

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM  
PROFESSIONAL REGULATION COMMISSION  
REGION VI - ILOILO

Introduction:

Listed in this template are all the common supplies and equipment (NonCSE) 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 NonCSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016 , the APP-NonCSE shall serve as the agency's APR for all its NonCSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-NonCSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-NonCSE 2019 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-NonCSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-NonCSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your NonCSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-NonCSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-NonCSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-NonCSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website . Ensure that two files are submitted.
9. An agency may revise its APP-NonCSE during the year if there will be changes in its requirements. However, it should submit an original APP-NonCSE 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-NonCSE will not be served if not covered by a revised APP-NonCSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-NonCSE for FY 2020 must be submitted on or before August 31, 2019.

Department/Bureau/Office: PROFESSIONAL REGULATION COMMISSION  
Region: Region VI  
Address: 2nd Floor Gaisano ICC Mall, Sen. Benigno Aquino Ave., San Rafael, Madurriao, Iloilo City

Agency Account Code: W030  
Organization Type: National Government Agency (NGA)

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Position:   
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| Item & Specifications                           |                 |                                                   | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue | Total Amount for the year |  |
|-------------------------------------------------|-----------------|---------------------------------------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|-----------------|---------------------------|--|
|                                                 |                 |                                                   |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| PART I. AVAILABLE AT PROCUREMENT SERVICE STORES |                 |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| Pesticides or Pest Repellents                   |                 |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                               | 10191509-IN-A01 | INSECTICIDE, aerosol type, net content: 600ml min | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 139.36          | 0.00                      |  |
| Solvents                                        |                 |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 2                                               | 12191601-AL-E01 | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)    | bottle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 43.99           | 0.00                      |  |
| Color Compounds and Dispersions                 |                 |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 3                                               | 12171703-SI-P01 | STAMP PAD INK, purple or violet                   | bottle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 24.63           | 0.00                      |  |
| 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   | 0   | 0   | 0  | 0.00      | 0.00                        | 737.24          | 0.00                      |  |
| 5                                               | 13111201-CF-P02 | CARBON FILM, PE, black, size 210mm x 297mm        | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 208.52          | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 6                                     | 13111201-CF-Po2 | CARBON FILM, PE, black, size 216mm x 330mm          | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 208.52          | 0.00                      |
| Paper Materials and Products          |                 |                                                     |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 7                                     | 14111525-CA-Ao1 | 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  | 0.00      | 0.00                        | 72.78           | 0.00                      |
| 8                                     | 14111506-CF-L11 | CONTINUOUS FORM, 1 PLY, 28o x 241mm                 | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 682.24          | 0.00                      |
| 9                                     | 14111506-CF-L12 | CONTINUOUS FORM, 1 PLY, 28o 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  | 0.00      | 0.00                        | 1,029.60        | 0.00                      |
| 10                                    | 14111506-CF-L22 | CONTINUOUS FORM, 2 ply, 28o 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  | 0.00      | 0.00                        | 1,300.00        | 0.00                      |
| 11                                    | 14111506-CF-L21 | CONTINUOUS FORM, 2 ply, 28o mm x 241mm, carbonless  | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 765.44          | 0.00                      |
| 12                                    | 14111506-CF-L31 | CONTINUOUS FORM, 3 PLY, 28o x 241mm, carbonless     | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 596.80          | 0.00                      |
| 13                                    | 14111506-CF-L32 | CONTINUOUS FORM, 3 PLY, 28o 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  | 0.00      | 0.00                        | 1,034.80        | 0.00                      |
| 14                                    | 14111609-LL-Co1 | 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   | 0   | 0   | 0  | 0.00      | 0.00                        | 670.70          | 0.00                      |
| 15                                    | 14111514-NP-So2 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min       | pad             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 32.22           | 0.00                      |
| 16                                    | 14111514-NP-So4 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min      | pad             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 56.06           | 0.00                      |
| 17                                    | 14111514-NP-So3 | 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   | 0   | 0   | 0  | 0.00      | 0.00                        | 41.50           | 0.00                      |
| 18                                    | 14111514-NB-So1 | NOTEBOOK, STENOGRAPHER, spiral, 4o leaves           | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 12.04           | 0.00                      |
| 19                                    | 14111507-PP-Mo1 | PAPER, MULTICOPY, 8ogsm, size: 210mm x 297mm        | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 132.37          | 0.00                      |
| 20                                    | 14111507-PP-Mo2 | PAPER, MULTICOPY, 8ogsm, size: 216mm x 330mm        | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 154.75          | 0.00                      |
| 21                                    | 14111507-PP-Co1 | PAPER, Multi-Purpose (COPY) A4, 7o gsm              | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 114.51          | 0.00                      |
| 22                                    | 14111507-PP-Co2 | PAPER, Multi-Purpose (COPY) Legal, 7o gsm           | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 129.98          | 0.00                      |
| 23                                    | 14111531-PP-Ro1 | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)      | pad             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 17.35           | 0.00                      |
| 24                                    | 14111503-PA-Po1 | PAPER, PARCHEMENT, size: 21o x 297mm, multi-purpose | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 96.20           | 0.00                      |
| 25                                    | 14111818-TH-Po2 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 3o m-0.3m  | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 48.78           | 0.00                      |
| 26                                    | 14111531-RE-Bo1 | RECORD BOOK, 3oo PAGES, size: 214mm x 278mm min     | book            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 70.72           | 0.00                      |
| 27                                    | 14111531-RE-Bo2 | RECORD BOOK, 5oo PAGES, size: 214mm x 278mm min     | book            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 101.92          | 0.00                      |
| 28                                    | 141117o4-TT-Po1 | TOILET TISSUE PAPER 2-plys sheets, 15o pulls        | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 65.42           | 0.00                      |
| Batteries and Cells and Accessories   |                 |                                                     |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 29                                    | 261117o2-BT-Ao1 | BATTERY, dry cell, AA, 2 pieces per blister pack    | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 19.73           | 0.00                      |
| 30                                    | 261117o2-BT-Ao2 | BATTERY, dry cell, AAA, 2 pieces per blister pack   | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 19.50           | 0.00                      |
| 31                                    | 261117o2-BT-Ao3 | BATTERY, dry cell, D, 1.5 volts, alkaline           | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 88.40           | 0.00                      |
| Manufacturing Components and Supplies |                 |                                                     |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 32                                    | 312o161o-GL-Jo1 | GLUE, all purpose, gross weight: 2oo grams min      | jar             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 47.82           | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 33                                            | 31151804-SW-H01 | STAPLE WIRE, for heavy duty staplers, (23/13)      | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 20.68           | 0.00                      |  |
| 34                                            | 31151804-SW-S01 | STAPLE WIRE, STANDARD, (26/6)                      | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 20.05           | 0.00                      |  |
| 35                                            | 31201502-TA-E01 | TAPE, ELECTRICAL, 18mm x 16M min                   | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 18.20           | 0.00                      |  |
| 36                                            | 31201503-TA-M01 | TAPE, MASKING, width: 24mm (±1mm)                  | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 55.12           | 0.00                      |  |
| 37                                            | 31201503-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   | 0   | 0   | 0  | 0.00      | 0.00                        | 106.60          | 0.00                      |  |
| 38                                            | 31201517-TA-P01 | TAPE, PACKAGING, width: 48mm (±1mm)                | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 18.20           | 0.00                      |  |
| 39                                            | 31201512-TA-T01 | TAPE, TRANSPARENT, width: 24mm (±1mm)              | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9.10            | 0.00                      |  |
| 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   | 0   | 0   | 0  | 0.00      | 0.00                        | 18.20           | 0.00                      |  |
| 41                                            | 31151507-TW-P01 | TWINE, plastic, one (1) kilo per roll              | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 50.96           | 0.00                      |  |
| 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   | 0   | 0   | 0  | 0.00      | 0.00                        | 974.48          | 0.00                      |  |
| 43                                            | 40101604-EF-C01 | ELECTRIC FAN, ORBIT type, ceiling, metal blade     | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,192.88        | 0.00                      |  |
| 44                                            | 40101604-EF-S01 | ELECTRIC FAN, STAND type, plastic blade            | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,006.39        | 0.00                      |  |
| 45                                            | 40101604-EF-W01 | ELECTRIC FAN, WALL type, plastic blade             | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 669.66          | 0.00                      |  |
| Lighting and Fixtures and Accessories         |                 |                                                    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 46                                            | 39101605-FL-T01 | FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)    | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 40.56           | 0.00                      |  |
| 47                                            | 39101628-LB-L01 | Ligh Bulb, LED, 7 watts 1 pc in individual box     | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 72.49           | 0.00                      |  |
| Measuring and Observing and Testing Equipment |                 |                                                    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 48                                            | 41111604-RU-P02 | RULER, plastic, 450mm (18"), width: 38mm min       | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 15.48           | 0.00                      |  |
| Cleaning Equipment and Supplies               |                 |                                                    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 49                                            | 47131812-AF-A01 | AIR FRESHENER, aerosol, 280ml/150g min             | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 86.06           | 0.00                      |  |
| 50                                            | 47131604-BR-S01 | BROOM, soft (tambo)                                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 130.00          | 0.00                      |  |
| 51                                            | 47131604-BR-T01 | BROOM, STICK (TING-TING), usable length: 760mm min | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 30.58           | 0.00                      |  |
| 52                                            | 47131829-TB-C01 | CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap   | bottle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 41.60           | 0.00                      |  |
| 53                                            | 47131805-CL-P01 | CLEANSER, SCOURING POWDER, 350g min./can           | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 23.92           | 0.00                      |  |
| 54                                            | 47131811-DE-B02 | DETERGENT BAR, 140 grams as packed                 | bar             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 8.01            | 0.00                      |  |
| 55                                            | 47131811-DE-P02 | DETERGENT POWDER, all purpose, 1kg                 | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 37.43           | 0.00                      |  |
| 56                                            | 47131803-DS-A01 | DISINFECTANT SPRAY, aerosol type, 400-550 grams    | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 122.98          | 0.00                      |  |
| 57                                            | 47131601-DU-P01 | DUST PAN, non-rigid plastic, w/ detachable handle  | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 24.84           | 0.00                      |  |
| 58                                            | 47131802-FW-P02 | FLOOR WAX, PASTE, RED                              | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 269.36          | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 59                                                                                   | 47131830-FC-A01 | FURNITURE CLEANER, aerosol type, 300ml min per can | can             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 87.36           | 0.00                      |  |
| 60                                                                                   | 47121804-MP-B01 | MOP BUCKET, heavy duty, hard plastic               | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,911.00        | 0.00                      |  |
| 61                                                                                   | 47131613-MP-H02 | MOPHANDLE, heavy duty, aluminum, screw type        | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 145.60          | 0.00                      |  |
| 62                                                                                   | 47131619-MP-R01 | MOPHEAD, made of rayon, weight: 400 grams min      | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 110.24          | 0.00                      |  |
| 63                                                                                   | 47131501-RG-C01 | RAGS, all cotton, 32 pieces per kilogram min       | bundle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 49.69           | 0.00                      |  |
| 64                                                                                   | 47131602-SC-N01 | SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 102.96          | 0.00                      |  |
| 65                                                                                   | 47121701-TB-P02 | TRASHBAG, plastic, transparent                     | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 139.88          | 0.00                      |  |
| 66                                                                                   | 47121702-WB-P01 | WASTEBASKET, non-rigid plastic                     | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 23.59           | 0.00                      |  |
| Information and Communication Technology (ICT) Equipment and Devices and Accessories |                 |                                                    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 67                                                                                   | 43211507-DCT-03 | Desktop Computer, branded                          | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 39,208.00       | 0.00                      |  |
| 68                                                                                   | 43202003-DV-W01 | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min  | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 21.79           | 0.00                      |  |
| 69                                                                                   | 43201827-HD-X02 | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0         | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,724.80        | 0.00                      |  |
| 70                                                                                   | 43202010-FD-U01 | FLASH DRIVE, 16 GB capacity                        | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 276.64          | 0.00                      |  |
| 71                                                                                   | 43211503-LCT-02 | Laptop Computer, branded                           | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 35,916.40       | 0.00                      |  |
| 72                                                                                   | 43211708-MO-O01 | MOUSE, optical, USB connection type                | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 134.99          | 0.00                      |  |
| 73                                                                                   | 43212102-PR-D02 | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column    | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 33,131.28       | 0.00                      |  |
| 74                                                                                   | 43212102-PR-D01 | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns     | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,995.52        | 0.00                      |  |
| 75                                                                                   | 43212105-PR-L01 | PRINTER, LASER, monochrome, network-ready          | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 724.88          | 0.00                      |  |
| 76                                                                                   | N/A             | PRINTER, LASER, Color                              | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 77                                                                                   | N/A             | PRINTER, Inkjet, Monochrome                        | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 78                                                                                   | N/A             | PRINTER, Inkjet, Color                             | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 79                                                                                   | N/A             | Hub/Switches                                       | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 80                                                                                   | N/A             | Network Routers                                    | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 81                                                                                   | N/A             | Wireless Access Point                              | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| Office Equipment and Accessories and Supplies                                        |                 |                                                    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 82                                                                                   | 44121710-CH-W01 | CHALK, molded, white, dustless, length: 78mm min   | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 25.68           | 0.00                      |  |
| 83                                                                                   | 44122105-BF-C01 | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)   | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7.57            | 0.00                      |  |
| 84                                                                                   | 44122105-BF-C02 | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)   | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 13.40           | 0.00                      |  |
| 85                                                                                   | 44122105-BF-C03 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)   | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 20.55           | 0.00                      |  |
| 86                                                                                   | 44122105-BF-C04 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)   | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 39.52           | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 87                    | 44121801-CT-R01 | CORRECTION TAPE, film base type, UL 6m min         | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 17.56           | 0.00                      |
| 88                    | 44111515-DF-B01 | DATA FILE BOX, made of chipboard, with closed ends | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 69.78           | 0.00                      |
| 89                    | 44122011-DF-F01 | DATA FOLDER, made of chipboard, taglia lock        | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 68.64           | 0.00                      |
| 90                    | 44121506-EN-D01 | ENVELOPE, DOCUMENTARY, for A4 size document        | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 408.14          | 0.00                      |
| 91                    | 44121506-EN-D02 | ENVELOPE, DOCUMENTARY, for legal size document     | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 518.08          | 0.00                      |
| 92                    | 44121506-EN-X01 | ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 738.40          | 0.00                      |
| 93                    | 44121506-EN-X02 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 30.49           | 0.00                      |
| 94                    | 44121506-EN-M01 | ENVELOPE, MAILING,white, 80gsm (-5%)               | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 328.64          | 0.00                      |
| 95                    | 44121504-EN-W01 | ENVELOPE, mailing, white, with window              | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 410.80          | 0.00                      |
| 96                    | 44111912-ER-B01 | ERASER, FELT, for blackboard/whiteboard            | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 11.11           | 0.00                      |
| 97                    | 44122118-FA-P01 | FASTENER, METAL, 70mm between prongs               | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 78.92           | 0.00                      |
| 98                    | 44111515-FO-X01 | FILE ORGANIZER, expanding, plastic, 12 pockets     | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 70.61           | 0.00                      |
| 99                    | 44122018-FT-D01 | FILE TAB DIVIDER, bristol board, for A4            | set             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 12.48           | 0.00                      |
| 100                   | 44122018-FT-D02 | FILE TAB DIVIDER, bristol board, for legal         | set             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 16.64           | 0.00                      |
| 101                   | 44122011-FO-F01 | FOLDER, FANCY, for A4 size documents               | bundle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 253.29          | 0.00                      |
| 102                   | 44122011-FO-F02 | FOLDER, FANCY, for legal size documents            | bundle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 291.20          | 0.00                      |
| 103                   | 44122011-FO-L01 | FOLDER, L-TYPE, PLASTIC, for A4 size documents     | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 171.08          | 0.00                      |
| 104                   | 44122011-FO-L02 | FOLDER, L-TYPE, PLASTIC, for legal size documents  | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 213.72          | 0.00                      |
| 105                   | 44122027-FO-P01 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)     | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 746.72          | 0.00                      |
| 106                   | 44122011-FO-T03 | FOLDER, TAGBOARD, for A4 size documents            | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 217.36          | 0.00                      |
| 107                   | 44122011-FO-T04 | FOLDER, TAGBOARD, for legal size documents         | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 279.64          | 0.00                      |
| 108                   | 44122008-IT-T01 | INDEX TAB, self-adhesive, transparent              | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 51.88           | 0.00                      |
| 109                   | 44111515-MF-B02 | MAGAZINE FILE BOX, LARGE size, made of chipboard   | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 41.60           | 0.00                      |
| 110                   | 44121716-MA-F01 | MARKER, FLUORESCENT, 3 assorted colors per set     | set             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 37.23           | 0.00                      |
| 111                   | 44121708-MW-B01 | MARKER, whiteboard, black, felt tip, bullet type   | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 10.31           | 0.00                      |
| 112                   | 44121708-MW-B02 | MARKER, whiteboard, blue, felt tip, bullet type    | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 10.31           | 0.00                      |
| 113                   | 44121708-MW-B03 | MARKER, whiteboard, red, felt tip, bullet type     | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 10.31           | 0.00                      |
| 114                   | 44121708-MP-B01 | MARKER, PERMANENT, bullet type, black              | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9.65            | 0.00                      |
| 115                   | 44121708-MP-B02 | MARKER, PERMANENT, bullet type, blue               | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9.65            | 0.00                      |
| 116                   | 44121708-MP-B03 | MARKER, PERMANENT, bullet type, red                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9.65            | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 117                                          | 44122104-PC-G01 | PAPER CLIP, vinyl/plastic coat, length: 32mm min     | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5.98            | 0.00                      |  |
| 118                                          | 44122104-PC-J02 | PAPER CLIP, vinyl/plastic coat, length: 48mm min     | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 12.74           | 0.00                      |  |
| 119                                          | 44121706-PE-L01 | PENCIL, lead, w/ eraser, wood cased, hardness: HB    | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 20.79           | 0.00                      |  |
| 120                                          | 44122037-RB-P10 | RING BINDER, 8o rings, plastic, 32mm x 1.12m         | bundle          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 201.64          | 0.00                      |  |
| 121                                          | 44122101-RU-B01 | RUBBER BAND, 70mm min lay flat length (#18)          | box             | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 96.72           | 0.00                      |  |
| 122                                          | 44121905-SP-F01 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min     | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 27.66           | 0.00                      |  |
| 123                                          | 44121612-BL-H01 | CUTTER BLADE, for heavy duty cutter                  | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 11.77           | 0.00                      |  |
| 124                                          | 44121612-CU-H01 | CUTTER KNIFE, for general purpose                    | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 27.40           | 0.00                      |  |
| 125                                          | 44103202-DS-M01 | DATING AND STAMPING MACHINE, heavy duty              | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 478.38          | 0.00                      |  |
| 126                                          | 44121619-PS-M01 | PENCIL SHARPENER, manual, single cutter head         | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 187.20          | 0.00                      |  |
| 127                                          | 44101602-PU-P01 | PUNCHER, paper, heavy duty, with two hole guide      | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 131.96          | 0.00                      |  |
| 128                                          | 44121618-SS-S01 | SCISSORS, symmetrical, blade length: 65mm min        | pair            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 15.60           | 0.00                      |  |
| 129                                          | 44121615-ST-S01 | STAPLER, STANDARD TYPE, load cap: 200 staples min    | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 82.16           | 0.00                      |  |
| 130                                          | 44121615-ST-B01 | STAPLER, BINDER TYPE, heavy duty, desktop            | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 878.80          | 0.00                      |  |
| 131                                          | 44121613-SR-P01 | STAPLE REMOVER, PLIER-TYPE                           | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 18.18           | 0.00                      |  |
| 132                                          | 44121605-TD-T01 | TAPE DISPENSER, TABLE TOP, for 24mm width tape       | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 55.83           | 0.00                      |  |
| 133                                          | 44101602-PB-M01 | BINDING AND PUNCHING MACHINE, binding cap: 50mm      | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 10,400.00       | 0.00                      |  |
| 134                                          | 44101807-CA-C01 | CALCULATOR, compact, 12 digits                       | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 135.20          | 0.00                      |  |
| 135                                          | 44101714-FX-M01 | FACSIMILE MACHINE, uses thermal paper                | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,711.20        | 0.00                      |  |
| 136                                          | 44101601-PT-M01 | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4    | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 8,088.08        | 0.00                      |  |
| 137                                          | 44101603-PS-M01 | PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level) | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,699.20        | 0.00                      |  |
| 138                                          | 44101603-PS-M02 | PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)   | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |  |
| Printer or Facsimile or Photocopier Supplies |                 |                                                      |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 139                                          | 44103109-BR-Do5 | DRUM CART, BROTHER DR-3455                           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,864.00        | 0.00                      |  |
| 140                                          | 44103105-CA-C04 | INK CART, CANON CL-741, Col.                         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,001.52        | 0.00                      |  |
| 141                                          | 44103105-CA-C02 | INK CART, CANON CL-811, Colored                      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,029.60        | 0.00                      |  |
| 142                                          | 44103105-CA-B04 | INK CART, CANON PG-740, Black                        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 754.00          | 0.00                      |  |
| 143                                          | 44103105-CA-B02 | INK CART, CANON PG-810, Black                        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 780.00          | 0.00                      |  |
| 144                                          | 44103105-EP-B17 | INK CART, EPSON C13T664100 (T6641), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 254.80          | 0.00                      |  |
| 145                                          | 44103105-EP-C17 | INK CART, EPSON C13T664200 (T6642), Cyan             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 254.80          | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 146                   | 44103105-EP-M17 | INK CART, EPSON C13T664300 (T6643), Magenta  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 254.80          | 0.00                      |
| 147                   | 44103105-EP-Y17 | INK CART, EPSON C13T664400 (T6644), Yellow   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 254.80          | 0.00                      |
| 148                   | 44103105-HP-B40 | INK CART, HP C2P04AA (HP62) Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 149                   | 44103105-HP-T40 | INK CART, HP C2P06AA (HP62) Tri-color        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 150                   | 44103105-HP-B09 | INK CART, HP C9351AA, (HP21), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 658.32          | 0.00                      |
| 151                   | 44103105-HP-T10 | INK CART, HP C9352AA, (HP22), Tri-color      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 745.68          | 0.00                      |
| 152                   | 44103105-HP-T30 | INK CART, HP C9363WA, (HP97), Tri-color      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,492.40        | 0.00                      |
| 153                   | 44103105-HP-P48 | INK CART, HP C9397A (HP72) 69ml Photo Black  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,996.80        | 0.00                      |
| 154                   | 44103105-HP-C48 | INK CART, HP C9398A (HP72) 69ml Cyan         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,996.80        | 0.00                      |
| 155                   | 44103105-HP-M48 | INK CART, HP C9399A (HP72) 69ml Magenta      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,996.80        | 0.00                      |
| 156                   | 44103105-HP-Y48 | INK CART, HP C9400A (HP72) 69ml Yellow       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,996.80        | 0.00                      |
| 157                   | 44103105-HP-G48 | INK CART, HP C9401A (HP72) 69ml Gray         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,996.80        | 0.00                      |
| 158                   | 44103105-HP-B48 | INK CART, HP C9403A (HP72) 130ml Matte Black | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,016.00        | 0.00                      |
| 159                   | 44103105-HP-B17 | INK CART, HP CC640WA, (HP60), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 650.00          | 0.00                      |
| 160                   | 44103105-HP-T17 | INK CART, HP CC643WA, (HP60), Tri-color      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 766.48          | 0.00                      |
| 161                   | 44103105-HP-B35 | INK CART, HP CD887AA, (HP703), Black         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 162                   | 44103105-HP-T35 | INK CART, HP CD888AA, (HP703), Tri-color     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 163                   | 44103105-HX-C40 | INK CART, HP CD972AA, (HP 920XL), Cyan       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 629.20          | 0.00                      |
