

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.ps-phillgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - Form used is other than the prescribed format which can be downloaded only at www.ps-phillgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.

8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)

9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.

10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)699-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, Issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office: NIMFA C. UNICA
 Region: OIC, PMMD
 Address: Procurement@owwa.gov.ph
 7th STREET CORNER F.B. HARRISON STREET, PASAY CITY
 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)
 Agency Account Code: N043
 Contact Person: OIC, PMMD
 Position: Procurement@owwa.gov.ph
 Telephone/Mobile Nos: 833-0113

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year								
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml	can	30	40	30	100	13,936.00	30	40	30	100	13,936.00	30	40	30	100	13,936.00	400.00	139.36	55,744.00					
2	12191601-AL-E01 ALCOHOL, ethyl, 68%/70%, scented, 500ml (-5ml)	bottle	150	150	200	500	21,996.00	150	200	150	500	21,996.00	150	200	150	500	21,996.00	2,000.00	43.99	87,984.00					
Color Compounds and Dispersants																									
3	12171703-SI-P01 STAMP PAD INK, purple or violet	bottle	10	10	10	30	738.82	10	10	10	30	738.82	10	10	10	30	738.82	120.00	24.63	2,955.26					
films																									
4	13111203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	737.24	0.00					
5	13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	10	10	5	25	5,213.00	6	0	14	20	4,170.40	10	10	5	25	5,213.00	6	0	14	20	4,170.40	90.00	208.52	18,766.80
6	13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	1	1	0	2	417.04	1	0	1	2	417.04	1	0	1	2	417.04	1	0	2	2	417.04	8.00	208.52	1,668.16
Paper Materials and Products																									
7	14111525-CA-A01 CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00
8	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	2	6	2	10	6,822.40	2	6	2	10	6,822.40	2	6	2	10	6,822.40	2	5	3	10	6,822.40	40.00	682.24	27,289.60
9	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00
10	14111506-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
			15	10	10	35	10	15	10	35	10	10	10	35				15	10	10	35
11	14111506-CF-L21 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box	15	10	10	35	26,790.40	10	15	10	35	26,790.40	15	10	10	35	26,790.40	140.00	765.44	107,161.60	
12	14111506-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	596.80	0.00	
13	14111506-CF-L32 CONTINUOUS FORM, 3 PLY, 280 x 278mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1034.80	0.00	
14	14111609-LI-C01 LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	670.70	0.00	
15	14111514-NP-S02 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40	40	40	120	3,866.30	30	40	40	120	3,866.30	30	40	40	120	3,866.30	440.00	32.22	14,176.45	
16	14111514-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4")	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	56.06	0.00	
17	14111514-NP-S03 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.50	0.00	
18	14111514-NB-S01 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	25	15	20	60	722.59	25	15	20	60	722.59	25	15	20	60	722.59	240.00	12.04	2,890.37	
19	14111507-PP-M01 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50	100	50	200	26,474.24	50	100	50	200	26,474.24	50	100	50	200	26,474.24	800.00	131.37	105,896.96	
20	14111507-PP-M02 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	154.75	0.00	
21	14111507-PP-C01 PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	300	200	300	800	91,611.52	300	200	300	800	91,611.52	300	200	300	800	91,611.52	3,200.00	114.51	366,446.08	
22	14111507-PP-C02 PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	300	200	300	800	64,989.60	300	200	300	800	64,989.60	300	200	300	800	64,989.60	2,000.00	129.98	259,988.40	
23	14111531-PP-R01 PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	10	10	10	30	520.42	10	10	10	30	520.42	10	10	10	30	520.42	120.00	17.35	2,081.66	
24	14111509-PA-P01 PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	96.20	0.00	
25	14111818-TH-P02 PAPER, THERMAL, 55gsm, size: 216mm±1mm x 300m±0.3m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	48.78	0.00	
26	14111531-RE-901 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	20	20	60	4,243.20	20	20	20	60	4,243.20	20	20	20	60	4,243.20	240.00	70.72	16,972.80	
27	14111531-RE-802 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30	30	30	90	9,172.80	30	30	30	90	9,172.80	30	30	30	90	9,172.80	360.00	101.92	36,631.20	
28	14111704-TT-P02 TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	65.42	0.00	
Batteries and Cells and Accessories																					
29	26111702-BT-A02 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	30	20	50	100	1,972.88	30	20	50	100	1,972.88	30	20	50	100	1,972.88	400.00	19.73	7,891.52	
30	26111702-BT-A01 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30	20	50	100	1,950.00	30	20	50	100	1,950.00	30	20	50	100	1,950.00	400.00	19.50	7,800.00	
31	26111702-BT-A03 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	2	0	2	176.80	2	0	2	4	353.60	2	0	2	4	353.60	12.00	88.40	1,060.80	
Manufacturing Components and Supplies																					
32	31201610-GL-J01 GLUE, all purpose, gross weight: 200 grams min	jar	5	5	5	15	717.29	5	5	5	15	717.29	5	5	5	15	717.29	60.00	47.82	2,869.15	
33	31151804-SW-H01 STAPLE WIRE, for heavy duty staplers, (23/13)	box	5	5	5	15	310.13	5	5	5	15	310.13	5	5	5	15	310.13	60.00	20.68	1,240.51	
34	31151804-SW-S01 STAPLE WIRE, STANDARD, (26/6)	box	50	50	50	150	3,007.68	50	50	50	150	3,007.68	50	50	50	150	3,007.68	600.00	20.05	12,030.72	
35	31201502-TA-E01 TAPE, ELECTRICAL, 18mm x 164m min	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00	
36	31201502-TA-M01 TAPE, MASKING, width: 24mm (±1mm)	roll	50	50	50	150	8,268.00	50	50	50	150	8,268.00	50	50	50	150	8,268.00	600.00	55.12	33,072.00	
37	31201502-TA-M02 TAPE, MASKING, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	106.60	0.00	
38	31201512-TA-P01 TAPE, PACKAGING, width: 48mm (±1mm)	roll	100	50	50	200	3,640.00	100	50	50	200	3,640.00	100	50	50	200	3,640.00	800.00	18.20	14,560.00	
39	31201512-TA-T01 TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	50	50	50	150	1,365.00	50	50	50	150	1,365.00	50	50	50	150	1,365.00	600.00	9.10	5,460.00	
40	31201512-TA-T02 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00	
41	31151503-TW-P01 TWINE, plastic, one (1) lb per roll	roll	10	10	10	30	1,528.80	10	10	10	30	1,528.80	10	10	10	30	1,528.80	120.00	50.96	6,115.20	
Heating and Ventilation and Air Circulation																					
42	40101604-EF-G01 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	974.48	0.00	

