



August 14, 2018

MS. BINGLE B. GUTIERREZ

Executive Director V

Department of Budget and Management - Procurement Service

R.R. Road Cristobal St.

Paco, Manila 1007

Dear Executive Director Gutierrez,

In compliance with Memorandum Circular No. 2018-1 dated May 28, 2018, we are pleased to submit to your office the Annual Procurement Plan (APP) for Common-Use Supplies and Equipment for FY 2019 of the Center for International Trade Expositions and Missions (CITEM).

Thank you.

Very truly yours,


PAULINA SUACO-JUAN
Executive Director



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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil Puyat Avenue, 1300 Pasay City, Philippines
Telephone: (632) 831-2201 to 09 | Fax: (632) 832-3965/834-0177 | E-mail: info@citem.com.ph
www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go

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ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 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-CSE 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 and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 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-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. 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-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)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-CSE for FY 2019 must be submitted on or before **August 31, 2018**.

Department/Bureau/Office: CENTER FOR INT'L TRADE EXPOSITION & MISSION
Region: MAIN & NCR
Address: ITC Complex Golden Shell Pavilion cor. Sen. Gil Puyat Roxas Blvd. Pasay City

Agency Account Code: T021
Organization Type: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND M

Contact Person: Lucile G. Mosquera
Position: ISA II
E-mail: lmosquera@citem.com.ph
Telephone/Mobile Nos: 8331256

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan Common-Use Supplies and Equipment FY 2019

Item & Specifications		Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT			
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec			Q4	AMT Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack				10	243.40				7	170.38				5	121.7				6	146.04	28	24.34	681.52
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				71	1,635.84				5	115.20				6	138.24				5	115.2	87	23.04	2,004.48
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	-				0	-				0	0				0	0	0	110.33	0.00
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0	-				0	-				0	0				0	0	0	49.16	0.00
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	-				0	-				0	0				0	0	0	90.47	0.00
6	TAPE, ELECTRICAL, 18mm x 16M min	roll				10	227.20				0	-				0	0				0	0	10	22.72	227.20
COMMON OFFICE SUPPLIES																									
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	-				0	-				0	0				0	0	0	920.08	0.00
2	AIR FRESHENER, aerosol, 280ml/150g min	can				5	532.15				2	212.86				1	106.43				5	532.15	13	106.43	1,383.59
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (.5ml)	bottle				35	2,088.80				19	1,133.92				18	1074.24				13	775.84	85	59.68	5,072.80
4	CARBON FILM, PE, black, size 210mm x 297mm	box				1	246.58				1	246.58				1	246.58				1	246.58	4	246.58	986.32
5	CARBON FILM, PE, black, size 216mm x 330mm	box				1	253.09				0	-				0	0				0	0	1	253.09	253.09
6	CARTOLINA, assorted colors	pack				0	-				0	-				0	0				0	0	0	80.47	0.00
7	CHALK, molded, white, dustless, length: 78mm min	box				0	-				0	-				0	0				0	0	0	32.27	0.00
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				29	1,329.07				2	91.66				0	0				2	91.66	33	45.83	1,512.39
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				36	1,748.16				2	97.12				2	97.12				1	48.56	41	48.56	1,990.96
10	CLIP, BACKFOLD, all metal, clamping: 19mm (.1mm)	box				21	198.24				0	-				2	18.88				0	0	23	9.44	217.12
11	CLIP, BACKFOLD, all metal, clamping: 25mm (.1mm)	box				12	200.76				0	-				2	33.46				0	0	14	16.73	234.22
12	CLIP, BACKFOLD, all metal, clamping: 32mm (.1mm)	box				13	310.18				4	95.44				5	119.3				4	95.44	26	23.86	620.36
13	CLIP, BACKFOLD, all metal, clamping: 50mm (.1mm)	box				13	641.16				0	-				5	246.6				0	0	18	49.32	887.76
14	CORRECTION TAPE, film base type, UL 6m min	piece				217	4,754.47				63	1,380.33				43	942.13				15	328.65	338	21.91	7,405.58
15	DATA FILE BOX, made of chipboard, with closed ends	box				20	1,741.60				6	522.48				7	609.56				6	522.48	39	87.08	3,396.12
16	DATA FOLDER, made of chipboard, tagila lock	piece				18	1,542.06				3	257.01				2	171.34				0	0	23	85.67	1,970.41
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0	-				1	509.36				1	509.36				0	0	2	509.36	1,018.72
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0	-				0	-				0	0				0	0	0	646.56	0.00
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box				0	-				0	-				0	0				0	0	0	801.41	0.00
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	-				0	-				0	0				0	0	0	34.45	0.00
21	ENVELOPE, MAILING, white, 80gsm (.5x)	box				2	820.30				0	-				1	410.15				0	0	3	410.15	1,230.45
22	ENVELOPE, mailing, white, with window	box				0	-				0	-				0	0				0	0	0	512.68	0.00
23	ERASER, FELT, for blackboard/whiteboard	piece				2	27.72				0	-				0	0				0	0	2	13.86	27.72
24	ERASER, PLASTIC/RUBBER, for pencil craft/writing	piece				9	67.32				2	14.96				2	14.96				2	14.96	15	7.48	112.20
25	FASTENER, METAL, 70mm between prongs	box				0	-				0	-				0	0				0	0	0	71.24	0.00