| 164                   | 44103105-HX-M40 | INK CART, HP CD973AA, (HP 920XL), Magenta    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 629.20          | 0.00                      |
| 165                   | 44103105-HX-Y40 | INK CART, HP CD974AA, (HP 920XL), Yellow     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 629.20          | 0.00                      |
| 166                   | 44103105-HX-B40 | INK CART, HP CD975AA, (HP 920XL), Black      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,242.80        | 0.00                      |
| 167                   | 44103105-HP-B20 | INK CART, HP CH561WA, (HP61), Black          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 644.80          | 0.00                      |
| 168                   | 44103105-HP-T20 | INK CART, HP CH562WA, (HP61), Tricolor       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 826.80          | 0.00                      |
| 169                   | 44103105-HP-B49 | INK CART, HP CH565A (HP82) Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,872.00        | 0.00                      |
| 170                   | 44103105-HP-C49 | INK CART, HP CH566A (HP82) Cyan              | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,300.00        | 0.00                      |
| 171                   | 44103105-HP-M49 | INK CART, HP CH567A (HP82) Magenta           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,300.00        | 0.00                      |
| 172                   | 44103105-HP-Y49 | INK CART, HP CH568A (HP82) Yellow            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,300.00        | 0.00                      |
| 173                   | 44103105-HX-B43 | INK CART, HP CN045AA, (HP950XL), Black       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,554.80        | 0.00                      |
| 174                   | 44103105-HX-C43 | INK CART, HP CN046AA, (HP951XL), Cyan        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,175.20        | 0.00                      |
| 175                   | 44103105-HX-M43 | INK CART, HP CN047AA, (HP951XL), Magenta     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,180.40        | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 176                   | 44103105-HX-Y43 | INK CART, HP CN048AA, (HP951XL). Yellow         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,180.40        | 0.00                      |
| 177                   | 44103105-HP-B36 | INK CART, HP CN692AA, (HP704), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 178                   | 44103105-HP-T36 | INK CART, HP CN693AA, (HP704), Tri-color        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 179                   | 44103105-HP-B33 | INK CART, HP CZ107AA, (HP678), Black            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 180                   | 44103105-HP-T33 | INK CART, HP CZ108AA, (HP678), Tricolor         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 339.04          | 0.00                      |
| 181                   | 44103105-HP-B42 | INK CART, HP CZ121A (HP685A), Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 366.08          | 0.00                      |
| 182                   | 44103105-HP-C33 | INK CART, HP CZ122A (HP685A), Cyan              | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 249.60          | 0.00                      |
| 183                   | 44103105-HP-M33 | INK CART, HP CZ123A (HP685A), Magenta           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 249.60          | 0.00                      |
| 184                   | 44103105-HP-Y33 | INK CART, HP CZ124A (HP685A), Yellow            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 249.60          | 0.00                      |
| 185                   | 44103105-HP-T43 | INK CART, HP F6V26AA (HP680) Tri-color          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 403.83          | 0.00                      |
| 186                   | 44103105-HP-B43 | INK CART, HP F6V27AA (HP680) Black              | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 403.83          | 0.00                      |
| 187                   | 44103105-HP-C50 | INK CART, HP LoS51AA (HP955) Cyan Original      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 188                   | 44103105-HP-M50 | INK CART, HP LoS54AA (HP955) Magenta Original   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 189                   | 44103105-HP-Y50 | INK CART, HP LoS57AA (HP955) Yellow Original    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 190                   | 44103105-HP-B50 | INK CART, HP LoS60AA (HP955) Black Original     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 191                   | 44103105-HX-C48 | INK CART, HP LoS63AA (HP955XL) Cyan Original    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,277.76        | 0.00                      |
| 192                   | 44103105-HX-M48 | INK CART, HP LoS66AA (HP955XL) Magenta Original | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,277.76        | 0.00                      |
| 193                   | 44103105-HX-Y48 | INK CART, HP LoS69AA (HP955XL) Yellow Original  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,277.76        | 0.00                      |
| 194                   | 44103105-HX-B48 | INK CART, HP LoS72AA (HP955XL) Black Original   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,737.02        | 0.00                      |
| 195                   | 44103105-HP-C51 | INK CART, HP T6L89AA (HP905) Cyan Original      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 453.62          | 0.00                      |
| 196                   | 44103105-HP-M51 | INK CART, HP T6L93AA (HP905) Magenta Original   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 453.62          | 0.00                      |
| 197                   | 44103105-HP-Y51 | INK CART, HP T6L97AA (HP905) Yellow Original    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 453.62          | 0.00                      |
| 198                   | 44103105-HP-B51 | INK CART, HP T6M01AA (HP905) Black Original     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 741.28          | 0.00                      |
| 199                   | 44103105-HX-C49 | INK CART, HP T6M05AA (HP905XL) Cyan Original    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 200                   | 44103105-HX-M49 | INK CART, HP T6M09AA (HP905XL) Magenta Original | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 201                   | 44103105-HX-Y49 | INK CART, HP T6M13AA (HP905XL) Yellow Original  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 202                   | 44103105-HX-B49 | INK CART, HP T6M17AA (HP905XL) Black Original   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 203                   | 44103112-EP-R05 | RIBBON CART, EPSON C13S015516 (#8750), Black    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 76.75           | 0.00                      |
| 204                   | 44103112-EP-R07 | RIBBON CART, EPSON C13S015531 (S015086), Black  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 724.88          | 0.00                      |
| 205                   | 44103112-EP-R13 | RIBBON CART, EPSON C13S015632, Black, forLX-310 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 75.92           | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 206                   | 44103103-BR-B03 | TONER CART, BROTHER TN-2025, Black                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,556.32        | 0.00                      |
| 207                   | 44103103-BR-B04 | TONER CART, BROTHER TN-2130, Black                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,820.00        | 0.00                      |
| 208                   | 44103103-BR-B05 | TONER CART, BROTHER TN-2150, Black                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,615.60        | 0.00                      |
| 209                   | 44103103-BR-B09 | TONER CART, BROTHER TN-3320, Black                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,941.95        | 0.00                      |
| 210                   | 44103103-BR-B11 | TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,288.54        | 0.00                      |
| 211                   | 44103103-HP-B12 | TONER CART, HP CB435A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,857.92        | 0.00                      |
| 212                   | 44103103-HP-B14 | TONER CART, HP CB540A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,312.40        | 0.00                      |
| 213                   | 44103103-HP-B18 | TONER CART, HP CE255A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,791.20        | 0.00                      |
| 214                   | 44103103-HP-B21 | TONER CART, HP CE278A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,179.28        | 0.00                      |
| 215                   | 44103103-HP-B22 | TONER CART, HP CE285A (HP85A), Black                          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,953.60        | 0.00                      |
| 216                   | 44103103-HP-B23 | TONER CART, HP CE310A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,386.80        | 0.00                      |
| 217                   | 44103103-HP-C23 | TONER CART, HP CE311A, Cyan                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,490.80        | 0.00                      |
| 218                   | 44103103-HP-Y23 | TONER CART, HP CE312A, Yellow                                 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,490.80        | 0.00                      |
| 219                   | 44103103-HP-M23 | TONER CART, HP CE313A, Magenta                                | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,490.80        | 0.00                      |
| 220                   | 44103103-HP-B24 | TONER CART, HP CE320A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,854.80        | 0.00                      |
| 221                   | 44103103-HP-C24 | TONER CART, HP CE321A, Cyan                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,010.80        | 0.00                      |
| 222                   | 44103103-HP-Y24 | TONER CART, HP CE322A, Yellow                                 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,010.80        | 0.00                      |
| 223                   | 44103103-HP-M24 | TONER CART, HP CE323A, Magenta                                | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,010.80        | 0.00                      |
| 224                   | 44103103-HP-B25 | TONER CART, HP CE390A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,690.80        | 0.00                      |
| 225                   | 44103103-HP-B26 | TONER CART, HP CE400A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,754.80        | 0.00                      |
| 226                   | 44103103-HP-C26 | TONER CART, HP CE401A, Cyan                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,978.80        | 0.00                      |
| 227                   | 44103103-HP-Y26 | TONER CART, HP CE402A, Yellow                                 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,978.80        | 0.00                      |
| 228                   | 44103103-HP-M26 | TONER CART, HP CE403A, Magenta                                | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,978.80        | 0.00                      |
| 229                   | 44103103-HP-B27 | TONER CART, HP CE410A, (HP305), Black                         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,868.80        | 0.00                      |
| 230                   | 44103103-HP-C27 | TONER CART, HP CE411A, (HP305), Cyan                          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,512.00        | 0.00                      |
| 231                   | 44103103-HP-Y27 | TONER CART, HP CE412A, (HP305), Yellow                        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,512.00        | 0.00                      |
| 232                   | 44103103-HP-M27 | TONER CART, HP CE413A, (HP305), Magenta                       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,512.00        | 0.00                      |
| 233                   | 44103103-HP-B28 | TONER CART, HP CE505A, Black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,079.92        | 0.00                      |
| 234                   | 44103103-HX-B28 | TONER CART, HP CE505X, Black, high cap                        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,213.44        | 0.00                      |
| 235                   | 44103103-HP-B52 | TONER CART, HP CF217A (HP17A) Black LaserJet                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,932.80        | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 236                   | 44103103-HP-B53 | TONER CART, HP CF226A (HP26A) Black LaserJet             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 237                   | 44103103-HX-B50 | TONER CART, HP CF226XC (HP26XC) Black LaserJet           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 238                   | 44103103-HP-B55 | TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 239                   | 44103103-HP-B51 | TONER CART, HP CF280XC                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,962.80        | 0.00                      |
| 240                   | 44103103-HP-B56 | TONER CART, HP CF281A (HP81A) Black LaserJet             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 8,640.85        | 0.00                      |
| 241                   | 44103103-HP-B57 | TONER CART, HP CF283A (HP83A) LaserJet Black             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,241.70        | 0.00                      |
| 242                   | 44103103-HX-B51 | TONER CART, HP CF283XC (HP83X) Blk Contract LJ           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,946.80        | 0.00                      |
| 243                   | 44103103-HP-B58 | TONER CART, HP CF287A (HP87) black                       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 10,051.60       | 0.00                      |
| 244                   | 44103103-HP-B59 | TONER CART, HP CF310AC (HP826) black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 245                   | 44103103-HP-C59 | TONER CART, HP CF311AC (HP826) cyan                      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 246                   | 44103103-HP-Y59 | TONER CART, HP CF312AC (HP826) yellow                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 247                   | 44103103-HP-M59 | TONER CART, HP CF313AC (HP826) magenta                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 248                   | 44103103-HX-B52 | TONER CART, HP CF325XC (HP25X) Black LaserJet            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 13,156.00       | 0.00                      |
| 249                   | 44103103-HP-B60 | TONER CART, HP CF350A Black LJ                           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,901.60        | 0.00                      |
| 250                   | 44103103-HP-C60 | TONER CART, HP CF351A Cyan LJ                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,943.20        | 0.00                      |
| 251                   | 44103103-HP-Y60 | TONER CART, HP CF352A Yellow LJ                          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,943.20        | 0.00                      |
| 252                   | 44103103-HP-M60 | TONER CART, HP CF353A Magenta LJ                         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,943.20        | 0.00                      |
| 253                   | 44103103-HP-B61 | TONER CART, HP CF360A (HP508A) Black LaserJet            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,389.20        | 0.00                      |
| 254                   | 44103103-HX-B53 | TONER CART, HP CF360XC (HP508X) Black Contract LJ        | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 255                   | 44103103-HP-C61 | TONER CART, HP CF361A (HP508A) Cyan LaserJet             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,474.40        | 0.00                      |
| 256                   | 44103103-HX-C53 | TONER CART, HP CF361XC (HP508X) Cyan Contract LJ         | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 257                   | 44103103-HP-Y61 | TONER CART, HP CF362A (HP508A) Yellow LaserJet           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,474.40        | 0.00                      |
| 258                   | 44103103-HX-Y53 | TONER CART, HP CF362XC (HP508X) Yellow Contract LJ       | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 259                   | 44103103-HP-M61 | TONER CART, HP CF363A (HP508A) Magenta LaserJet          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,474.40        | 0.00                      |
| 260                   | 44103103-HX-M53 | TONER CART, HP CF363XC (HP508X) Magenta Contract LJ      | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 261                   | 44103103-HP-B62 | TONER CART, HP CF400A (HP201A) Black LaserJet            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 262                   | 44103103-HP-C62 | TONER CART, HP CF401A (HP201A) Cyan LaserJet             | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 263                   | 44103103-HP-Y62 | TONER CART, HP CF402A (HP201A) Yellow LaserJet           | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 264                   | 44103103-HP-M62 | TONER CART, HP CF403A (HP201A) Magenta LaserJet          | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 0.00            | 0.00                      |
| 265                   | 44103103-HP-B63 | TONER CART, HP CF410A (HP410A) black                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,440.80        | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 266                                     | 44103103-HX-B54 | TONER CART, HP CF410XC (HP410XC) black                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,441.20        | 0.00                      |  |
| 267                                     | 44103103-HP-C63 | TONER CART, HP CF411A (HP410A) cyan                                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,049.20        | 0.00                      |  |
| 268                                     | 44103103-HX-C54 | TONER CART, HP CF411XC (HP410XC) cyan                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,472.40        | 0.00                      |  |
| 269                                     | 44103103-HP-Y63 | TONER CART, HP CF412A (HP410A) yellow                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,049.20        | 0.00                      |  |
| 270                                     | 44103103-HX-Y54 | TONER CART, HP CF412XC (HP410XC) yellow                                 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,472.40        | 0.00                      |  |
| 271                                     | 44103103-HP-M63 | TONER CART, HP CF413A (HP410A) magenta                                  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,049.20        | 0.00                      |  |
| 272                                     | 44103103-HX-M54 | TONER CART, HP CF413XC (HP410XC) magenta                                | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,472.40        | 0.00                      |  |
| 273                                     | 44103103-HP-B34 | TONER CART, HP Q2612A, Black                                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,164.72        | 0.00                      |  |
| 274                                     | 44103103-HP-B39 | TONER CART, HP Q5942A, Black                                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,482.80        | 0.00                      |  |
| 275                                     | 44103103-HP-B48 | TONER CART, HP Q7553A, Black                                            | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 3,972.80        | 0.00                      |  |
| 276                                     | 44103103-LX-B03 | TONER CART, LEXMARK E360H11P, Black                                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 8,874.32        | 0.00                      |  |
| 277                                     | 44103103-LX-B05 | TONER CART, LEXMARK T650A11P, Black                                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,630.40        | 0.00                      |  |
| 278                                     | 44103103-SA-B06 | TONER CART, SAMSUNG MLT-D101S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,641.60        | 0.00                      |  |
| 279                                     | 44103103-SA-B07 | TONER CART, SAMSUNG MLT-D103S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,912.00        | 0.00                      |  |
| 280                                     | 44103103-SA-B08 | TONER CART, SAMSUNG MLT-D104S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,444.00        | 0.00                      |  |
| 281                                     | 44103103-SA-B09 | TONER CART, SAMSUNG MLT-D105L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,787.20        | 0.00                      |  |
| 282                                     | 44103103-SA-B14 | TONER CART, SAMSUNG MLT-D108S, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 2,745.60        | 0.00                      |  |
| 283                                     | 44103103-SA-B21 | TONER CART, SAMSUNG MLT-D203E, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 7,124.00        | 0.00                      |  |
| 284                                     | 44103103-SA-B18 | TONER CART, SAMSUNG MLT-D203L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,617.60        | 0.00                      |  |
| 285                                     | 44103103-SA-B20 | TONER CART, SAMSUNG MLT-D203U, black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,464.00        | 0.00                      |  |
| 286                                     | 44103103-SA-B12 | TONER CART, SAMSUNG MLT-D205E, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 9,204.00        | 0.00                      |  |
| 287                                     | 44103103-SA-B05 | TONER CART, SAMSUNG MLT-D205L, Black                                    | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 5,064.80        | 0.00                      |  |
| 288                                     | 44103103-SA-B10 | TONER CART, SAMSUNG SCX-D6555A, Black                                   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,357.60        | 0.00                      |  |
| 289                                     | 44103103-BR-B15 | TONER CARTRIDGE, BROTHER TN-3470, Blackf, for printer HL-6400DW (12,000 | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,069.44        | 0.00                      |  |
| 290                                     | 44103103-CA-B00 | TONER CARTRIDGE, CANON 324 II, for printer LBP6780x                     | cart            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 13,399.36       | 0.00                      |  |
| Audio and Visual Equipment and Supplies |                 |                                                                         |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 291                                     | 45121517-DO-C01 | DOCUMENT CAMERA, 3.2M pixels                                            | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 28,860.00       | 0.00                      |  |
| 292                                     | 45111609-MM-P01 | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens                              | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 18,616.00       | 0.00                      |  |
| Flag or Accessories                     |                 |                                                                         |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 293                                     | 55121905-PH-F01 | PHILIPPINE NATIONAL FLAG, 100% polyester                                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 319.28          | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| Printed Publications                                   |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 294                                                    | 55101524-RA-H01  | HANDBOOK (RA 9184), 7th Edition                                  | book            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 46.28           | 0.00                      |  |
| Fire Fighting Equipment                                |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 295                                                    | 46191601-FE-M01  | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs                          | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,144.00        | 0.00                      |  |
| 296                                                    | 46191601-FE-H01  | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs                         | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4,992.00        | 0.00                      |  |
| Consumer Electronics                                   |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 297                                                    | 52161535-DV-R01  | DIGITAL VOICE RECORDER, memory: 4GB (expandable)                 | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 6,828.14        | 0.00                      |  |
| Furniture and Furnishings                              |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 298                                                    | 56101504-CM-B01  | CHAIR, monobloc, beige, with backrest, w/o armrest               | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 262.60          | 0.00                      |  |
| 299                                                    | 56101504-CM-W01  | CHAIR,monobloc, white, with backrest, w/o armrest                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 262.60          | 0.00                      |  |
| 300                                                    | 56101519-TM-S01  | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min               | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,326.00        | 0.00                      |  |
| 301                                                    | 56101519-TM-S02  | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min               | unit            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 1,326.00        | 0.00                      |  |
| Arts and Crafts Equipment and Accessories and Supplies |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 302                                                    | 60121413-CB-P01  | CLEARBOOK, 20 transparent pockets, for A4 size                   | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 39.78           | 0.00                      |  |
| 303                                                    | 60121413-CB-P02  | CLEARBOOK, 20 transparent pockets, for LEGAL size                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 42.38           | 0.00                      |  |
| 304                                                    | 60121534-ER-P01  | ERASER, PLASTIC/RUBBER, for pencil draft/writing                 | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 4.42            | 0.00                      |  |
| 305                                                    | 60121524-SP-G01  | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip                | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 34.61           | 0.00                      |  |
| 306                                                    | 60121524-SP-G02  | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip                 | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 34.61           | 0.00                      |  |
| 307                                                    | 60121524-SP-G03  | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip                  | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 34.61           | 0.00                      |  |
| 308                                                    | 60121124-WR-P01  | WRAPPING PAPER, kraft, 65gsm (-5%)                               | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        | 129.67          | 0.00                      |  |
| 0.00                                                   |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| SOFTWARE                                               |                  |                                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                      | 43230000-SFT-001 | Business function specific software                              | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 2                                                      | 43230000-SFT-002 | Finance accounting and enterprise resource planning ERP software | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 3                                                      | 43230000-SFT-003 | Computer game or entertainment software                          | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 4                                                      | 43230000-SFT-004 | Content authoring and editing software                           | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 5                                                      | 43230000-SFT-005 | Content management software                                      | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 6                                                      | 43230000-SFT-006 | Data management and query software                               | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 7                                                      | 43230000-SFT-007 | Development software                                             | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 8                                                      | 43230000-SFT-008 | Educational or reference software                                | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 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 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 9                                                                                                                          | 43230000-SFT-009 | Industry specific software                       | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 10                                                                                                                         | 43230000-SFT-010 | Network applications software                    | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 11                                                                                                                         | 43230000-SFT-011 | Network management software                      | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 12                                                                                                                         | 43230000-SFT-012 | Networking software                              | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 13                                                                                                                         | 43230000-SFT-013 | Operating environment software                   | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 14                                                                                                                         | 43230000-SFT-014 | Security and protection software                 | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 15                                                                                                                         | 43230000-SFT-015 | Utility and device driver software               | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 16                                                                                                                         | 43230000-SFT-016 | Information exchange software                    | license         | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| OTHER SOFTWARE                                                                                                             |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                                                                                          |                  |                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 2                                                                                                                          |                  |                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| 3                                                                                                                          |                  |                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| PASSENGER AIR TRANSPORTATION                                                                                               |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                                                                                          | 78111501-GFA-001 | * Airline Ticket                                 | ticket          | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| COMMON ELECTRICAL SUPPLIES                                                                                                 |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                                                                                          |                  | Black Nylon Cable Tie (300 mm)                   | pack            | 0                            | 1   | 0   | 1  | 476.01    | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 476.01          | 476.01                    |  |
| 2                                                                                                                          |                  | Cable, Electrical                                | lot             | 1                            | 0   | 0   | 1  | 318.65    | 1     | 0   | 0    | 1  | 318.65    | 1    | 0   | 0    | 1  | 318.65    | 1   | 0   | 0   | 1  | 318.65    | 4.00                        | 318.65          | 1,274.62                  |  |
| 3                                                                                                                          |                  | ELECTRICAL TAPE, 18mm x 16M min                  | roll            | 2                            | 0   | 0   | 2  | 39.64     | 2     | 0   | 0    | 2  | 39.64     | 2    | 0   | 0    | 2  | 39.64     | 2   | 0   | 0   | 2  | 39.64     | 8.00                        | 19.82           | 158.54                    |  |
| 4                                                                                                                          |                  | PVC Molding (1/2)                                | pc              | 0                            | 5   | 0   | 5  | 181.91    | 0     | 5   | 0    | 5  | 181.91    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 10.00                       | 36.38           | 363.83                    |  |
| 5                                                                                                                          |                  | PVC Molding (3/4)                                | pc              | 0                            | 5   | 0   | 5  | 259.88    | 0     | 5   | 0    | 5  | 259.88    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 10.00                       | 51.98           | 519.75                    |  |
| 6                                                                                                                          |                  | PVC Surface Utility Box                          | pc              | 0                            | 5   | 0   | 5  | 136.13    | 0     | 5   | 0    | 5  | 136.13    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 10.00                       | 27.23           | 272.25                    |  |
| COMMON OFFICE EQUIPMENT                                                                                                    |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                                                                                          |                  |                                                  |                 |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| COMMON OFFICE SUPPLIES                                                                                                     |                  |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                                                                                          |                  | Ballpen (BLACK)                                  | piece           | 10                           | 10  | 10  | 30 | 148.50    | 10    | 10  | 10   | 30 | 148.50    | 10   | 10  | 10   | 30 | 148.50    | 10  | 10  | 10  | 30 | 148.50    | 120.00                      | 4.95            | 594.00                    |  |
| 2                                                                                                                          |                  | Ballpen (BLUE)                                   | piece           | 2                            | 2   | 2   | 6  | 29.70     | 2     | 2   | 2    | 6  | 29.70     | 2    | 2   | 2    | 6  | 29.70     | 2   | 2   | 2   | 6  | 29.70     | 24.00                       | 4.95            | 118.80                    |  |
| 3                                                                                                                          |                  | Ballpen (RED)                                    | piece           | 5                            | 5   | 5   | 15 | 74.25     | 5     | 5   | 5    | 15 | 74.25     | 5    | 5   | 5    | 15 | 74.25     | 5   | 5   | 5   | 15 | 74.25     | 60.00                       | 4.95            | 297.00                    |  |
| 4                                                                                                                          |                  | BATTERY, dry cell, AA, 2 pieces per blister pack | pack            | 3                            | 0   | 3   | 6  | 113.83    | 0     | 3   | 0    | 3  | 56.92     | 3    | 0   | 3    | 6  | 113.83    | 2   | 1   | 2   | 5  | 94.86     | 20.00                       | 18.97           | 379.44                    |  |

