (HP704), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 358.80 | - |
| 86 INK CART, HP CZ107AA, (HP678), Black | cart | 2 | 2 | 1 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 14 | 358.80 | 5,023.20 |
| 87 INK CART, HP CZ108AA, (HP678), Tricolor | cart | 2 | 2 | 1 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 14 | 360.88 | 5,052.32 |
| 88 INK CART, HP CZ121A (HP685A), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 366.08 | - |
| 89 INK CART, HP CZ122A (HP685A), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 249.60 | - |
| 90 INK CART, HP CZ123A (HP685A), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 249.60 | - |
| 91 INK CART, HP CZ124A (HP685A), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 249.60 | - |
| 92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored | cart | 2 | | | 2 | | | | 0 | 1 | | | 1 | | | | 0 | 3 | 930.80 | 2,792.40 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 93 INK CART, LEXMARK 10NO217 (#17), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,003.60 | - |
| 94 INK CART, LEXMARK 10NO227 (#27), Colored | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,196.00 | - |
| 95 TONER CART, BROTHER TN-2025, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,556.32 | - |
| 96 TONER CART, BROTHER TN-2130, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 1,820.00 | - |
| 97 TONER CART, BROTHER TN-2150, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,860.00 | - |
| 98 TONER CART, BROTHER TN-3320, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,354.00 | - |
| 99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,992.00 | - |
| 100 TONER CART, HP C4092A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,741.44 | - |
| 101 TONER CART, HP C4096A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,352.88 | - |
| 102 TONER CART, HP C7115A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,971.28 | - |
| 103 TONER CART, HP CB435A, Black | cart | | 2 | 2 | 4 | | 2 | 2 | 4 | | 2 | 2 | 4 | 2 | 1 | 2 | 5 | 17 | 2,802.80 | 47,647.60 |
| 104 TONER CART, HP CB436A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,218.80 | - |
| 105 TONER CART, HP CB540A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,312.40 | - |
| 106 TONER CART, HP CB541A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,984.80 | - |
| 107 TONER CART, HP CB542A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,984.80 | - |
| 108 TONER CART, HP CB543A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,984.80 | - |
| 109 TONER CART, HP CC364A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,378.80 | - |
| 110 TONER CART, HP CC530A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,402.80 | - |
| 111 TONER CART, HP CC531A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,298.80 | - |
| 112 TONER CART, HP CC532A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,298.80 | - |
| 113 TONER CART, HP CC533A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 5,298.80 | - |
| 114 TONER CART, HP CE255A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6,754.80 | - |
| 115 TONER CART, HP CE278A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,114.80 | - |
| 116 TONER CART, HP CE285A (HP85A), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,756.00 | - |