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan Common-Use Supplies and Equipment FY 2019

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT		
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4			AMT Q4	Total Quantity
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				14	1,236.34				1	88.31				2	176.62				1	88.31	18	88.31	1,589.58
27	FILE TAB DIVIDER, bristol board, for A4	set				21	327.18				0	-				4	62.32				0	0	25	15.58	389.50
28	FILE TAB DIVIDER, bristol board, for legal	set				16	332.32				2	41.54				5	103.85				1	20.77	24	20.77	498.48
29	FOLDER, FANCY, for A4 size documents	bundle				0	-				0	-				0	0				0	0	0	310.20	0.00
30	FOLDER, FANCY, for legal size documents	bundle				0	-				0	-				0	0				0	0	0	363.42	0.00
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				59	12,596.50				37	7,899.50				19	4056.5				13	2775.5	128	213.50	27,328.00
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				15	4,000.80				3	800.16				2	533.44				0	0	20	266.72	5,334.40
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	-				0	-				0	0				0	0	0	931.91	0.00
34	FOLDER, TAGBOARD, for A4 size documents	pack				0	-				0	-				0	0				0	0	0	271.26	0.00
35	FOLDER, TAGBOARD, for legal size documents	pack				0	-				0	-				0	0				0	0	0	250.06	0.00
36	GLUE, all purpose, gross weight: 200 grams min	jar				7	417.76				4	238.72				1	59.68				0	0	12	59.68	716.16
37	INDEX TAB, self-adhesive, transparent	box				20	1,289.80				0	-				4	257.96				0	0	24	64.49	1,547.76
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	-				0	-				0	0				0	0	0	811.20	0.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				5	259.55				5	259.55				2	103.82				0	0	12	51.91	622.92
40	MARKER, FLUORESCENT, 3 assorted colors per set	set				15	665.40				4	177.44				7	310.52				1	44.36	27	44.36	1,197.72
41	MARKER, whiteboard, black, felt tip, bullet type	piece				25	320.75				5	64.15				11	141.13				1	12.83	42	12.83	538.86
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				14	179.62				0	-				5	64.15				0	0	19	12.83	243.77
43	MARKER, whiteboard, red, felt tip, bullet type	piece				13	166.79				0	-				5	64.15				0	0	18	12.83	230.94
44	MARKER, PERMANENT, bullet type, black	piece				33	397.65				6	72.30				17	204.85				4	48.2	60	12.05	723.00
45	MARKER, PERMANENT, bullet type, blue	piece				17	204.85				0	-				7	84.35				0	0	24	12.05	289.20
46	MARKER, PERMANENT, bullet type, red	piece				17	204.85				1	12.05				7	84.35				0	0	25	12.05	301.25
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				54	811.08				8	120.16				26	390.52				8	120.16	96	15.02	1,441.92
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				15	584.10				0	-				0	0				0	0	15	38.94	584.10
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				90	4,786.20				44	2,339.92				26	1382.68				18	957.24	178	53.18	9,466.04
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				19	1,356.41				6	428.34				10	713.9				6	428.34	41	71.39	2,926.99
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	-				0	-				0	0				0	0	0	22.79	0.00
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				62	513.98				10	82.90				17	140.93				7	58.03	96	8.29	795.84
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				35	589.75				2	33.70				11	185.35				2	33.7	50	16.85	842.50
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				41	6,772.79				37	6,112.03				36	5946.84				68	11232.92	182	165.19	30,064.58
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				16	3,090.08				12	2,317.56				4	772.52				12	2317.56	44	193.13	8,497.72
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				24	3,429.84				15	2,143.65				16	2286.56				15	2143.65	70	142.91	10,003.70
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				3	443.10				4	590.80				4	590.8				2	295.4	13	147.70	1,920.10
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	-				0	-				0	0				0	0	0	114.22	0.00