| Item & Specifications |  |                                                                                     | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue | Total Amount for the year |
|-----------------------|--|-------------------------------------------------------------------------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|-----------------|---------------------------|
|                       |  |                                                                                     |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 5                     |  | BATTERY, dry cell, AAA, 2 pieces per blister pack                                   | pack            | 3                            | 0   | 3   | 6  | 98.23     | 0     | 3   | 0    | 3  | 49.11     | 3    | 0   | 3    | 6  | 98.23     | 2   | 1   | 2   | 5  | 81.86     | 20.00                       | 16.37           | 327.42                    |
| 6                     |  | Bed Foam Mattress                                                                   | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 1    | 1  | 1,500.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 1,500.00        | 1,500.00                  |
| 7                     |  | Bed Sheets                                                                          | piece           | 1                            | 1   | 0   | 2  | 600.00    | 0     | 1   | 1    | 2  | 600.00    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4.00                        | 300.00          | 1,200.00                  |
| 8                     |  | Blankets                                                                            | piece           | 1                            | 1   | 0   | 2  | 600.00    | 0     | 1   | 1    | 2  | 600.00    | 0    | 0   | 1    | 1  | 300.00    | 1   | 0   | 0   | 1  | 300.00    | 6.00                        | 300.00          | 1,800.00                  |
| 9                     |  | CARBON FILM, A4 size, 100 sheets per box                                            | box             | 1                            | 0   | 0   | 1  | 450.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 450.00          | 450.00                    |
| 10                    |  | CHALK, white, dustless, 100 pieces per box                                          | box             | 1                            | 1   | 1   | 3  | 84.48     | 1     | 1   | 1    | 3  | 84.48     | 1    | 1   | 1    | 3  | 84.48     | 1   | 1   | 1   | 3  | 84.48     | 12.00                       | 28.16           | 337.94                    |
| 11                    |  | CLEARBOOK (long size, refill)                                                       | pack            | 1                            | 0   | 0   | 1  | 34.65     | 1     | 0   | 0    | 1  | 34.65     | 1    | 0   | 0    | 1  | 34.65     | 1   | 0   | 0   | 1  | 34.65     | 4.00                        | 34.65           | 138.60                    |
| 12                    |  | CLEARBOOK, A4 size                                                                  | piece           | 1                            | 0   | 0   | 1  | 99.90     | 1     | 0   | 0    | 1  | 99.90     | 1    | 1   | 0    | 2  | 199.80    | 1   | 1   | 0   | 2  | 199.80    | 6.00                        | 99.90           | 599.40                    |
| 13                    |  | CLEARBOOK, for long size Document                                                   | piece           | 1                            | 0   | 0   | 1  | 175.82    | 1     | 0   | 0    | 1  | 175.82    | 1    | 1   | 0    | 2  | 351.63    | 1   | 1   | 0   | 2  | 351.63    | 6.00                        | 175.82          | 1,054.89                  |
| 14                    |  | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)                                    | box             | 10                           | 0   | 0   | 10 | 95.22     | 0     | 10  | 0    | 10 | 95.22     | 10   | 0   | 0    | 10 | 95.22     | 0   | 10  | 0   | 10 | 95.22     | 40.00                       | 9.52            | 380.88                    |
| 15                    |  | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)                                    | box             | 10                           | 0   | 0   | 10 | 181.26    | 0     | 0   | 0    | 0  | 0.00      | 10   | 0   | 0    | 10 | 181.26    | 0   | 0   | 0   | 0  | 0.00      | 20.00                       | 18.13           | 362.52                    |
| 16                    |  | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)                                    | box             | 5                            | 0   | 0   | 5  | 175.73    | 5     | 0   | 0    | 5  | 175.73    | 5    | 0   | 0    | 5  | 175.73    | 5   | 0   | 0   | 5  | 175.73    | 20.00                       | 35.15           | 702.90                    |
| 17                    |  | CORRECTION PEN                                                                      | piece           | 1                            | 1   | 1   | 3  | 76.28     | 1     | 1   | 1    | 3  | 76.28     | 1    | 1   | 1    | 3  | 76.28     | 1   | 1   | 1   | 3  | 76.28     | 12.00                       | 25.43           | 305.10                    |
| 18                    |  | CORRECTION TAPE, film base type, UL 6m min                                          | piece           | 2                            | 2   | 2   | 6  | 193.05    | 2     | 2   | 2    | 6  | 193.05    | 2    | 2   | 2    | 6  | 193.05    | 2   | 2   | 2   | 6  | 193.05    | 24.00                       | 32.18           | 772.20                    |
| 19                    |  | CUTTER BLADE, for heavy duty cutter                                                 | piece           | 4                            | 0   | 0   | 4  | 40.03     | 2     | 0   | 0    | 2  | 20.02     | 0    | 0   | 4    | 4  | 40.03     | 0   | 0   | 0   | 0  | 0.00      | 10.00                       | 10.01           | 100.08                    |
| 20                    |  | CUTTER KNIFE, for general purpose                                                   | piece           | 2                            | 2   | 2   | 6  | 112.91    | 2     | 2   | 2    | 6  | 112.91    | 2    | 2   | 2    | 6  | 112.91    | 2   | 2   | 2   | 6  | 112.91    | 24.00                       | 18.82           | 451.66                    |
| 21                    |  | DATA FILE BOX, made with chipboard, with closed ends                                | piece           | 2                            | 2   | 2   | 6  | 427.36    | 2     | 2   | 0    | 4  | 284.90    | 2    | 2   | 2    | 6  | 427.36    | 2   | 2   | 0   | 4  | 284.90    | 20.00                       | 71.23           | 1,424.52                  |
| 22                    |  | Dating Stamp (Manual)                                                               | piece           | 2                            | 2   | 2   | 6  | 212.49    | 2     | 2   | 2    | 6  | 212.49    | 2    | 2   | 2    | 6  | 212.49    | 2   | 2   | 2   | 6  | 212.49    | 24.00                       | 35.42           | 849.96                    |
| 23                    |  | Drinking Glass                                                                      | piece           | 0                            | 0   | 6   | 6  | 108.00    | 0     | 0   | 0    | 0  | 0.00      | 6    | 0   | 0    | 6  | 108.00    | 0   | 0   | 0   | 0  | 0.00      | 12.00                       | 18.00           | 216.00                    |
| 24                    |  | ENVELOPE, DOCUMENTARY, Brown, for A4 size document                                  | box             | 0                            | 1   | 0   | 1  | 720.00    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 720.00    | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 720.00          | 1,440.00                  |
| 25                    |  | ENVELOPE, DOCUMENTARY, Brown, for legal size document                               | box             | 2                            | 2   | 2   | 6  | 5,100.00  | 2     | 2   | 2    | 6  | 5,100.00  | 2    | 2   | 2    | 6  | 5,100.00  | 2   | 1   | 1   | 4  | 3,400.00  | 22.00                       | 850.00          | 18,700.00                 |
| 26                    |  | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc                                 | box             | 1                            | 1   | 1   | 3  | 2,850.00  | 1     | 1   | 1    | 3  | 2,850.00  | 1    | 1   | 1    | 3  | 2,850.00  | 1   | 1   | 1   | 3  | 2,850.00  | 12.00                       | 950.00          | 11,400.00                 |
| 27                    |  | ENVELOPE, MAILING, white, 80gsm (-5%)                                               | box             | 1                            | 0   | 0   | 1  | 677.49    | 1     | 0   | 0    | 1  | 677.49    | 1    | 0   | 0    | 1  | 677.49    | 1   | 0   | 0   | 1  | 677.49    | 4.00                        | 677.49          | 2,709.97                  |
| 28                    |  | FASTENER, METAL, 70mm between prongs                                                | box             | 7                            | 10  | 5   | 22 | 1,850.90  | 5     | 5   | 5    | 15 | 1,261.98  | 10   | 5   | 5    | 20 | 1,682.64  | 4   | 6   | 3   | 13 | 1,093.72  | 70.00                       | 84.13           | 5,889.24                  |
| 29                    |  | Finger Tip Moistener                                                                | piece           | 5                            | 5   | 5   | 15 | 473.72    | 5     | 5   | 5    | 15 | 473.72    | 5    | 5   | 5    | 15 | 473.72    | 5   | 5   | 5   | 15 | 473.72    | 60.00                       | 31.58           | 1,894.86                  |
| 30                    |  | FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure             | unit            | 0                            | 0   | 3   | 3  | 5,400.00  | 0     | 0   | 3    | 3  | 5,400.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 6.00                        | 1,800.00        | 10,800.00                 |
| 31                    |  | FIRE EXTINGUISHER, dry chemical, with fire rating of 1A, 1BC, for ABC class of fire | unit            | 0                            | 0   | 1   | 1  | 2,500.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 2,500.00        | 2,500.00                  |
| 32                    |  | FOLDER, Colored, for legal size documents, 50 pieces per bundle                     | bundle          | 1                            | 1   | 1   | 3  | 951.35    | 2     | 2   | 2    | 6  | 1,902.69  | 1    | 1   | 1    | 3  | 951.35    | 1   | 1   | 1   | 3  | 951.35    | 15.00                       | 317.12          | 4,756.73                  |
| 33                    |  | FOLDER, Expanding, for legal size documents                                         | piece           | 0                            | 10  | 10  | 20 | 457.38    | 10    | 10  | 10   | 30 | 686.07    | 10   | 10  | 10   | 30 | 686.07    | 0   | 10  | 10  | 20 | 457.38    | 100.00                      | 22.87           | 2,286.90                  |
| 34                    |  | FOLDER, FANCY, for legal size documents                                             | piece           | 0                            | 10  | 10  | 20 | 693.00    | 10    | 10  | 10   | 30 | 1,039.50  | 10   | 10  | 10   | 30 | 1,039.50  | 0   | 10  | 10  | 20 | 693.00    | 100.00                      | 34.65           | 3,465.00                  |