| 117 TONER CART, HP CE310A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,386.80 | - |
| 118 TONER CART, HP CE311A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,490.80 | - |
| 119 TONER CART, HP CE312A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,490.80 | - |
| 120 TONER CART, HP CE313A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,490.80 | - |
| 121 TONER CART, HP CE320A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,166.80 | - |
| 122 TONER CART, HP CE321A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,010.80 | - |
| 123 TONER CART, HP CE322A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,010.80 | - |
| 124 TONER CART, HP CE323A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,010.80 | - |
| 125 TONER CART, HP CE390A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,690.80 | - |
| 126 TONER CART, HP CE400A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6,754.80 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|-----------|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | | |
| 127 TONER CART, HP CE401A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | 0 | 0 | 9,978.80 | - | |
| 128 TONER CART, HP CE402A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 9,978.80 | - |
| 129 TONER CART, HP CE403A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 9,978.80 | - |
| 130 TONER CART, HP CE410A, (HP305), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,790.80 | - |
| 131 TONER CART, HP CE411A, (HP305), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,402.80 | - |
| 132 TONER CART, HP CE412A, (HP305), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,402.80 | - |
| 133 TONER CART, HP CE413A, (HP305), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,402.80 | - |
| 134 TONER CART, HP CE505A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,998.80 | - |
| 135 TONER CART, HP CE505X, Black, high cap | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 7,066.80 | - |
| 136 TONER CART, HP Q2612A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,104.40 | - |
| 137 TONER CART, HP Q2613A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,328.00 | - |
| 138 TONER CART, HP Q5942A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 7,482.80 | - |
| 139 TONER CART, HP Q5949A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,530.80 | - |
| 140 TONER CART, HP Q5950A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 7,644.00 | - |
| 141 TONER CART, HP Q5951A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 10,845.12 | - |
| 142 TONER CART, HP Q5952A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 10,845.12 | - |
| 143 TONER CART, HP Q5953A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 10,845.12 | - |
| 144 TONER CART, HP Q6000A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,317.60 | - |
| 145 TONER CART, HP Q6001A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,614.00 | - |
| 146 TONER CART, HP Q6002A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,614.00 | - |
| 147 TONER CART, HP Q6003A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,614.00 | - |
| 148 TONER CART, HP Q6470A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,526.56 | - |
| 149 TONER CART, HP Q6471A, Cyan | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,495.36 | - |