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Annual Procurement Plan Common-Use Supplies and Equipment FY 2019

Item & Specifications		Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT			
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec			Q4	AMT Q4	Total Quantity
59	PAPER, THERMAL, 55gsm, size: 216mmx1mm x 30m-0.3m	roll				0	-				0	-				0	0				0	0	0	41.15	0.00
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				6	146.88				1	24.48				1	24.48				1	24.48	9	24.48	220.32
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	-				0	-				0	0				0	0	0	382.88	0.00
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				35	2,634.80				7	526.96				7	526.96				6	451.68	55	75.28	4,140.40
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				26	3,037.06				0	-				3	350.43				2	233.62	31	116.81	3,621.11
64	RING BINDER, 80 rings, plastic, 32mm x 1 1/2m	bundle				0	-				0	-				0	0				0	0	0	320.57	0.00
65	RUBBER BAND, 70mm min lay flat length (#18)	box				3	349.35				0	-				0	0				0	0	3	116.45	349.35
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				9	173.88				0	-				0	0				0	0	9	19.32	173.88
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				50	2,159.50				7	302.33				11	475.09				5	215.95	73	43.19	3,152.87
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				25	1,079.75				7	302.33				7	302.33				5	215.95	44	43.19	1,900.36
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				2	86.38				2	86.38				2	86.38				0	0	6	43.19	259.14
70	STAMP PAD INK, purple or violet	bottle				5	153.70				1	30.74				1	30.74				0	0	7	30.74	215.18
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				2	69.04				0	-				0	0				0	0	2	34.52	69.04
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				15	387.15				8	206.48				7	180.67				3	77.43	33	25.81	851.73
73	STAPLE WIRE, STANDARD, (26/6)	box				14	330.68				1	23.62				0	0				0	0	15	23.62	354.30
74	TAPE, MASKING, width: 24mm (±1mm)	roll				22	1,513.16				0	-				3	206.34				1	68.78	26	68.78	1,788.28
75	TAPE, MASKING, width: 48mm (±1mm)	roll				11	1,441.99				1	131.09				2	262.18				1	131.09	15	131.09	1,966.35
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll				14	488.60				10	349.00				4	139.6				4	139.6	32	34.90	1,116.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				22	299.86				13	177.19				15	204.45				11	149.93	61	13.63	831.43
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				12	397.20				5	165.50				3	99.3				3	99.3	23	33.10	761.30
79	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack				14	1,181.04				12	1,012.32				12	1,012.32				12	1,012.32	50	84.36	4,218.00
80	TWINE, plastic, one (1) kilo per roll	roll				0	-				0	-				0	0				0	0	0	62.30	0.00
81	WRAPPING PAPER, kraft, 65gsm (5%)	pack				0	-				0	-				0	0				0	0	0	160.79	0.00
82	Airline Travel	ticket				0	-				0	-				0	0				0	0	0	0.00	0.00
COMMON OFFICE DEVICES																0	0				0	0	0	0.00	0.00
1	CUTTER BLADE, for heavy duty cutter	tube				5	61.30				4	49.04				3	36.78				3	36.78	15	12.26	183.90
2	CUTTER KNIFE, for general purpose	piece				0	-				0	-				0	0				0	0	0	24.66	0.00
3	DATING AND STAMPING MACHINE, heavy duty	piece				0	-				0	-				0	0				0	0	0	597.02	0.00
4	PENCIL SHARPENER, manual, single cutter head	piece				0	-				0	-				0	0				0	0	0	233.63	0.00
5	PUNCHER, paper, heavy duty, with two hole guide	piece				4	592.40				0	-				0	0				0	0	4	148.10	592.40
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0	-				0	-				0	0				0	0	0	17.14	0.00
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0	-				0	-				0	0				0	0	0	102.54	0.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0	-				0	-				0	0				0	0	0	1,096.74	0.00
9	STAPLE REMOVER, PLIER-TYPE	piece				0	-				0	-				0	0				0	0	0	22.69	0.00