| Item & Specifications |  |                                                               | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     | Total Quantity for the year | Price Catalogue | Total Amount for the year |           |
|-----------------------|--|---------------------------------------------------------------|-----------------|------------------------------|-----|-----|-----|-----------|-------|-----|------|-----|-----------|------|-----|------|-----|-----------|-----|-----|-----|-----|-----------------------------|-----------------|---------------------------|-----------|
|                       |  |                                                               |                 | Jan                          | Feb | Mar | Q1  | Q1 AMOUNT | April | May | June | Q2  | Q2 AMOUNT | July | Aug | Sept | Q3  | Q3 AMOUNT | Oct | Nov | Dec | Q4  |                             |                 |                           | Q4 AMOUNT |
| 35                    |  | FOLDER, L-TYPE, PLASTIC, for legal size documents             | piece           | 0                            | 0   | 10  | 10  | 135.00    | 0     | 0   | 10   | 10  | 135.00    | 0    | 10  | 10   | 20  | 270.00    | 0   | 10  | 10  | 20  | 270.00                      | 60.00           | 13.50                     | 810.00    |
| 36                    |  | FOLDER, White, for legal size documents, 50 pieces per bundle | bundle          | 1                            | 1   | 1   | 3   | 864.00    | 2     | 2   | 2    | 6   | 1,728.00  | 1    | 2   | 2    | 5   | 1,440.00  | 2   | 2   | 2   | 6   | 1,728.00                    | 20.00           | 288.00                    | 5,760.00  |
| 37                    |  | FORK                                                          | PC              | 0                            | 0   | 12  | 12  | 108.00    | 0     | 0   | 0    | 0   | 0.00      | 12   | 0   | 0    | 12  | 108.00    | 0   | 0   | 0   | 0   | 0.00                        | 24.00           | 9.00                      | 216.00    |
| 38                    |  | FULLMARK LIFT OFF - IBM                                       | cart            | 2                            | 2   | 2   | 6   | 940.90    | 2     | 2   | 2    | 6   | 940.90    | 2    | 2   | 2    | 6   | 940.90    | 2   | 2   | 2   | 6   | 940.90                      | 24.00           | 156.82                    | 3,763.58  |
| 39                    |  | FULLMARK RIBBON (Nakajima, No. F476)                          | cart            | 3                            | 3   | 3   | 9   | 1,202.85  | 3     | 3   | 3    | 9   | 1,202.85  | 3    | 3   | 3    | 9   | 1,202.85  | 3   | 3   | 3   | 9   | 1,202.85                    | 36.00           | 133.65                    | 4,811.40  |
| 40                    |  | GLUE, all purpose, 300 grams min.                             | jar             | 4                            | 4   | 4   | 12  | 632.02    | 4     | 4   | 4    | 12  | 632.02    | 4    | 4   | 4    | 12  | 632.02    | 4   | 4   | 4   | 12  | 632.02                      | 48.00           | 52.67                     | 2,528.06  |
| 41                    |  | INDEX CARD                                                    | pack            | 1                            | 1   | 1   | 3   | 114.35    | 1     | 1   | 1    | 3   | 114.35    | 1    | 1   | 1    | 3   | 114.35    | 1   | 1   | 1   | 3   | 114.35                      | 12.00           | 38.12                     | 457.38    |
| 42                    |  | INDEX TAB, self-adhesive, 5 set/box, assorted colors          | box             | 2                            | 2   | 2   | 6   | 312.98    | 2     | 2   | 2    | 6   | 312.98    | 2    | 2   | 2    | 6   | 312.98    | 2   | 2   | 2   | 6   | 312.98                      | 24.00           | 52.16                     | 1,251.94  |
| 43                    |  | Lithium Battery (CR2032)                                      | pc              | 0                            | 0   | 1   | 1   | 80.00     | 0     | 0   | 1    | 1   | 80.00     | 0    | 0   | 1    | 1   | 80.00     | 0   | 0   | 1   | 1   | 80.00                       | 4.00            | 80.00                     | 320.00    |
| 44                    |  | MARKER, FLOURESCENT, 3 assorted colors per set                | set             | 2                            | 5   | 2   | 9   | 316.79    | 2     | 5   | 2    | 9   | 316.79    | 2    | 5   | 2    | 9   | 316.79    | 2   | 5   | 2   | 9   | 316.79                      | 36.00           | 35.20                     | 1,267.16  |
| 45                    |  | MARKER, PERMANENT, bullet type, black                         | piece           | 4                            | 0   | 56  | 60  | 2,025.00  | 0     | 8   | 25   | 33  | 1,113.75  | 4    | 0   | 102  | 106 | 3,577.50  | 0   | 1   | 30  | 31  | 1,046.25                    | 230.00          | 33.75                     | 7,762.50  |
| 46                    |  | MARKER, WHITEBOARD, black, felt tip, bullet type              | piece           | 33                           | 33  | 34  | 100 | 2,320.00  | 33    | 33  | 34   | 100 | 2,320.00  | 0    | 0   | 100  | 100 | 2,320.00  | 100 | 0   | 0   | 100 | 2,320.00                    | 400.00          | 23.20                     | 9,280.00  |
| 47                    |  | Newspaper Subscription                                        | lot             | 1                            | 1   | 1   | 3   | 1,029.45  | 1     | 1   | 1    | 3   | 1,029.45  | 1    | 1   | 1    | 3   | 1,029.45  | 1   | 1   | 1   | 3   | 1,029.45                    | 12.00           | 343.15                    | 4,117.80  |
| 48                    |  | PAPER CLIP, vinyl/plastic coat, length: 32mm min              | box             | 10                           | 10  | 10  | 30  | 190.89    | 7     | 7   | 7    | 21  | 133.62    | 11   | 11  | 11   | 33  | 209.98    | 12  | 12  | 12  | 36  | 229.07                      | 120.00          | 6.36                      | 763.56    |
| 49                    |  | PAPER CLIP, vinyl/plastic coat, length: 48mm min              | box             | 12                           | 15  | 12  | 39  | 496.31    | 11    | 11  | 11   | 33  | 419.96    | 15   | 15  | 15   | 45  | 572.67    | 11  | 11  | 11  | 33  | 419.96                      | 150.00          | 12.73                     | 1,908.90  |
| 50                    |  | Picture Frame, for 8.5" x 13" Document                        | piece           | 1                            | 1   | 1   | 3   | 351.00    | 1     | 1   | 1    | 3   | 351.00    | 1    | 1   | 1    | 3   | 351.00    | 1   | 0   | 0   | 1   | 117.00                      | 10.00           | 117.00                    | 1,170.00  |
| 51                    |  | Picture Frame, for A4 Document                                | piece           | 1                            | 1   | 1   | 3   | 337.50    | 1     | 1   | 1    | 3   | 337.50    | 1    | 1   | 1    | 3   | 337.50    | 1   | 0   | 0   | 1   | 112.50                      | 10.00           | 112.50                    | 1,125.00  |
| 52                    |  | Pillows                                                       | piece           | 0                            | 0   | 4   | 4   | 1,980.00  | 0     | 0   | 4    | 4   | 1,980.00  | 0    | 0   | 4    | 4   | 1,980.00  | 0   | 0   | 0   | 0   | 0.00                        | 12.00           | 495.00                    | 5,940.00  |
| 53                    |  | Plastic Cover                                                 | mtr             | 5                            | 0   | 0   | 5   | 56.07     | 5     | 0   | 0    | 5   | 56.07     | 5    | 0   | 0    | 5   | 56.07     | 5   | 0   | 0   | 5   | 56.07                       | 20.00           | 11.21                     | 224.28    |
| 54                    |  | Plate                                                         | pc              | 0                            | 0   | 12  | 12  | 270.00    | 0     | 0   | 12   | 12  | 270.00    | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00                        | 24.00           | 22.50                     | 540.00    |
| 55                    |  | RING BINDER, Plastic 32mm, 10 pieces per bundle               | bundle          | 1                            | 1   | 1   | 3   | 783.00    | 1     | 1   | 1    | 3   | 783.00    | 1    | 1   | 1    | 3   | 783.00    | 1   | 0   | 0   | 1   | 261.00                      | 10.00           | 261.00                    | 2,610.00  |
| 56                    |  | RUBBER BAND, 70mm min lay flat length (#18)                   | box             | 2                            | 2   | 3   | 7   | 1,449.00  | 2     | 2   | 3    | 7   | 1,449.00  | 2    | 2   | 3    | 7   | 1,449.00  | 2   | 2   | 3   | 7   | 1,449.00                    | 28.00           | 207.00                    | 5,796.00  |
| 57                    |  | RULER, plastic, 450mm (18"), width: 38mm min                  | piece           | 3                            | 0   | 0   | 3   | 50.57     | 0     | 0   | 0    | 0   | 0.00      | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00                        | 3.00            | 16.86                     | 50.57     |
| 58                    |  | Scanner, Portable1                                            | pc              | 1                            | 0   | 0   | 1   | 2,000.00  | 1     | 0   | 0    | 1   | 2,000.00  | 0    | 0   | 0    | 0   | 0.00      | 0   | 0   | 0   | 0   | 0.00                        | 2.00            | 2,000.00                  | 4,000.00  |
| 59                    |  | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip             | piece           | 1                            | 1   | 1   | 3   | 164.70    | 1     | 1   | 1    | 3   | 164.70    | 1    | 1   | 1    | 3   | 164.70    | 1   | 1   | 1   | 3   | 164.70                      | 12.00           | 54.90                     | 658.80    |
| 60                    |  | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip              | piece           | 8                            | 8   | 8   | 24  | 1,317.60  | 8     | 8   | 8    | 24  | 1,317.60  | 8    | 8   | 8    | 24  | 1,317.60  | 6   | 6   | 6   | 18  | 988.20                      | 90.00           | 54.90                     | 4,941.00  |
| 61                    |  | SPOON                                                         | PC              | 0                            | 0   | 6   | 6   | 54.00     | 0     | 0   | 0    | 0   | 0.00      | 6    | 0   | 0    | 6   | 54.00     | 0   | 0   | 0   | 0   | 0.00                        | 12.00           | 9.00                      | 108.00    |
| 62                    |  | STAMP PAD INK, purple or violet                               | bottle          | 2                            | 2   | 0   | 4   | 107.28    | 2     | 2   | 0    | 4   | 107.28    | 2    | 2   | 0    | 4   | 107.28    | 2   | 1   | 0   | 3   | 80.46                       | 15.00           | 26.82                     | 402.30    |
| 63                    |  | STAMP PAD, FELT, bed dimension: 60mm x 100mm min.             | piece           | 3                            | 3   | 3   | 9   | 271.11    | 3     | 3   | 3    | 9   | 271.11    | 3    | 3   | 3    | 9   | 271.11    | 3   | 3   | 3   | 9   | 271.11                      | 36.00           | 30.12                     | 1,084.43  |
| 64                    |  | STAPLE REMOVER, plier type                                    | piece           | 5                            | 0   | 5   | 10  | 180.00    | 0     | 5   | 0    | 5   | 90.00     | 0    | 5   | 0    | 5   | 90.00     | 5   | 0   | 0   | 5   | 90.00                       | 25.00           | 18.00                     | 450.00    |