| 150 TONER CART, HP Q6472A, Yellow | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,844.80 | - |
| 151 TONER CART, HP Q6473A, Magenta | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 5,844.80 | - |
| 152 TONER CART, HP Q7553A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 3,894.80 | - |
| 153 TONER CART, LEXMARK E360H11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 8,874.32 | - |
| 154 TONER CART, LEXMARK T650A11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 9,630.40 | - |
| 155 TONER CART, SAMSUNG ML-D2850B, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 4,992.00 | - |
| 156 TONER CART, SAMSUNG MLT-D101S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 2,600.00 | - |
| 157 TONER CART, SAMSUNG MLT-D103L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 2,912.00 | - |
| 158 TONER CART, SAMSUNG MLT-D103S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 2,912.00 | - |
| 159 TONER CART, SAMSUNG MLT-D104S, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 2,392.00 | - |
| 160 TONER CART, SAMSUNG MLT-D105L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | | | 0 | 0 | 2,704.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 161 TONER CART, SAMSUNG MLT-D1085, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 2,631.20 | - |
| 162 TONER CART, SAMSUNG MLT-D1195(ML-2010D3), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 3,120.00 | - |
| 163 TONER CART, SAMSUNG MLT-D203E, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7,280.00 | - |
| 164 TONER CART, SAMSUNG MLT-D203L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,368.00 | - |
| 165 TONER CART, SAMSUNG MLT-D203U, black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 9,464.00 | - |
| 166 TONER CART, SAMSUNG MLT-D205E, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 8,736.00 | - |
| 167 TONER CART, SAMSUNG MLT-D205L, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,888.00 | - |
| 168 TONER CART, SAMSUNG SCX-D6555A, Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 4,212.00 | - |
| 169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300 | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 76.75 | - |
| 170 RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 724.88 | - |
| 171 RIBBON CART, EPSON C13S015584 (S015327), Black | cart | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 334.88 | - |
| 172 RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | 0 | 2 | 75.92 | 151.84 |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 RECHARCHABLE BATTERY SIZE DOUBLE A | pack | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 400.00 | 400.00 |
| 2 BATTERY CHARGER SIZE DOUBLE A | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 800.00 | 800.00 |
| 3 FLOURESCENT LAMP, 18 WATTS | tube | 10 | | | 10 | 10 | | | 10 | | | | 0 | | | | 0 | 20 | 67.00 | 1,340.00 |
| 4 SURGE PROTECTOR (6 suctets) | set | 3 | | | 3 | | | | 0 | 1 | | | 1 | | | | 0 | 4 | 500.00 | 2,000.00 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 Envelope, documentary, For A4 size document, 500 pieces per box | piece | 35 | | | 35 | | | | 0 | 35 | | | 35 | | | | 0 | 70 | 250.00 | 17,500.00 |
| 2 Envelope, documentary, For legal size document, 500 pieces per box | piece | 35 | | | 35 | | | | 0 | 35 | | | 35 | | | | 0 | 70 | 400.00 | 28,000.00 |