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan Common-Use Supplies and Equipment FY 2019

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT		
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4			AMT Q4	Total Quantity
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	-				0	-				0	0				0	0	0	61.88	0.00
11	WASTEBASKET, non-rigid plastic	piece				0	-				0	-				0	0				0	0	0	31.15	0.00
COMMON JANITORIAL SUPPLIES																									
1	BROOM, soft (tambo)	piece				0	-				0	-				0	0				0	0	0	110.33	0.00
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	-				0	-				0	0				0	0	0	29.86	0.00
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	-				0	-				0	0				0	0	0	51.91	0.00
4	CLEANER, SCOURING POWDER, 350g min./can	can				0	-				0	-				0	0				0	0	0	29.86	0.00
5	DETERGENT POWDER, all purpose, 1kg	pouch				0	-				0	-				0	0				0	0	0	46.72	0.00
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				2	300.48				1	150.24				2	300.48				0	0	5	150.24	751.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	-				0	-				0	0				0	0	0	33.74	0.00
8	FLOOR WAX, PASTE, RED	can				0	-				0	-				0	0				0	0	0	336.16	0.00
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	-				0	-				0	0				0	0	0	109.02	0.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0	-				0	-				0	0				0	0	0	171.32	0.00
11	MOP BUCKET, heavy duty, hard plastic	piece				0	-				0	-				0	0				0	0	0	2,384.93	0.00
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	-				0	-				0	0				0	0	0	177.82	0.00
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	-				0	-				0	0				0	0	0	132.38	0.00
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				5	310.10				0	-				0	0				0	0	5	62.02	310.10
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	-				0	-				0	0				0	0	0	128.50	0.00
16	TRASHBAG, plastic, transparent	roll				0	-				0	-				0	0				0	0	0	174.58	0.00
17	DETERGENT BAR, 140 grams as packed	bar				8	72.64				6	54.48				8	72.64				2	18.16	24	9.08	217.92
COMMON OFFICE EQUIPMENT																									
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	-				0	-				0	0				0	0	0	12,979.20	0.00
2	CALCULATOR, compact, 12 digits	unit				3	506.19				0	-				0	0				0	0	3	168.73	506.19
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	-				0	-				0	0				0	0	0	327.72	0.00
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0	-				0	-				0	0				0	0	0	327.72	0.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	-				0	-				0	0				0	0	0	8,193.77	0.00
6	DOCUMENT CAMERA, 3.2M pixels	unit				0	-				0	-				0	0				0	0	0	31,669.25	0.00
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	-				0	-				0	0				0	0	0	1,309.60	0.00
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	-				0	-				0	0				0	0	0	1,647.06	0.00
9	ELECTRIC FAN, STAND type, plastic blade	unit				0	-				0	-				0	0				0	0	0	1,255.98	0.00
10	ELECTRIC FAN, WALL type, plastic blade	unit				0	-				0	-				0	0				0	0	0	938.40	0.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0	-				0	-				0	0				0	0	0	4,371.40	0.00
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	-				0	-				0	0				0	0	0	1,348.54	0.00
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	-				0	-				0	0				0	0	0	6,230.02	0.00
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	-				0	-				0	0				0	0	0	33,051.53	0.00