| Item & Specifications                                 |  |                                                 | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue | Total Amount for the year |
|-------------------------------------------------------|--|-------------------------------------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|-----------------|---------------------------|
|                                                       |  |                                                 |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |
| 65                                                    |  | STAPLE WIRE (No. 10, big box)                   | box             | 10                           | 10  | 5   | 25 | 1,468.13  | 10    | 10  | 5    | 25 | 1,468.13  | 10   | 10  | 5    | 25 | 1,468.13  | 10  | 10  | 5   | 25 | 1,468.13  | 100.00                      | 58.73           | 5,872.50                  |
| 66                                                    |  | STAPLE WIRE, for heavy duty staplers, (23/13)   | box             | 0                            | 0   | 3   | 3  | 76.45     | 1     | 1   | 1    | 3  | 76.45     | 1    | 1   | 4    | 6  | 152.90    | 1   | 1   | 1   | 3  | 76.45     | 15.00                       | 25.48           | 382.24                    |
| 67                                                    |  | STAPLE WIRE, Standard (No. 35)                  | box             | 30                           | 30  | 30  | 90 | 2,632.50  | 30    | 30  | 30   | 90 | 2,632.50  | 20   | 20  | 20   | 60 | 1,755.00  | 20  | 20  | 20  | 60 | 1,755.00  | 300.00                      | 29.25           | 8,775.00                  |
| 68                                                    |  | TAPE, Double Sided, width: 24mm (+1mm)          | roll            | 1                            | 0   | 1   | 2  | 93.60     | 1     | 0   | 1    | 2  | 93.60     | 1    | 0   | 1    | 2  | 93.60     | 1   | 0   | 1   | 2  | 93.60     | 8.00                        | 46.80           | 374.40                    |
| 69                                                    |  | TAPE, MASKING, width: 24mm (+1mm)               | roll            | 20                           | 20  | 30  | 70 | 2,346.75  | 20    | 20  | 20   | 60 | 2,011.50  | 20   | 20  | 20   | 60 | 2,011.50  | 20  | 20  | 20  | 60 | 2,011.50  | 250.00                      | 33.53           | 8,381.25                  |
| 70                                                    |  | TAPE, MASKING, width: 48mm (+1mm)               | roll            | 5                            | 5   | 5   | 15 | 1,526.85  | 5     | 5   | 5    | 15 | 1,526.85  | 5    | 5   | 5    | 15 | 1,526.85  | 5   | 5   | 5   | 15 | 1,526.85  | 60.00                       | 101.79          | 6,107.40                  |
| 71                                                    |  | TAPE, PACKAGING, width: 48mm (+1mm)             | roll            | 10                           | 10  | 25  | 45 | 1,604.61  | 10    | 10  | 10   | 30 | 1,069.74  | 10   | 10  | 25   | 45 | 1,604.61  | 10  | 10  | 10  | 30 | 1,069.74  | 150.00                      | 35.66           | 5,348.70                  |
| 72                                                    |  | TAPE, TRANSPARENT, width: 24mm (+1mm)           | roll            | 1                            | 2   | 1   | 4  | 61.38     | 1     | 2   | 1    | 4  | 61.38     | 1    | 2   | 1    | 4  | 61.38     | 1   | 1   | 1   | 3  | 46.04     | 15.00                       | 15.35           | 230.18                    |
| 73                                                    |  | TAPE, TRANSPARENT, width: 48mm (+1mm)           | roll            | 10                           | 10  | 5   | 25 | 744.75    | 10    | 10  | 5    | 25 | 744.75    | 10   | 10  | 5    | 25 | 744.75    | 10  | 10  | 5   | 25 | 744.75    | 100.00                      | 29.79           | 2,979.00                  |
| 74                                                    |  | Trodats/Stamping Name                           | piece           | 1                            | 1   | 0   | 2  | 1,080.00  | 1     | 1   | 0    | 2  | 1,080.00  | 1    | 1   | 0    | 2  | 1,080.00  | 1   | 1   | 0   | 2  | 1,080.00  | 8.00                        | 540.00          | 4,320.00                  |
| 75                                                    |  | Wireless Microphones                            | unit            | 0                            | 0   | 1   | 1  | 1,500.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 1    | 1  | 1,500.00  | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 1,500.00        | 3,000.00                  |
| COMMON JANITORIAL SUPPLIES                            |  |                                                 |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 1                                                     |  |                                                 |                 |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 0.00                        |                 | 0.00                      |
| Office Equipment and Accessories                      |  |                                                 |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 1                                                     |  | Calculators (large and 14-digit display)        | piece           | 0                            | 2   | 1   | 3  | 1,260.00  | 1     | 0   | 0    | 1  | 420.00    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4.00                        | 420.00          | 1,680.00                  |
| Office Supplies                                       |  |                                                 |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 1                                                     |  | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)  | bottle          | 5                            | 0   | 0   | 5  | 183.83    | 5     | 0   | 0    | 5  | 183.83    | 5    | 0   | 0    | 5  | 183.83    | 5   | 0   | 0   | 5  | 183.83    | 20.00                       | 36.77           | 735.30                    |
| 2                                                     |  | Dry Seal                                        | piece           | 2                            | 0   | 0   | 2  | 1,400.00  | 1     | 0   | 0    | 1  | 700.00    | 1    | 0   | 0    | 1  | 700.00    | 1   | 0   | 0   | 1  | 700.00    | 5.00                        | 700.00          | 3,500.00                  |
| 3                                                     |  | PHILIPPINE NATIONAL FLAG, 100% polyester        | piece           | 1                            | 0   | 0   | 1  | 303.53    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 303.53    | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 303.53          | 607.05                    |
| 4                                                     |  | Polo shirts-PRC Employees (PRC Week)            | piece           | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 46   | 46 | 11,500.00 | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 46.00                       | 250.00          | 11,500.00                 |
| 5                                                     |  | PUNCHER, paper, heavy duty, with two hole guide | piece           | 4                            | 0   | 0   | 4  | 497.81    | 1     | 0   | 1    | 2  | 248.90    | 1    | 1   | 1    | 3  | 373.36    | 1   | 0   | 0   | 1  | 124.45    | 10.00                       | 124.45          | 1,244.52                  |
| 6                                                     |  | RIBBON, Typewriter                              | piece           | 1                            | 1   | 0   | 2  | 26.24     | 1     | 1   | 0    | 2  | 26.24     | 1    | 1   | 0    | 2  | 26.24     | 1   | 1   | 0   | 2  | 26.24     | 8.00                        | 13.12           | 104.98                    |
| 7                                                     |  | SCISSORS, symmetrical, blade length: 65mm min   | pair            | 2                            | 2   | 0   | 4  | 180.00    | 2     | 2   | 0    | 4  | 180.00    | 3    | 3   | 0    | 6  | 270.00    | 3   | 3   | 0   | 6  | 270.00    | 20.00                       | 45.00           | 900.00                    |
| 8                                                     |  | STAPLER (No. 10)                                | piece           | 5                            | 1   | 1   | 7  | 436.59    | 5     | 2   | 2    | 9  | 561.33    | 5    | 1   | 1    | 7  | 436.59    | 5   | 1   | 1   | 7  | 436.59    | 30.00                       | 62.37           | 1,871.10                  |
| 9                                                     |  | STAPLER, Standard Type, with remover (No. 35)   | piece           | 5                            | 1   | 1   | 7  | 569.39    | 5     | 2   | 2    | 9  | 732.08    | 5    | 1   | 1    | 7  | 569.39    | 5   | 1   | 1   | 7  | 569.39    | 30.00                       | 81.34           | 2,440.26                  |
| 10                                                    |  | Tape (SEALING), PRC1                            | roll            | 10                           | 10  | 10  | 30 | 846.45    | 10    | 10  | 10   | 30 | 846.45    | 15   | 15  | 10   | 40 | 1,128.60  | 15  | 15  | 10  | 40 | 1,128.60  | 140.00                      | 28.22           | 3,950.10                  |
| 11                                                    |  | TAPE DISPENSER, TABLE TOP, for 24mm width tape  | piece           | 1                            | 0   | 0   | 1  | 112.50    | 1     | 0   | 0    | 1  | 112.50    | 1    | 0   | 0    | 1  | 112.50    | 1   | 0   | 0   | 1  | 112.50    | 4.00                        | 112.50          | 450.00                    |
| 12                                                    |  | TWINE, plastic, one (1) kilo per roll           | roll            | 1                            | 1   | 0   | 2  | 90.72     | 1     | 1   | 0    | 2  | 90.72     | 2    | 2   | 0    | 4  | 181.44    | 2   | 2   | 0   | 4  | 181.44    | 12.00                       | 45.36           | 544.32                    |
| Audio and visual presentation and composing equipment |  |                                                 |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |
| 1                                                     |  |                                                 |                 |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 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  | Q1 AMOUNT | April | May | June | Q2  | Q2 AMOUNT | July | Aug | Sept | Q3  | Q3 AMOUNT | Oct | Nov | Dec | Q4  |                             |                 |                           | Q4 AMOUNT  |
| Photographic or filming or video equipment |  |                                                               |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |                             |                 |                           |            |
| 1                                          |  |                                                               |                 |                              |     |     | 0   | 0.00      |       |     |      | 0   | 0.00      |      |     |      | 0   | 0.00      |     |     |     | 0   | 0.00                        | 0.00            |                           | 0.00       |
| Cleaning Equipment and Supplies            |  |                                                               |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |                             |                 |                           |            |
| 1                                          |  | AIR FRESHENER, 280mL/can                                      | can             | 1                            | 1   | 1   | 3   | 258.31    | 1     | 1   | 1    | 3   | 258.31    | 1    | 1   | 1    | 3   | 258.31    | 1   | 1   | 1   | 3   | 258.31                      | 12.00           | 86.10                     | 1,033.24   |
| 2                                          |  | BROOM, soft (tambo)                                           | piece           | 2                            | 0   | 2   | 4   | 359.82    | 2     | 0   | 2    | 4   | 359.82    | 2    | 0   | 2    | 4   | 359.82    | 2   | 0   | 2   | 4   | 359.82                      | 16.00           | 89.96                     | 1,439.28   |
| 3                                          |  | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap             | bottle          | 3                            | 3   | 3   | 9   | 407.72    | 3     | 3   | 3    | 9   | 407.72    | 3    | 3   | 3    | 9   | 407.72    | 3   | 3   | 3   | 9   | 407.72                      | 36.00           | 45.30                     | 1,630.89   |
| 4                                          |  | DETERGENT POWDER, all purpose, 1kg                            | pack            | 2                            | 2   | 2   | 6   | 217.57    | 2     | 2   | 2    | 6   | 217.57    | 2    | 2   | 2    | 6   | 217.57    | 2   | 2   | 2   | 6   | 217.57                      | 24.00           | 36.26                     | 870.26     |
| 5                                          |  | DISINFECTANT SPRAY, aerosol type, 400-550 grams               | can             | 2                            | 2   | 2   | 6   | 705.89    | 2     | 2   | 2    | 6   | 705.89    | 2    | 2   | 2    | 6   | 705.89    | 2   | 2   | 2   | 6   | 705.89                      | 24.00           | 117.65                    | 2,823.55   |
| 6                                          |  | Disposale Gloves                                              | box             | 4                            | 0   | 0   | 4   | 788.40    | 8     | 0   | 0    | 8   | 1,576.80  | 5    | 0   | 0    | 5   | 985.50    | 8   | 0   | 0   | 8   | 1,576.80                    | 25.00           | 197.10                    | 4,927.50   |
| 7                                          |  | DUST PAN, non-rigid plastic, w/detachable handle              | piece           | 1                            | 0   | 1   | 2   | 108.00    | 0     | 1   | 0    | 1   | 54.00     | 1    | 0   | 1    | 2   | 108.00    | 0   | 1   | 0   | 1   | 54.00                       | 6.00            | 54.00                     | 324.00     |
| 8                                          |  | FURNITURE CLEANER, aerosol, 300mL/can                         | can             | 1                            | 1   | 1   | 3   | 276.91    | 1     | 1   | 1    | 3   | 276.91    | 1    | 1   | 1    | 3   | 276.91    | 1   | 0   | 0   | 1   | 92.30                       | 10.00           | 92.30                     | 923.04     |
| 9                                          |  | GARBAGE BAG (XXL)                                             | piece           | 110                          | 110 | 100 | 320 | 1,600.00  | 120   | 120 | 120  | 360 | 1,800.00  | 120  | 120 | 120  | 360 | 1,800.00  | 120 | 120 | 120 | 360 | 1,800.00                    | 1,400.00        | 5.00                      | 7,000.00   |
| 10                                         |  | INSECTICIDE, aerosol type, net content: 600ml min             | can             | 1                            | 1   | 1   | 3   | 407.73    | 1     | 1   | 1    | 3   | 407.73    | 1    | 1   | 1    | 3   | 407.73    | 1   | 1   | 1   | 3   | 407.73                      | 12.00           | 135.91                    | 1,630.91   |
| 11                                         |  | LIQUID SOSA, 500mL/bottle                                     | bottle          | 1                            | 1   | 1   | 3   | 225.45    | 1     | 1   | 1    | 3   | 225.45    | 1    | 1   | 1    | 3   | 225.45    | 1   | 0   | 0   | 1   | 75.15                       | 10.00           | 75.15                     | 751.50     |
| 12                                         |  | MURIATIC ACID, 500mL/bottle                                   | bottle          | 1                            | 1   | 1   | 3   | 213.30    | 1     | 1   | 1    | 3   | 213.30    | 1    | 1   | 1    | 3   | 213.30    | 1   | 0   | 0   | 1   | 71.10                       | 10.00           | 71.10                     | 711.00     |
| 13                                         |  | RAGS, all cotton, 32 pieces per kilogram min                  | bundle          | 1                            | 1   | 1   | 3   | 162.32    | 1     | 1   | 1    | 3   | 162.32    | 1    | 1   | 1    | 3   | 162.32    | 1   | 0   | 0   | 1   | 54.11                       | 10.00           | 54.11                     | 541.08     |
| 14                                         |  | WASTEBASKET, non-rigid plastic                                | piece           | 1                            | 1   | 1   | 3   | 78.08     | 1     | 1   | 1    | 3   | 78.08     | 1    | 1   | 1    | 3   | 78.08     | 1   | 0   | 0   | 1   | 26.03                       | 10.00           | 26.03                     | 260.28     |
| Paper Materials and Products               |  |                                                               |                 |                              |     |     |     |           |       |     |      |     |           |      |     |      |     |           |     |     |     |     |                             |                 |                           |            |
| 1                                          |  | Adding Machine (Calculator Tape), 55 gsm x 57 mm              | roll            | 20                           | 20  | 20  | 60  | 950.40    | 20    | 20  | 20   | 60  | 950.40    | 20   | 20  | 20   | 60  | 950.40    | 20  | 20  | 20  | 60  | 950.40                      | 240.00          | 15.84                     | 3,801.60   |
| 2                                          |  | PAPER, MULTICOPY, size: 8.5" x 13", 70gsm                     | ream            | 150                          | 150 | 150 | 450 | 70,875.00 | 150   | 150 | 150  | 450 | 70,875.00 | 150  | 150 | 100  | 400 | 63,000.00 | 100 | 100 | 100 | 300 | 47,250.00                   | 1,600.00        | 157.50                    | 252,000.00 |
| 3                                          |  | PAPER, Multi-Purpose (COPY) A4, 70 gsm                        | ream            | 20                           | 20  | 20  | 60  | 7,830.00  | 20    | 20  | 20   | 60  | 7,830.00  | 20   | 20  | 20   | 60  | 7,830.00  | 20  | 20  | 20  | 60  | 7,830.00                    | 240.00          | 130.50                    | 31,320.00  |
| 4                                          |  | PAPER, Multi-Purpose (COPY) legal (8.5" x 14"), 70 gsm        | ream            | 3                            | 3   | 3   | 9   | 1,215.00  | 3     | 3   | 3    | 9   | 1,215.00  | 3    | 3   | 3    | 9   | 1,215.00  | 3   | 3   | 2   | 8   | 1,080.00                    | 35.00           | 135.00                    | 4,725.00   |
| 5                                          |  | PAPER, Stationery with PRC Logo, (LONG) 8.5" x 13", 80gsm     | ream            | 1                            | 1   | 1   | 3   | 2,173.50  | 1     | 1   | 2    | 4   | 2,898.00  | 1    | 1   | 2    | 4   | 2,898.00  | 1   | 1   | 2   | 4   | 2,898.00                    | 15.00           | 724.50                    | 10,867.50  |
| 6                                          |  | PAPER, Stationery with PRC Logo, (A4), 80gsm                  | ream            | 10                           | 10  | 10  | 30  | 19,035.00 | 10    | 10  | 10   | 30  | 19,035.00 | 10   | 10  | 10   | 30  | 19,035.00 | 10  | 10  | 10  | 30  | 19,035.00                   | 120.00          | 634.50                    | 76,140.00  |
| 7                                          |  | PAPER, Sticker, size: 8.5" x 13", 80gsm (10 sheets per pack)  | pack            | 1                            | 1   | 1   | 3   | 136.35    | 1     | 1   | 0    | 2   | 90.90     | 1    | 1   | 0    | 2   | 90.90     | 1   | 0   | 0   | 1   | 45.45                       | 8.00            | 45.45                     | 363.60     |
| 8                                          |  | PAPER, Special, size: 8.5" x 13", 200gsm (10 sheets per pack) | pack            | 1                            | 0   | 0   | 1   | 18.00     | 1     | 0   | 0    | 1   | 18.00     | 1    | 0   | 0    | 1   | 18.00     | 1   | 0   | 0   | 1   | 18.00                       | 4.00            | 18.00                     | 72.00      |
| 9                                          |  | PAPER, Special, size: A4, 200gsm (10 sheets per pack)         | pack            | 1                            | 0   | 0   | 1   | 16.20     | 1     | 0   | 0    | 1   | 16.20     | 1    | 0   | 0    | 1   | 16.20     | 1   | 0   | 0   | 1   | 16.20                       | 4.00            | 16.20                     | 64.80      |
| 10                                         |  | PAPER, THERMAL, 55gsm, size: 216mm+1mm x 30m-0.3m             | roll            | 20                           | 20  | 20  | 60  | 3,240.00  | 20    | 20  | 20   | 60  | 3,240.00  | 20   | 20  | 20   | 60  | 3,240.00  | 20  | 20  | 20  | 60  | 3,240.00                    | 240.00          | 54.00                     | 12,960.00  |
| 11                                         |  | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min               | book            | 1                            | 1   | 1   | 3   | 197.07    | 1     | 1   | 1    | 3   | 197.07    | 1    | 1   | 1    | 3   | 197.07    | 1   | 1   | 1   | 3   | 197.07                      | 12.00           | 65.69                     | 788.29     |
| 12                                         |  | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min               | book            | 1                            | 1   | 1   | 3   | 283.74    | 1     | 1   | 1    | 3   | 283.74    | 1    | 1   | 1    | 3   | 283.74    | 1   | 1   | 1   | 3   | 283.74                      | 12.00           | 94.58                     | 1,134.97   |