| 3 Envelope, expanding, kraftboard, for legal size documents, 100 pieces per box | piece | 25 | | | 25 | | | | 0 | 30 | | | 30 | | | | 0 | 55 | 500.00 | 27,500.00 |
| 4 Folder, tagboard, A4, 100 pieces per pack | piece | 30 | | | 30 | | | | 0 | 30 | | | 30 | | | | 0 | 60 | 179.28 | 10,756.80 |
| 5 Folder, tagboard, legal size, 100 pieces per pack | piece | 30 | | | 30 | | | | 0 | 30 | | | 30 | | | | 0 | 60 | 200.37 | 12,022.20 |
| 6 Ballpen, black | piece | 12 | 4 | 4 | 20 | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 12 | 56 | 4.00 | 224.00 |
| 7 Ballpen, blue | piece | 11 | | | 11 | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 20 | 4.00 | 80.00 |
| 8 Ballpen, red | piece | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 12 | 4.00 | 48.00 |
| 9 Short bondpaper | ream | | | 10 | 10 | | | | 0 | | | 10 | 10 | | | | 0 | 20 | 135.00 | 2,700.00 |
| 10 Double Adhesive 1" w/ foam | roll | 8 | | | 8 | | | 2 | 2 | 5 | | | 5 | | | | 0 | 15 | 80.00 | 1,200.00 |
| 11 Double Adhesive 2" w/ foam | roll | 8 | | | 8 | | | 2 | 2 | 5 | | | 2 | 7 | | | 0 | 17 | 135.00 | 2,295.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|-----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 12 Double Adhesive 1" w/ out foam | roll | 3 | | | 3 | | | | | 2 | | | 2 | | | | 0 | 5 | 30.00 | 150.00 |
| 13 Double Adhesive 2" w/out foam | roll | 3 | | | 3 | | | | | 2 | | | 2 | | | | 0 | 5 | 55.00 | 275.00 |
| 14 Envelope Expandable long w/ garter green | piece | 130 | | | 130 | | | 10 | 10 | | | 10 | 10 | | | 10 | 10 | 160 | 12.00 | 1,920.00 |
| 15 Data file box w/ cover (green) | piece | 14 | | | 14 | | | | 0 | 10 | | | 10 | | | | 0 | 24 | 145.00 | 3,480.00 |
| 16 Laid conqueror short ultra white | ream | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 1,300.00 | 1,300.00 |
| 18 Mechanical pencil 0.5 | pc/s | 5 | | | 5 | | | | 0 | | | | 0 | | | | 0 | 5 | 65.00 | 325.00 |
| 19 Magnifying glass | pc/s | 2 | | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 54.00 | 108.00 |
| 20 Notebook, spiral - 90 leaves (pc./a) | pc. | 17 | | 5 | 22 | | | | 0 | 10 | | | 10 | | | | 0 | 32 | 18.50 | 592.00 |
| 21 Paper Clip small vinyl coated | box | 12 | | | 12 | | | | 0 | 6 | | | 6 | | | | 0 | 18 | 18.50 | 333.00 |
| 22 Presentation Folder A4 Green, side fastener | pc/s | 100 | | | 100 | | | | 0 | | | | 0 | | | | 0 | 100 | 12.00 | 1,200.00 |
| 23 Presentation Folder long Green, side fastener | pc/s | 100 | | | 100 | | | | 0 | | | | 0 | | | | 0 | 100 | 15.00 | 1,500.00 |
| 24 Plastic Envelope long w/ handler and zipper | pc/s | 12 | | | 12 | | | | 0 | | | | 0 | | | | 0 | 12 | 20.00 | 240.00 |
| 25 Paper Copy A3 sizem subs 24 | ream | 10 | | | 10 | | | | 0 | 10 | | | 10 | | | | 0 | 20 | 300.00 | 6,000.00 |
| 26 Sticker paper - Neon Green/white | pc/s | 30 | | | 30 | | | | 0 | 20 | | | 20 | | | | 0 | 50 | 30.00 | 1,500.00 |
| 27 Storage Box Class A | pc/s | 26 | | | 26 | | | | 0 | 25 | | | 25 | | | | 0 | 51 | 60.00 | 3,060.00 |
| 28 Elmer's Glue | btl | 2 | | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 39.00 | 78.00 |
| 30 Copy paper A3 Subs. 24 | ream | 5 | | | 5 | 5 | | | 5 | 5 | | | 5 | 5 | | | 5 | 20 | 300.00 | 6,000.00 |
| 31 Chicago Screw 0.5" | pc. | 50 | | | 50 | | | | | 50 | | | 50 | | | | 0 | 100 | 1.85 | 185.00 |