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Yearly Quantity For This Year	Price Catalogue	Total Amount for This Year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
			5	5	5	15	5	5	5	15	5	5	5	15				5	5	5	15
Item & Specifications																					
43	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1192.88	0.00	
44	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1006.39	0.00	
45	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	669.66	0.00	
Lighting and Fixtures and Accessories																					
46	FLOUORESCENT LAMP, 18 WATTS, linear tubular (TB)	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	40.56	0.00	
47	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	72.49	0.00	
Measuring and Observing and Teaching Equipment																					
48	RULER, plastic, 450mm (18"), width, 36mm min	piece	5	5	5	232.13	5	5	5	5	5	232.13	5	5	5	5	5	232.13	15.48	928.51	
Cleaning Equipment and Supplies																					
49	AIR FRESHENER, aerosol, 280ml/150g min	can	50	50	50	12,909.00	50	50	50	50	50	12,909.00	50	50	50	50	50	12,909.00	86.06	51,636.00	
50	BROOM, soft (tambo)	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	130.00	0.00	
51	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	30.58	0.00	
52	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	41.60	0.00	
53	CLEANSER, SCOURING POWDER, 350g min/can	can	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	23.92	0.00	
54	DETERGENT BAR, 140 grams as packed	bar	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	8.01	0.00	
55	DETERGENT POWDER, all purpose, 1kg	pack	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	37.43	0.00	
56	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	50	50	50	18,447.00	50	50	50	50	50	18,447.00	50	50	50	50	50	18,447.00	122.98	73,788.00	
57	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	24.84	0.00	
58	FLOOR WAX, PASTE, RED	can	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	269.36	0.00	
59	FURNITURE CLEANER, aerosol type, 300ml min	can	50	50	50	13,104.00	50	50	50	50	50	13,104.00	50	50	50	50	50	13,104.00	87.36	52,416.00	
60	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	191.00	0.00	
61	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	145.60	0.00	
62	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	110.24	0.00	
63	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	49.69	0.00	
64	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	102.96	0.00	
65	TRASHBAG, plastic, transparent	roll	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	139.88	0.00	
66	WASTEBASKET, non-rigid plastic	piece	10	10	10	707.62	10	10	10	10	10	707.62	10	10	10	10	10	707.62	23.59	2,830.46	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																					
67	Desktop Computer, branded	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	39208.00	0.00	
69	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	2724.80	0.00	
70	FLASH DRIVE, 16 GB capacity	piece	30	30	40	27,664.00	30	30	40	100	27,664.00	30	30	40	100	27,664.00	30	27,664.00	276.64	110,656.00	
71	Laptop Computer, branded	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	35916.40	0.00	