| Item & Specifications                            |  |                                                   | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue | Total Amount for the year |  |
|--------------------------------------------------|--|---------------------------------------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|-----------------|---------------------------|--|
|                                                  |  |                                                   |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |  |
| 13                                               |  | TOILET TISSUE PAPER 2-plys sheets, 150 pulls      | pack            | 4                            | 4   | 4   | 12 | 707.40    | 4     | 4   | 4    | 12 | 707.40    | 4    | 4   | 8    | 16 | 943.20    | 4   | 4   | 4   | 12 | 707.40    | 52.00                       | 58.95           | 3,065.40                  |  |
| Lighting and fixtures and accessories            |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                |  | FLOURESCENT LAMP, tubular, 36 watts               | piece           | 1                            | 0   | 1   | 2  | 535.50    | 0     | 1   | 0    | 1  | 267.75    | 1    | 0   | 1    | 2  | 535.50    | 1   | 1   | 1   | 3  | 803.25    | 8.00                        | 267.75          | 2,142.00                  |  |
| 2                                                |  | LED LIGHT - 9 WATTS                               | piece           | 1                            | 0   | 0   | 1  | 288.72    | 1     | 0   | 0    | 1  | 288.72    | 1    | 0   | 0    | 1  | 288.72    | 1   | 0   | 0   | 1  | 288.72    | 4.00                        | 288.72          | 1,154.88                  |  |
| Electrical equipment and components and supplies |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                |  |                                                   |                 |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 0.00                        |                 | 0.00                      |  |
| Computer Supplies                                |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                |  | DATA SWITCH                                       | pc              | 0                            | 0   | 2   | 2  | 2,900.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 1,450.00        | 2,900.00                  |  |
| 2                                                |  | FLASH DRIVE, 16 GB capacity                       | piece           | 0                            | 0   | 2   | 2  | 1,000.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 500.00          | 1,000.00                  |  |
| 3                                                |  | HDMI CABLE                                        | piece           | 0                            | 0   | 4   | 4  | 2,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4.00                        | 600.00          | 2,400.00                  |  |
| 4                                                |  | Mobile Router                                     | unit            | 0                            | 0   | 1   | 1  | 1,500.00  | 0     | 0   | 1    | 1  | 1,500.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 1,500.00        | 3,000.00                  |  |
| 5                                                |  | MOUSE, optical, USB connection type               | lot             | 0                            | 0   | 1   | 1  | 300.00    | 0     | 0   | 1    | 1  | 300.00    | 0    | 0   | 1    | 1  | 300.00    | 0   | 0   | 1   | 1  | 300.00    | 4.00                        | 300.00          | 1,200.00                  |  |
| 6                                                |  | UTP Cable, 4 pairs (CAT 5e, 305 m)                | box             | 0                            | 0   | 1   | 1  | 4,350.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 4,350.00        | 4,350.00                  |  |
| 7                                                |  | RJ 45                                             | pc              | 0                            | 25  | 0   | 25 | 125.00    | 0     | 25  | 0    | 25 | 125.00    | 0    | 25  | 0    | 25 | 125.00    | 0   | 25  | 0   | 25 | 125.00    | 100.00                      | 5.00            | 500.00                    |  |
| Common ICT Equipment                             |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| CONSUMABLES                                      |  |                                                   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |  |
| 1                                                |  | Fullmark [LIFT-OFF (Brother) Reorder #F583]       | piece           | 1                            | 1   | 1   | 3  | 387.18    | 1     | 1   | 1    | 3  | 387.18    | 1    | 1   | 1    | 3  | 387.18    | 1   | 1   | 1   | 3  | 387.18    | 12.00                       | 129.06          | 1,548.72                  |  |
| 2                                                |  | Ink (DUPLO INK)                                   | piece           | 0                            | 2   | 1   | 3  | 3,025.08  | 2     | 2   | 1    | 5  | 5,041.80  | 2    | 0   | 2    | 4  | 4,033.44  | 1   | 1   | 1   | 3  | 3,025.08  | 15.00                       | 1,008.36        | 15,125.40                 |  |
| 3                                                |  | Master Roll (DUPLO MASTER ROLL)                   | piece           | 0                            | 1   | 1   | 2  | 7,110.00  | 1     | 0   | 0    | 1  | 3,555.00  | 0    | 1   | 1    | 2  | 7,110.00  | 1   | 0   | 0   | 1  | 3,555.00  | 6.00                        | 3,555.00        | 21,330.00                 |  |
| 4                                                |  | RIBBON CART, EPSON C13S015639, Black, for LX-310  | cart            | 2                            | 2   | 2   | 6  | 810.00    | 2     | 2   | 2    | 6  | 810.00    | 2    | 2   | 2    | 6  | 810.00    | 2   | 2   | 2   | 6  | 810.00    | 24.00                       | 135.00          | 3,240.00                  |  |
| 5                                                |  | RIBBON CART, EPSON C13S015516, Black, for LX-300+ | cart            | 2                            | 2   | 2   | 6  | 810.00    | 2     | 2   | 2    | 6  | 810.00    | 2    | 2   | 2    | 6  | 810.00    | 2   | 2   | 2   | 6  | 810.00    | 24.00                       | 135.00          | 3,240.00                  |  |
| 6                                                |  | TONER CART, BROTHER, TN-3448                      | cart            | 1                            | 1   | 1   | 3  | 10,800.00 | 1     | 1   | 0    | 2  | 7,200.00  | 1    | 1   | 1    | 3  | 10,800.00 | 1   | 1   | 0   | 2  | 7,200.00  | 10.00                       | 3,600.00        | 36,000.00                 |  |
| 7                                                |  | TONER CART, HP CF400A (HP201A) Black Laser Jet    | cart            | 1                            | 0   | 0   | 1  | 3,645.45  | 1     | 0   | 0    | 1  | 3,645.45  | 1    | 0   | 0    | 1  | 3,645.45  | 1   | 0   | 0   | 1  | 3,645.45  | 4.00                        | 3,645.45        | 14,581.80                 |  |
| 8                                                |  | TONER CART, HP CF401A (HP201A) Cyan Laser Jet     | cart            | 1                            | 0   | 0   | 1  | 3,645.45  | 1     | 0   | 0    | 1  | 3,645.45  | 1    | 0   | 0    | 1  | 3,645.45  | 1   | 0   | 0   | 1  | 3,645.45  | 4.00                        | 3,645.45        | 14,581.80                 |  |
| 9                                                |  | TONER CART, HP CF402A (HP201A) Yellow Laser Jet   | cart            | 1                            | 0   | 0   | 1  | 3,645.45  | 1     | 0   | 0    | 1  | 3,645.45  | 1    | 0   | 0    | 1  | 3,645.45  | 1   | 0   | 0   | 1  | 3,645.45  | 4.00                        | 3,645.45        | 14,581.80                 |  |
| 10                                               |  | TONER CART, HP CF403A (HP201A) Magenta Laser Jet  | cart            | 1                            | 0   | 0   | 1  | 3,645.45  | 1     | 0   | 0    | 1  | 3,645.45  | 1    | 0   | 0    | 1  | 3,645.45  | 1   | 0   | 0   | 1  | 3,645.45  | 4.00                        | 3,645.45        | 14,581.80                 |  |
| 11                                               |  | TONER CART, HP CF360A (HP508A) Black Laser Jet    | cart            | 2                            | 2   | 1   | 5  | 37,515.88 | 2     | 2   | 1    | 5  | 37,515.88 | 1    | 2   | 2    | 5  | 37,515.88 | 2   | 2   | 1   | 5  | 37,515.88 | 20.00                       | 7,503.18        | 150,063.50                |  |
| 12                                               |  | TONER CART, HP CF361A (HP508A) Cyan Laser Jet     | cart            | 1                            | 1   | 0   | 2  | 15,006.35 | 1     | 1   | 1    | 3  | 22,509.53 | 1    | 1   | 1    | 3  | 22,509.53 | 1   | 1   | 0   | 2  | 15,006.35 | 10.00                       | 7,503.18        | 75,031.75                 |  |
| 13                                               |  | TONER CART, HP CF362A (HP508A) Yellow Laser Jet   | cart            | 1                            | 1   | 0   | 2  | 15,006.35 | 1     | 1   | 1    | 3  | 22,509.53 | 1    | 1   | 1    | 3  | 22,509.53 | 1   | 1   | 0   | 2  | 15,006.35 | 10.00                       | 7,503.18        | 75,031.75                 |  |