| 32 Chicago Screw 1" | pc. | 80 | | | 80 | | | | 0 | 50 | | | 50 | | | | 0 | 130 | 2.15 | 279.50 |
| 33 Chicago Screw 1 1/2" | pc. | 30 | | | 30 | | | | 0 | | | | 0 | | | | 0 | 30 | 2.85 | 85.50 |
| 34 Chicago Screw 2" | pc. | 80 | | | 80 | | | | 0 | 50 | | | 50 | | | | 0 | 130 | 5.00 | 650.00 |
| 35 Folder Bindomatic folder, long, 2" | pc. | 15 | | | 15 | | | | 0 | | | | 0 | | | | 0 | 15 | 100.00 | 1,500.00 |
| 36 Index card 3" x 5" with lines (100pcs./pack) | pack | 1 | | | 1 | | | | | | | | | | | | 0 | 1 | 25.00 | 25.00 |
| 37 Index card 5" x 8" without lines (500 pcs./pack) | pack | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 50.00 | 150.00 |
| 38 Index tab, self adhesive, clear | pack | 10 | | | 10 | | | | 0 | | | | 0 | | | | 0 | 10 | 60.00 | 600.00 |
| 39 Ballpen black, pilot brand | pc. | 18 | | 10 | 28 | 8 | | | 8 | 8 | | | 8 | 8 | | | 8 | 52 | 16.95 | 881.40 |
| 40 Ballpen blue, pilot brand | pc. | 18 | | 10 | 28 | 8 | | | 8 | 8 | | | 8 | 8 | | | 8 | 52 | 16.95 | 881.40 |
| 41 Fastener, Plastic | box | 3 | | 1 | 4 | | | | 0 | 2 | | | 2 | | | | 0 | 6 | 24.50 | 147.00 |
| 42 Diskette DVD+R | pc. | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 20.00 | 2,000.00 |
| 43 Diskette DVD-RW | pc. | 55 | | | 55 | | | | 0 | 50 | | | 50 | | | | 0 | 105 | 15.00 | 1,575.00 |
| 44 DVD +R Positive, 4.7 gb. Capacity | pc. | 50 | | | 50 | | | | | 50 | | | 50 | | | | 0 | 100 | 20.00 | 2,000.00 |
| 45 Correction Fluid Water Base | pc | 5 | | 5 | 10 | 4 | | | 4 | | | | 0 | 4 | | | 4 | 18 | 38.00 | 684.00 |
| 46 Wipe Out | cans | 2 | | | 2 | | | | | 2 | | | 2 | | | | 0 | 4 | 48.00 | 192.00 |
| 47 Touch and Go (correction fluid) | pc | 6 | | | 6 | | | | | 6 | | | 6 | | | | 0 | 12 | 12.00 | 144.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | |
|---|-----------------|----------------------|-----|-------|-----|-------|-----|------|----|------|-----|------|-----|-----|-----|-----|----|----------------|---------------------------------------|--------------|--|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | | |
| 48 Correction Fluid Water Base pen | pc. | 14 | | | 14 | | | | 0 | 9 | | | 9 | | | | 0 | 23 | 68.00 | 1,564.00 | | |
| 49 Folder Expanding Long White | pcs. | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 50.00 | 5,000.00 | | |
| 50 File Holder A4 Green | pcs. | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 10.00 | 1,000.00 | | |
| 51 File Holder Long Green | pcs. | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 15.00 | 1,500.00 | | |
| 54 Folder Binder 3 Inches | pcs. | 12 | | | 12 | | | | 0 | 12 | | | 12 | | | | 0 | 24 | 100.00 | 2,400.00 | | |
| 55 Post it with SIGN Here | pc. | 15 | | 5 | 20 | | | | 0 | 5 | | | 5 | | | | 0 | 25 | 121.00 | 3,025.00 | | |
| 56 Expanding Long Envelope with garter, Green | pc. | 212 | | 12 | 224 | | | | 0 | 200 | | | 200 | | | | 0 | 424 | 12.00 | 5,088.00 | | |
| 57 Flourescent marker, yellow stabilo | pc. | 10 | | 3 | 13 | | | | 0 | 10 | | | 10 | | | | 0 | 23 | 61.00 | 1,403.00 | | |
| 58 Car freshener | pc. | 22 | | 2 | 24 | | 2 | 2 | 22 | | 2 | 24 | | | | 2 | 2 | 52 | 199.00 | 10,348.00 | | |
| 59 Separator A4-white | sets | 5 | 5 | 5 | 15 | | | | 0 | 5 | 5 | 5 | 15 | | | | 0 | 30 | 25.00 | 750.00 | | |