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year						
			Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2	Q3	July	Aug	Sept				Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
72	43211705-MO-001	MOUSE, optical, USB connection type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	134.99	0.00
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	33131.28	0.00
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7995.52	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	724.88	0.00
Office Equipment and Accessories and Supplies																							
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	25.68	0.00
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7.57	0.00
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	50	20	30	100	1,339.52	50	20	30	100	1,339.52	50	20	30	100	1,339.52	400.00	1,339.52	13.40	5,358.08	
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 22mm (-1mm)	box	50	20	30	100	2,055.04	50	20	30	100	2,055.04	50	20	30	100	2,055.04	400.00	2,055.04	20.55	8,220.16	
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	50	20	30	100	3,952.00	50	20	30	100	3,952.00	50	20	30	100	3,952.00	400.00	3,952.00	39.52	15,808.00	
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	50	50	50	150	2,633.28	50	50	50	150	2,633.28	50	50	50	150	2,633.28	600.00	2,633.28	17.56	10,533.12	
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	69.76	0.00	
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	250	250	250	750	51,480.00	250	250	250	750	51,480.00	250	250	250	750	51,480.00	3,000.00	51,480.00	66.64	205,920.00	
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	60.00	6,122.06	406.14	24,488.26	
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	5	5	15	7,771.14	5	5	5	15	7,771.14	5	5	5	15	7,771.14	60.00	7,771.14	518.08	31,084.56	
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	5	5	5	15	11,076.00	5	5	5	15	11,076.00	5	5	5	15	11,076.00	60.00	11,076.00	738.40	44,304.00	
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	30.49	0.00	
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gen (-5%)	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	328.64	0.00	
89	44121504-EN-Y02	ENVELOPE, mailing, white, with window	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	410.80	0.00	
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	4	4	4	12	133.29	4	3	3	10	111.07	4	3	3	10	111.07	42.00	111.07	11.11	466.50	
91	44122118-FA-F01	FASTENER, METAL, 70mm between prongs	box	40	20	40	100	7,891.52	40	20	40	100	7,891.52	40	20	40	100	7,891.52	400.00	7,891.52	78.92	31,566.08	
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	70.61	0.00	
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	12.48	0.00	
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	16.64	0.00	
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	253.29	0.00	
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	291.20	0.00	
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	171.08	0.00	
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	213.72	0.00	

Item #	Item # Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	10	10	10	30	22,401.60	10	10	10	30	22,401.60	10	10	10	30	22,401.60	120.00	746.72	89,606.40	
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	10	10	10	30	6,520.80	10	10	10	30	6,520.80	10	10	10	30	6,520.80	120.00	217.36	26,083.20	
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	10	10	10	30	8,389.06	10	10	10	30	8,389.06	10	10	10	30	8,389.06	120.00	279.64	33,556.22	
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	20	20	20	60	3,112.51	20	20	20	60	3,112.51	20	20	20	60	3,112.51	240.00	51.88	12,450.05	
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	20	20	20	60	2,233.92	20	20	20	60	2,233.92	20	20	20	60	2,233.92	240.00	37.23	8,935.68	
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	20	20	20	60	618.38	20	20	20	60	618.38	20	20	20	60	618.38	240.00	10.31	2,473.54	
106	44121706-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	20	20	20	60	618.38	20	20	20	60	618.38	20	20	20	60	618.38	240.00	10.31	2,473.54	
107	44121706-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
108	44121706-MP-B01	MARKER, PERMANENT, bullet type, black	25	20	25	70	675.58	25	20	25	70	675.58	25	20	25	70	675.58	280.00	9.65	2,702.34	
109	44121706-MP-B02	MARKER, PERMANENT, bullet type, blue	25	20	25	70	675.58	25	20	25	70	675.58	25	20	25	70	675.58	280.00	9.65	2,702.34	
110	44121706-MP-B03	MARKER, PERMANENT, bullet type, red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	30	30	40	100	598.00	30	30	40	100	598.00	30	30	40	100	598.00	400.00	5.98	2,392.00	
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	30	30	40	100	1,274.00	30	30	40	100	1,274.00	29	30	40	99	1,261.26	399.00	12.74	5,083.26	
113	44121706-PE-I01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	20	20	20	60	1,247.38	20	20	20	60	1,247.38	20	20	20	60	1,247.38	240.00	20.79	4,989.50	
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	6	5	7	18	1,740.96	4	0	1	5	483.60	1	3	0	4	386.88	30.00	96.72	2,901.60	
116	44121905-SF-P01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	10	5	5	20	553.28	2	2	3	7	193.65	3	2	3	8	221.31	39.00	27.66	1,078.90	
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	10	5	5	20	235.46	10	5	5	20	235.46	10	5	5	20	235.46	80.00	11.77	941.82	
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	10	10	5	25	685.10	5	10	10	25	685.10	10	5	10	25	685.10	100.00	27.40	2,740.40	
119	44103202-DS-H01	DATING AND STAMPING MACHINE, heavy duty	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	478.38	0.00	
120	44121619-PS-H01	PENCIL SHARPENER, manual, single cutter head	7	3	1	11	2,059.20	0	0	1	1	187.20	1	0	0	1	187.20	13.00	187.20	2,453.60	
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	11	3	2	16	2,111.28	1	1	3	5	659.78	2	0	0	2	263.91	23.00	131.96	3,034.97	
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	15	5	5	25	390.00	15	5	5	25	390.00	15	5	5	25	390.00	100.00	15.60	1,560.00	
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples (min)	28	7	5	40	3,286.40	5	5	5	15	1,232.40	28	7	5	40	3,286.40	110.00	82.16	9,037.60	
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	878.80	0.00	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.18	0.00	
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	10	4	4	18	1,004.89	1	1	4	6	334.96	1	3	0	4	223.31	30.00	55.83	1,674.82	
127	44101602-PB-H01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1940.00	0.00	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	135.20	0.00	