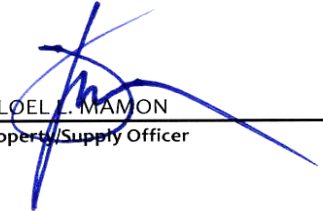
| Item & Specifications                                          |                   |                                                  | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue | Total Amount for the year |              |  |
|----------------------------------------------------------------|-------------------|--------------------------------------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|----|-----------|-----------------------------|-----------------|---------------------------|--------------|--|
|                                                                |                   |                                                  |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT |                             |                 |                           |              |  |
| 14                                                             |                   | TONER CART, HP CF363A (HP508A) Magenta Laser Jet | cart            | 1                            | 1   | 0   | 2  | 15,006.35 | 1     | 1   | 1    | 3  | 22,509.53 | 1    | 1   | 1    | 3  | 22,509.53 | 1   | 1   | 0   | 2  | 15,006.35 | 10.00                       | 7,503.18        | 75,031.75                 |              |  |
| 15                                                             |                   | TONER CART, HP 55A (CE255A) Black Laser Jet      | cart            | 1                            | 0   | 1   | 2  | 9,900.00  | 1     | 0   | 1    | 2  | 9,900.00  | 1    | 0   | 1    | 2  | 9,900.00  | 1   | 0   | 1   | 2  | 9,900.00  | 8.00                        | 4,950.00        | 39,600.00                 |              |  |
| 16                                                             |                   | TONER CART, KYOCERA FS-2100 DN                   | cart            | 1                            | 1   | 1   | 3  | 10,936.35 | 1     | 1   | 1    | 3  | 10,936.35 | 1    | 1   | 1    | 3  | 10,936.35 | 1   | 1   | 1   | 3  | 10,936.35 | 12.00                       | 3,645.45        | 43,745.40                 |              |  |
| 17                                                             |                   | TONER CART, KYOCERA TK-5144K Black Laser Jet     | cart            | 1                            | 0   | 0   | 1  | 6,872.23  | 1     | 0   | 0    | 1  | 6,872.23  | 1    | 0   | 0    | 1  | 6,872.23  | 1   | 0   | 0   | 1  | 6,872.23  | 4.00                        | 6,872.23        | 27,488.91                 |              |  |
| 18                                                             |                   | TONER CART, KYOCERA TK-5144M Magenta Laser Jet   | cart            | 1                            | 0   | 0   | 1  | 6,872.23  | 1     | 0   | 0    | 1  | 6,872.23  | 1    | 0   | 0    | 1  | 6,872.23  | 1   | 0   | 0   | 1  | 6,872.23  | 4.00                        | 6,872.23        | 27,488.91                 |              |  |
| 19                                                             |                   | TONER CART, KYOCERA TK-5144C Cyan Laser Jet      | cart            | 1                            | 0   | 0   | 1  | 6,872.23  | 1     | 0   | 0    | 1  | 6,872.23  | 1    | 0   | 0    | 1  | 6,872.23  | 1   | 0   | 0   | 1  | 6,872.23  | 4.00                        | 6,872.23        | 27,488.91                 |              |  |
| 20                                                             |                   | TONER CART, KYOCERA TK-5144Y Yellow Laser Jet    | cart            | 1                            | 0   | 0   | 1  | 6,872.23  | 1     | 0   | 0    | 1  | 6,872.23  | 1    | 0   | 0    | 1  | 6,872.23  | 1   | 0   | 0   | 1  | 6,872.23  | 4.00                        | 6,872.23        | 27,488.91                 |              |  |
| 21                                                             |                   | TONER CART, SAMSUNG MLT-D205L, Black             | cart            | 3                            | 3   | 2   | 8  | 30,601.80 | 3     | 3   | 1    | 7  | 26,776.58 | 3    | 3   | 2    | 8  | 30,601.80 | 3   | 3   | 1   | 7  | 26,776.58 | 30.00                       | 3,825.23        | 114,756.75                |              |  |
| 22                                                             |                   | TONER CART, SHARP Developer, MX 237 FT           | cart            | 1                            | 0   | 0   | 1  | 6,305.88  | 0     | 1   | 0    | 1  | 6,305.88  | 0    | 0   | 1    | 1  | 6,305.88  | 1   | 0   | 0   | 1  | 6,305.88  | 4.00                        | 6,305.88        | 25,223.53                 |              |  |
| Other Categories                                               |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |              |  |
| 1                                                              | Drugs & Medicines | Betadine 10% solution 120ml                      | piece           | 1                            | 0   | 0   | 1  | 185.13    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 185.13    | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 185.13          | 370.26                    |              |  |
| 2                                                              | Drugs & Medicines | Cotton balls 300pc/pack                          | piece           | 1                            | 0   | 0   | 1  | 87.12     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 87.12     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 87.12           | 174.24                    |              |  |
| 3                                                              | Drugs & Medicines | Gauze 2x2 (non-sterile) 100's/box)               | piece           | 1                            | 0   | 0   | 1  | 32.67     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 32.67     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 32.67           | 65.34                     |              |  |
| 4                                                              | Drugs & Medicines | Hand towel white 1 dozen                         | piece           | 1                            | 0   | 0   | 1  | 49.50     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 49.50     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 49.50           | 99.00                     |              |  |
| 5                                                              | Drugs & Medicines | Hydrogen peroxide 1000ml                         | piece           | 1                            | 0   | 0   | 1  | 81.68     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 81.68     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 81.68           | 163.35                    |              |  |
| 6                                                              | Drugs & Medicines | Medioplast elastic bandage 4"x5yrd               | piece           | 1                            | 0   | 0   | 1  | 54.45     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 54.45     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 54.45           | 108.90                    |              |  |
| 7                                                              | Drugs & Medicines | Medioplast gauze bandage 24x20                   | piece           | 1                            | 0   | 0   | 1  | 43.56     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 43.56     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 43.56           | 87.11                     |              |  |
| 8                                                              | Drugs & Medicines | Medioplast band aid 100/box                      | piece           | 1                            | 0   | 0   | 1  | 81.68     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 81.68     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 81.68           | 163.35                    |              |  |
| 9                                                              | Drugs & Medicines | Mefenamic acid tablet 500mg                      | piece           | 1                            | 0   | 0   | 1  | 672.63    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 672.63    | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 672.63          | 1,345.27                  |              |  |
| 10                                                             | Drugs & Medicines | Paracetamol tablet 500mg                         | piece           | 1                            | 0   | 0   | 1  | 435.60    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 435.60    | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 435.60          | 871.20                    |              |  |
| 11                                                             | Drugs & Medicines | Spirit of ammonia 30ml                           | piece           | 1                            | 0   | 0   | 1  | 32.67     | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 32.67     | 0   | 0   | 0   | 0  | 0.00      | 2.00                        | 32.67           | 65.33                     |              |  |
| 12                                                             | Drugs & Medicines | Sterelized guaze pad 4 x 4                       | piece           | 2                            | 0   | 0   | 2  | 15.24     | 2     | 0   | 0    | 2  | 15.24     | 2    | 0   | 0    | 2  | 15.24     | 0   | 0   | 0   | 0  | 0.00      | 6.00                        | 7.62            | 45.73                     |              |  |
| 13                                                             | Accountable Forms | TIME CARD (Yokatta Bundy Clock)                  | piece           | 10                           | 10  | 10  | 30 | 371.25    | 10    | 10  | 10   | 30 | 371.25    | 10   | 10  | 10   | 30 | 371.25    | 10  | 10  | 10  | 30 | 371.25    | 120.00                      | 12.38           | 1,485.00                  |              |  |
| 14                                                             | Appliances        | Wall Clock, Digital                              | piece           | 1                            | 0   | 0   | 1  | 1,200.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1.00                        | 1,200.00        | 1,200.00                  |              |  |
|                                                                |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 |                           |              |  |
| A. TOTAL                                                       |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 | P                         | 1,527,000.00 |  |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)           |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 | P                         | 152,700.00   |  |
| C. GRAND TOTAL (A + B)                                         |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 | P                         | 1,679,700.01 |  |
| D. APPROVED BUDGET BY THE AGENCY HEAD<br>In Figures and Words: |                   |                                                  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                 | P                         | -            |  |