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15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	-				0	-				0	0				0	0	0	10,093.92	0.00
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0	-				0	-				0	0				0	0	0	7,112.60	0.00
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	-				0	-				0	0				0	0	0	23,349.58	0.00
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	-				0	-				0	0				0	0	0	7,277.74	0.00
19	PRINTER, LASER, monochrome, network-ready	unit				0	-				0	-				0	0				0	0	0	892.97	0.00
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	-				0	-				0	0				0	0	0	1,654.85	0.00
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	-				0	-				0	0				0	0	0	1,654.85	0.00
22	Desktop Computer, branded	unit				0	-				0	-				0	0				0	0	0	43,064.99	0.00
23	Laptop Computer, branded	unit				0	-				0	-				0	0				0	0	0	43,904.74	0.00
COMMON COMPUTER SUPPLIES																									
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	-				0	-				0	0				0	0	0	851.44	0.00
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	-				0	-				0	0				0	0	0	1,284.94	0.00
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	-				0	-				0	0				0	0	0	955.27	0.00
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	-				0	-				0	0				0	0	0	1,622.40	0.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	-				0	-				0	0				0	0	0	744.80	0.00
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	-				0	-				0	0				0	0	0	1,291.43	0.00
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity/min	piece				90	2,447.10				0	-				40	1087.6				0	0	130	27.19	3,534.70
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece				2	7,566.86				0	-				0	0				0	0	2	3,783.43	7,566.86
9	FLASH DRIVE, 16 GB capacity	piece				0	-				0	-				0	0				0	0	0	314.10	0.00
10	MOUSE, optical, USB connection type	unit				0	-				0	-				0	0				0	0	0	168.47	0.00
HANDBOOK ON PROCUREMENT																									
1	HANDBOOK (RA 9184), 7th Edition	piece				1	57.76				0	-				0	0				0	0	1	57.76	57.76
CONSUMABLES																									
1	DRUM CART, BROTHER DR-3455	cart				0	-				0	-				0	0				0	0	0	8,566.27	0.00
2	INK CART, CANON CL-741, Col.	cart				0	-				0	-				0	0				0	0	0	1,249.90	0.00
3	INK CART, CANON CL-811, Colored	cart				0	-				0	-				0	0				0	0	0	1,284.94	0.00
4	INK CART, CANON PG-740, Black	cart				0	-				0	-				0	0				0	0	0	940.99	0.00
5	INK CART, CANON PG-810, Black	cart				0	-				0	-				0	0				0	0	0	973.44	0.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart				109	34,660.91				30	9,539.70				24	7631.76				16	5087.84	179	317.99	56,920.21
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				57	18,125.43				12	3,815.88				9	2861.91				7	2225.93	85	317.99	27,029.15
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				53	16,853.47				12	3,815.88				9	2861.91				8	2543.92	82	317.99	26,075.18
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				55	17,489.45				12	3,815.88				9	2861.91				8	2543.92	84	317.99	26,711.16
10	INK CART, HP C2P04AA (HP62) Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
12	INK CART, HP C9351AA, (HP21), Black	cart				0	-				0	-				0	0				0	0	0	811.20	0.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	-				0	-				0	0				0	0	0	938.40	0.00

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14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	-				0	-				0	0				0	0	0	1,862.52	0.00
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
21	INK CART, HP CC640WA, (HP60), Black	cart				0	-				0	-				0	0				0	0	0	798.22	0.00
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	-				0	-				0	0				0	0	0	940.99	0.00
23	INK CART, HP CD887AA, (HP703), Black	cart				0	-				0	-				0	0				0	0	0	447.78	0.00
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	-				1	447.78				1	447.78				0	0	2	447.78	895.56
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	-				0	-				0	0				0	0	0	785.24	0.00
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	-				0	-				0	0				0	0	0	785.24	0.00
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	-				0	-				0	0				0	0	0	785.24	0.00
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	-				0	-				0	0				0	0	0	1,551.01	0.00
29	INK CART, HP CH561WA, (HP61), Black	cart				0	-				0	-				0	0				0	0	0	804.71	0.00
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	-				0	-				0	0				0	0	0	1,031.84	0.00
31	INK CART, HP CH565A (HP82) Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
32	INK CART, HP CH566A (HP82) Cyan	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
33	INK CART, HP CH567A (HP82) Magenta	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
34	INK CART, HP CH568A (HP82) Yellow	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0	-				0	-				0	0				0	0	0	1,940.39	0.00
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	-				0	-				0	0				0	0	0	1,466.65	0.00
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	-				0	-				0	0				0	0	0	1,473.14	0.00
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	-				0	-				0	0				0	0	0	1,473.14	0.00
39	INK CART, HP CN692AA, (HP704), Black	cart				0	-				0	-				0	0				0	0	0	447.78	0.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	-				0	-				0	0				0	0	0	447.78	0.00
41	INK CART, HP CZ107AA, (HP678), Black	cart				0	-				0	-				0	0				0	0	0	455.57	0.00
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	-				0	-				0	0				0	0	0	455.57	0.00
43	INK CART, HP CZ121A (HP685A), Black	cart				0	-				0	-				0	0				0	0	0	456.86	0.00
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0	-				0	-				0	0				0	0	0	311.50	0.00
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0	-				0	-				0	0				0	0	0	311.50	0.00
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0	-				0	-				0	0				0	0	0	311.50	0.00