| 60 paste in well | pcs | 5 | | | 5 | | | | | 5 | | | 5 | | | | 0 | 10 | 25.00 | 250.00 | | |
| 61 yellow pad non-blot, class A | pads | 5 | | | 5 | | | | | 5 | | | 5 | | | | 0 | 10 | 20.00 | 200.00 | | |
| 62 Laid conqueror long green | ream | 1 | | | 1 | | | | | 1 | | | 1 | | | | 0 | 2 | 1,500.00 | 3,000.00 | | |
| 63 Rugby | btls | 1 | | | 1 | | | | | 1 | | | 1 | | | | 0 | 2 | 120.00 | 240.00 | | |
| 64 Copy Short subs. 24- reams | ream | 5 | | | 5 | | | | | 5 | | | 5 | | | | 0 | 10 | 135.00 | 1,350.00 | | |
| 65 cutting mat | pc | 1 | | | 1 | | | | | | | | 0 | | | | 0 | 1 | 800.00 | 800.00 | | |
| 66 Magic Tape 1" | roll | 1 | | | 1 | | | | | 1 | | | 1 | | | | 0 | 2 | 150.00 | 300.00 | | |
| 67 Tissue Paper- Jumbo | pc | 65 | 65 | 65 | 195 | | | | 0 | 65 | 65 | 65 | 195 | | | | 0 | 390 | 65.00 | 25,350.00 | | |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | | |
| 1 Pledge | can | 4 | | | 4 | | | | 0 | 1 | | | 1 | | | | 0 | 5 | 90.00 | 450.00 | | |
| 2 WD 40(big) | can | 3 | | | 3 | | | | 0 | 3 | | | 3 | | | | 0 | 6 | 205.00 | 1,230.00 | | |
| 3 Freshener-Glade-Air freshener Spray lemon | bot/s | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 150.00 | 450.00 | | |
| 4 Freshener-Car Freshener lemon | pc/s | 6 | | | 6 | | | | 0 | 6 | | | 6 | | | | 0 | 12 | 195.00 | 2,340.00 | | |
| 5 Garbage Bag-Medium | pcs | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 3.00 | 300.00 | | |
| 6 Garbage Bag-Large | pcs | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 3.50 | 350.00 | | |
| 7 Liquid Soap Lemon | gallons | 10 | | | 10 | | | | | 10 | | | 10 | | | | 0 | 20 | 190.00 | 3,800.00 | | |
| 8 MC Cleaner | cans | 2 | | | 2 | | | | | 2 | | | 2 | | | | 0 | 4 | 48.00 | 192.00 | | |
| 9 Garbage Bag-Extra Large | pcs | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 15.00 | 1,500.00 | | |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | | | |
| 1 Brother Ink BT6000BK | bottle | 3 | | 3 | 6 | 2 | 1 | 2 | 5 | 3 | | 3 | 6 | 2 | 1 | | 3 | 20 | 378.00 | 7,560.00 | | |
| 2 Brother Ink BT5000Y | bottle | 2 | | 3 | 5 | 1 | 1 | 2 | 4 | 2 | | 3 | 5 | 1 | 1 | | 2 | 16 | 378.00 | 6,048.00 | | |
| 3 Brother Ink BT5000C | bottle | 2 | | 3 | 5 | 1 | 1 | 2 | 4 | 2 | | 3 | 5 | 1 | 1 | | 2 | 16 | 378.00 | 6,048.00 | | |
| 4 Brother Ink BT5000M | bottle | 2 | | 3 | 5 | 1 | 1 | 2 | 4 | 2 | | 3 | 5 | 1 | 1 | | 2 | 16 | 378.00 | 6,048.00 | | |
| 5 Ink Toner-Kyocera FS4200DN (Black) | cart | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | | 1 | 4 | 8,000.00 | 32,000.00 | | |

| Item & Specifications | Unit of Measure | Qty Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT |
|---|-----------------|-----------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|---------------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 6 Ink Toner-Brother MFC 9330 CDW TN 261 (Black) | cart | 16 | | 4 | 20 | 8 | | 2 | 10 | 14 | | 8 | 22 | 7 | 1 | | 8 | 60 | 1,800.00 | 108,000.00 |
| 7 Ink Toner-Brother MFC 9330 CDW TN 261 (Cyan) | cart | 11 | | 2 | 13 | 5 | | 2 | 7 | 10 | | 6 | 16 | 3 | | | 3 | 39 | 3,000.00 | 117,000.00 |
| 8 Ink Toner-Brother MFC 9330 CDW TN 261 (Magenta) | cart | 11 | | 2 | 13 | 5 | | 3 | 8 | 10 | | 6 | 16 | 3 | | | 3 | 40 | 3,000.00 | 120,000.00 |
| 9 Ink Toner-Brother MFC 9330 CDW TN 261 (Yellow) | cart | 11 | | 2 | 13 | 5 | | 3 | 8 | 10 | | 6 | 16 | 3 | | | 3 | 40 | 3,000.00 | 120,000.00 |