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			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
			0	0	0	0.00	0	0	0	0.00	0	0	0	0.00				0	0	0	0
129	44101714-FX-M01 FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00		
130	44101601-PT-M01 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00		
131	44101603-PS-M01 PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00		
132	44101603-PS-M02 PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00		
Printer or Facsimile or Photocopier Supplies																					
133	44103109-BR-D05 DRUM CART, BROTHER DR-3455	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	6864.00		
134	44103105-CA-C04 INK CART, CANON CL-741, Col.	cart	2	5	3	10,015.20	2	5	3	10,015.20	2	5	3	10,015.20	2	3	5	10	40,060.80		
135	44103105-CA-C02 INK CART, CANON CL-811, Colored	cart	5	10	10	25,740.00	10	10	5	25,740.00	5	15	5	25,740.00	10	5	10	25	102,960.00		
136	44103105-CA-B04 INK CART, CANON PG-740, Black	cart	2	5	3	7,540.00	2	5	3	7,540.00	2	5	3	7,540.00	2	3	5	10	30,160.00		
137	44103105-CA-B02 INK CART, CANON PG-810, Black	cart	5	10	10	19,500.00	10	10	5	19,500.00	5	15	5	19,500.00	10	10	5	25	78,000.00		
138	44103105-EP-B17 INK CART, EPSON C13T664100 (T6641), Black	cart	10	5	5	5,096.00	10	5	5	5,096.00	10	5	5	5,096.00	10	5	5	20	20,384.00		
139	44103105-EP-C17 INK CART, EPSON C13T664200 (T6642), Cyan	cart	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	10	10,192.00		
140	44103105-EP-M17 INK CART, EPSON C13T664300 (T6643), Magenta	cart	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	10	10,192.00		
141	44103105-EP-Y17 INK CART, EPSON C13T664400 (T6644), Yellow	cart	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	2,548.00	2	4	4	10	10,192.00		
142	44103105-HP-B40 INK CART, HP C2P04AA (HP62) Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
143	44103105-HP-T40 INK CART, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
144	44103105-HP-B09 INK CART, HP C9351AA, (HP21), Black	cart	2	2	2	3,949.92	2	2	2	3,949.92	2	2	2	3,949.92	2	2	2	6	15,799.68		
145	44103105-HP-T10 INK CART, HP C9352AA, (HP22), Tri-color	cart	2	1	2	3,728.40	2	1	2	3,728.40	2	1	2	3,728.40	2	1	2	5	14,513.60		
146	44103105-HP-T30 INK CART, HP C9363WA, (HP37), Tri-color	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
147	44103105-HP-P48 INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
148	44103105-HP-C48 INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
149	44103105-HP-M48 INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
150	44103105-HP-Y48 INK CART, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
151	44103105-HP-G48 INK CART, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
152	44103105-HP-B48 INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00		
153	44103105-HP-B17 INK CART, HP C6G43WA, (HP60), Black	cart	2	2	2	3,900.00	2	2	2	3,900.00	2	2	2	3,900.00	2	2	2	6	15,600.00		
154	44103105-HP-T17 INK CART, HP C6G43WA, (HP60), Tri-color	cart	2	2	1	3,832.40	2	2	1	3,832.40	2	2	1	3,832.40	2	2	1	5	15,329.60		
155	44103105-HP-B35 INK CART, HP C8B7AA, (HP703), Black	cart	2	2	2	2,034.24	2	2	2	2,034.24	2	2	2	2,034.24	2	2	2	6	8,136.96		
156	44103105-HP-T35 INK CART, HP C8B8AA, (HP703), Tri-color	cart	2	2	1	1,695.20	2	2	1	1,695.20	2	2	1	1,695.20	2	2	1	5	6,780.80		
157	44103105-HP-C40 INK CART, HP C8B7AA, (HP 920XL), Cyan	cart	2	2	2	3,775.20	2	2	2	3,775.20	2	2	2	3,775.20	2	2	2	6	15,100.80		