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47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
48	INK CART, HP F6V27AA (HP680) Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
65	RIBBON CART, EPSON C135015516 (#8750), Black	cart				0	-				0	-				0	0				0	0	0	95.78	0.00
66	RIBBON CART, EPSON C135015531 (S015086), Black	cart				0	-				0	-				0	0				0	0	0	904.66	0.00
67	RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0	-				0	-				0	0				0	0	0	94.75	0.00
68	TONER CART, BROTHER TN-2025, Black	cart				0	-				0	-				0	0				0	0	0	3,190.28	0.00
69	TONER CART, BROTHER TN-2130, Black	cart				0	-				0	-				0	0				0	0	0	2,271.36	0.00
70	TONER CART, BROTHER TN-2150, Black	cart				0	-				0	-				0	0				0	0	0	3,264.26	0.00
71	TONER CART, BROTHER TN-3320, Black	cart				0	-				0	-				0	0				0	0	0	3,671.56	0.00
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	-				0	-				0	0				0	0	0	5,352.10	0.00
73	TONER CART, HP CB435A, Black	cart				0	-				0	-				0	0				0	0	0	3,497.89	0.00
74	TONER CART, HP CB540A, Black	cart				0	-				0	-				0	0				0	0	0	4,133.88	0.00
75	TONER CART, HP CE255A, Black	cart				0	-				0	-				0	0				0	0	0	8,429.99	0.00
76	TONER CART, HP CE278A, Black	cart				0	-				0	-				0	0				0	0	0	3,887.27	0.00
77	TONER CART, HP CE285A (HP85A), Black	cart				4	14,443.24				1	3,610.81				0	0				0	0	5	3,610.81	18,054.05
78	TONER CART, HP CE310A, Black	cart				0	-				0	-				0	0				0	0	0	2,978.72	0.00
79	TONER CART, HP CE311A, Cyan	cart				0	-				0	-				0	0				0	0	0	3,108.52	0.00

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80	TONER CART, HP CE312A, Yellow	cart				0	-				0	-				0	0				0	0	0	3,108.52	0.00
81	TONER CART, HP CE313A, Magenta	cart				0	-				0	-				0	0				0	0	0	3,108.52	0.00
82	TONER CART, HP CE320A, Black	cart				0	-				0	-				0	0				0	0	0	3,562.79	0.00
83	TONER CART, HP CE321A, Cyan	cart				0	-				0	-				0	0				0	0	0	3,757.48	0.00
84	TONER CART, HP CE322A, Yellow	cart				0	-				0	-				0	0				0	0	0	3,757.48	0.00
85	TONER CART, HP CE323A, Magenta	cart				0	-				0	-				0	0				0	0	0	3,757.48	0.00
86	TONER CART, HP CE390A, Black	cart				0	-				0	-				0	0				0	0	0	9,598.12	0.00
87	TONER CART, HP CE400A, Black	cart				0	-				0	-				0	0				0	0	0	8,429.99	0.00
88	TONER CART, HP CE401A, Cyan	cart				0	-				0	-				0	0				0	0	0	12,453.54	0.00
89	TONER CART, HP CE402A, Yellow	cart				0	-				0	-				0	0				0	0	0	12,453.54	0.00
90	TONER CART, HP CE403A, Magenta	cart				0	-				0	-				0	0				0	0	0	12,453.54	0.00
91	TONER CART, HP CE410A, (HP305), Black	cart				0	-				0	-				0	0				0	0	0	4,730.92	0.00
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0	-				0	-				0	0				0	0	0	6,742.69	0.00
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0	-				0	-				0	0				0	0	0	6,742.69	0.00
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0	-				0	-				0	0				0	0	0	6,742.69	0.00
95	TONER CART, HP CE505A, Black	cart				0	-				0	-				0	0				0	0	0	4,990.50	0.00
96	TONER CART, HP CE505X, Black, high cap	cart				0	-				0	-				0	0				0	0	0	8,819.36	0.00
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
101	TONER CART, HP CF280XC	cart				0	-				0	-				0	0				0	0	0	8,689.57	0.00
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
105	TONER CART, HP CF287A (HP87) black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
106	TONER CART, HP CF310AC (HP826) black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
107	TONER CART, HP CF311AC (HP826) cyan	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
108	TONER CART, HP CF312AC (HP826) yellow	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
109	TONER CART, HP CF313AC (HP826) magenta	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
111	TONER CART, HP CF350A Black LJ	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
112	TONER CART, HP CF351A Cyan LJ	cart				0	-				0	-				0	0				0	0	0	0.00	0.00