| Item & Specifications                                                          | Unit of Measure | Monthly Quantity Requirement |     |     |    |            |       |     |      |    |            |      |     |      |    |            |     |     |     |    |            | Total Quantity for the year | Price Catalogue | Total Amount for the year |
|--------------------------------------------------------------------------------|-----------------|------------------------------|-----|-----|----|------------|-------|-----|------|----|------------|------|-----|------|----|------------|-----|-----|-----|----|------------|-----------------------------|-----------------|---------------------------|
|                                                                                |                 | Jan                          | Feb | Mar | Q1 | Q1 AMOUNT  | April | May | June | Q2 | Q2 AMOUNT  | July | Aug | Sept | Q3 | Q3 AMOUNT  | Oct | Nov | Dec | Q4 | Q4 AMOUNT  |                             |                 |                           |
| G. MONTHLY CASH REQUIREMENTS                                                   |                 |                              |     |     |    |            |       |     |      |    |            |      |     |      |    |            |     |     |     |    |            | ₱                           |                 | -                         |
| G.1 Available at Procurement Service Stores                                    |                 |                              |     |     |    | -          |       |     |      |    | -          |      |     |      |    | -          |     |     |     |    | -          | ₱                           |                 | -                         |
| G.2 Other Items not available at PS but regularly purchased from other sources |                 |                              |     |     |    | 400,921.65 |       |     |      |    | 406,781.97 |      |     |      |    | 392,095.69 |     |     |     |    | 327,200.70 | ₱                           |                 | 1,527,000.00              |
| TOTAL MONTHLY CASH REQUIREMENTS                                                |                 |                              |     |     |    | 400,921.65 |       |     |      |    | 406,781.97 |      |     |      |    | 392,095.69 |     |     |     |    | 327,200.70 | ₱                           |                 | 1,527,000.00              |

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

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
LOEL L. MAMON  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
RONALYN C. GALLEGO/FLOYD P. ALAGBAN  
Accountant/Budger Officer

Approved by:

  
ROMEL B. BALISANG  
OIC-Director

Date Prepared: August 29, 2019