| 10 Ink Toner-Brother HL 2270 DW TN 2280 | cart | 3 | | | 3 | 2 | | | 2 | 2 | | 1 | 3 | 2 | | | 2 | 10 | 3,000.00 | 30,000.00 |
| 11 Drum (DR 2255)- Brother printer | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 1,800.00 | 1,800.00 |
| 12 Toner Kyocera KM 3035 | piece | 1 | | | 1 | 1 | | | 1 | | | | 0 | | | | 0 | 2 | 13,800.00 | 27,600.00 |
| 13 Film for fascimile, panasonic KX-FA57E | piece | 3 | 3 | 3 | 9 | 3 | 3 | 3 | 9 | 3 | 3 | 3 | 9 | 3 | 3 | 3 | 9 | 36 | 230.00 | 8,280.00 |
| 14 Brother Toner Ink TN -2280 | piece | 4 | | | 4 | 3 | | 2 | 5 | 3 | | 2 | 5 | 2 | | | 2 | 16 | 2,000.00 | 32,000.00 |
| 15 Kyocera Toner -K310 | piece | 1 | | | 1 | | | 1 | 1 | | | | 0 | | | 1 | 1 | 3 | 6,000.00 | 18,000.00 |
| HP Officejet Pro K850 Ink | cart | | | | | | | | | | | | | | | | | | | - |
| 16 HP 13C4814-Black | cart | 4 | | | 4 | 4 | | | 4 | | | | 0 | | | | 0 | 8 | 800.00 | 6,400.00 |
| 17 HP 13C4815- Cyan | cart | 3 | | | 3 | 3 | | | 3 | | | | 0 | | | | 0 | 6 | 800.00 | 4,800.00 |
| 18 HP 13C4816- Magenta | cart | 3 | | | 3 | 3 | | | 3 | | | | 0 | | | | 0 | 6 | 800.00 | 4,800.00 |
| 19 HP 13C4817- Yellow | cart | 3 | | | 3 | 3 | | | 3 | | | | 0 | | | | 0 | 6 | 800.00 | 4,800.00 |
| Printer Head | | | | | | | | | | | | | | | | | | | | |
| 20 HP 13C4811-Cyan | cart | | | | 0 | 1 | | | 1 | | | | 0 | | | | 0 | 1 | 1,000.00 | 1,000.00 |
| 21 HP 13C4810-Black | cart | | | | 0 | 1 | | | 1 | | | | 0 | | | | 0 | 1 | 800.00 | 800.00 |
| 22 HP 13C4812-Magenta | cart | | | | 0 | 1 | | | 1 | | | | 0 | | | | 0 | 1 | 1,000.00 | 1,000.00 |
| 23 HP 13C481-Yellow | cart | | | | 0 | 1 | | | 1 | | | | 0 | | | | 0 | 1 | 1,000.00 | 1,000.00 |
| 24 Ineo 363 Toner- Black | cart | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 4,500.00 | 18,000.00 |
| Ineo 280 Toner | cart | | | | | | | | | | | | | | | | | | | - |
| 25 280-K | cart | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 8,000.00 | 32,000.00 |
| 26 280-C | cart | 2 | | | 2 | | | | 0 | 1 | | | 1 | | | | 0 | 3 | 12,000.00 | 36,000.00 |
| 27 280-M | cart | 2 | | | 2 | | | | 0 | 1 | | | 1 | | | | 0 | 3 | 12,000.00 | 36,000.00 |
| 28 280-Y | cart | 2 | | | 2 | | | | 0 | 1 | | | 1 | | | | 0 | 3 | 12,000.00 | 36,000.00 |
| 29 Rizo 970 A Toner-Z Type HD Riso Ink G1 | cart | 2 | | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 1,600.00 | 3,200.00 |
| 30 Master | pc/s | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 4,519.00 | 4,519.00 |
| 31 Toner Cartridge Toner (TN 2280) for Brother Printers | pc. | 4 | | | 4 | | | | 0 | 4 | | | 4 | | | | 0 | 8 | 4,519.00 | 36,152.00 |
| 32 Toner Cartridge Drum (DR 2255) for Brother Printers | pc. | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 2,800.00 | 11,200.00 |
| 33 Toner Cartridge Kyocera KM-1635 TK -410 | pc. | 1 | | | 1 | | | | | | | | | | | | 0 | 1 | 6,048.00 | 6,048.00 |
| 34 Toner Cartridge Kyocera FS-6950 TK -440 | pc. | 2 | | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 8,000.00 | 32,000.00 |
| 35 Toner Cartridge Kyocera FS-6970 TK -454 | pc. | 3 | | | 3 | | | | 0 | 2 | | | 2 | | | | 0 | 5 | 8,000.00 | 40,000.00 |
| 36 Toner Cartridge Kyocera KM 3035 | pc. | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | 0 | 2 | 1,400.00 | 2,800.00 |