John

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Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4	AMT Q4			Total Quantity
113	TONER CART, HP CF352A Yellow U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
114	TONER CART, HP CF353A Magenta U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
116	TONER CART, HP CF360XC (HP508X) Black Contract U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
118	TONER CART, HP CF361XC (HP508X) Cyan Contract U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
120	TONER CART, HP CF362XC (HP508X) Yellow Contract U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
122	TONER CART, HP CF363XC (HP508X) Magenta Contract U	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
127	TONER CART, HP CF410A (HP410A) black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
128	TONER CART, HP CF410XC (HP410XC) black	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
129	TONER CART, HP CF411A (HP410A) cyan	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
131	TONER CART, HP CF412A (HP410A) yellow	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
133	TONER CART, HP CF413A (HP410A) magenta	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	-				0	-				0	0				0	0	0	0.00	0.00
135	TONER CART, HP Q2612A, Black	cart				2	7,748.60				1	3,874.30				0	0				0	0	3	3,874.30	11,622.90
136	TONER CART, HP Q5942A, Black	cart				0	-				0	-				0	0				0	0	0	9,338.53	0.00
137	TONER CART, HP Q7553A, Black	cart				0	-				0	-				0	0				0	0	0	4,860.71	0.00
138	TONER CART, LEXMARK E360H11P, Black	cart				0	-				0	-				0	0				0	0	0	11,075.15	0.00
139	TONER CART, LEXMARK T650A11P, Black	cart				0	-				0	-				0	0				0	0	0	12,018.74	0.00
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	-				0	-				0	0				0	0	0	3,296.71	0.00
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	-				0	-				0	0				0	0	0	3,634.18	0.00
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	-				0	-				0	0				0	0	0	3,050.11	0.00
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	-				0	-				0	0				0	0	0	3,478.43	0.00
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	-				0	-				0	0				0	0	0	3,426.50	0.00
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	-				0	-				0	0				0	0	0	8,884.26	0.00

Person

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Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT		
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4			AMT Q4	Total Quantity
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	-				0	-				0	0				0	0	0	5,762.76	0.00
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0	-				0	-				0	0				0	0	0	11,811.07	0.00
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	-				0	-				0	0				0	0	0	11,486.59	0.00
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	-				0	-				0	0				0	0	0	6,320.87	0.00
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	-				0	-				0	0				0	0	0	5,438.28	0.00
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0	-				0	-				0	0				0	0	0	7,574.66	0.00
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	-				0	-				0	0				0	0	0	16,722.40	0.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)																									
COMMON ELECTRICAL SUPPLIES																									
1	Battery, 9V Energizer	pcs				1	120.00				0	-				0	0				0	0	1	120.00	120.00
2	Battery, Energizer, AA	pc				2	192.00				2	192.00				2	192				2	192	8	96.00	768.00
3	Electrical tape, big, ordinary, black	rl				2	96.00				2	96.00				0	0				0	0	4	48.00	192.00
4	Electrical tape, big, ordinary, white	rl				1	48.00				1	48.00				0	0				0	0	2	48.00	96.00
5	Electrical wire, Flatcord #16, black	rl				1	3,000.00				0	-				0	0				0	0	1	3,000.00	3,000.00
6	Electrical wire, Flatcord #16, white	rl				1	3,000.00				0	-				0	0				0	0	1	3,000.00	3,000.00
COMMON OFFICE SUPPLIES																									
1	Air freshener - Lysol disinfectant spray	btl				2	700.00				1	350.00				0	0				1	350	4	350.00	1,400.00
2	Air freshener, aerosol type 280 ml	pc				1	205.00				1	205.00				1	205				1	205	4	205.00	820.00
3	Ballpen, Black, M&G	pc				54	712.80				26	343.20				30	396				13	171.6	123	13.20	1,623.60
4	Ballpen, Ordinary (Black)	pc				69	579.60				38	319.20				22	184.8				19	159.6	148	8.40	1,243.20
5	Ballpen, Pilot, (black)	pc				81	2,818.80				31	1,078.80				18	626.4				10	348	140	34.80	4,872.00
6	Ballpen, Pilot, (blue)	pc				49	1,705.20				8	278.40				8	278.4				6	208.8	71	34.80	2,470.80
7	Ballpen, Pilot, (green)	pc				6	208.80				1	34.80				1	34.8				6	208.8	14	34.80	487.20
8	Ballpen, Pilot, (red)	pc				14	487.20				6	208.80				6	208.8				6	208.8	32	34.80	1,113.60
9	Ballpen, Purple, M&G	pc				6	79.20				0	-				0	0				0	0	6	13.20	79.20
10	Ballpen, Red, M&G	pc				9	118.80				4	52.80				2	26.4				9	118.8	24	13.20	316.80
11	Box Ballkbayan # 3 (23 X 18 X 21) minimum 5 pcs.	pc				4	624.00				4	624.00				1	156				1	156	10	156.00	1,560.00
12	Box Ballkbayan #5 (24 X 24X 24) minimum 5 pcs.	pc				2	360.00				1	180.00				1	180				1	180	5	180.00	900.00
13	Bubble wrap 52" x 100m	rl				1	2,160.00				0	-				0	0				0	0	1	2,160.00	2,160.00
14	Card, Time (DTR) 100 pcs/bundle	bdl				1	250.00				0	-				0	0				0	0	1	250.00	250.00
15	Clear book, long, plastic refill (10pcs/pck)	pc				12	576.00				0	-				4	192				0	0	16	48.00	768.00
16	Clear book, short , plastic refill (10pcs/pck)	pck				4	144.00				0	-				0	0				0	0	4	36.00	144.00
17	Clip, foldback, 1" (per box) 12's	bx				4	134.40				3	100.80				2	67.2				1	33.6	10	33.60	336.00
18	Clip, foldback, 1/2" (per box) 12's	bx				16	480.00				3	90.00				4	120				1	30	24	30.00	720.00
19	Clip, foldback, 1-1/4" (per box) 12's	pc				9	324.00				6	216.00				5	180				1	36	21	36.00	756.00

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Item #	Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue				
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4	AMT Q4	Total Quantity	TOTAL AMOUNT	
20	Clip, foldback, 1-5/8" (per box) 12's	bx				5	240.00				4	192.00				1	48				1	48	11	48.00	528.00
21	Clip, folcback, 2" (per box) 12's	bx				2	139.20				1	69.60				1	69.6				0	0	4	69.60	278.40
22	Clip, foldback, 3/4" (per box) 12's	bx				5	120.00				2	48.00				2	48				0	0	9	24.00	216.00
23	Corrugated Board 48'	rl.				1	3,120.00				0	-				0	0				0	0	1	3,120.00	3,120.00
24	Coverboard, morroco for ring binder A4 (Beige) 100's	bx				2	840.00				0	-				0	0				0	0	2	420.00	840.00
25	Coverboards, morroco for ring binder A4 (Black) 100's	bx				4	1,680.00				0	-				0	0				0	0	4	420.00	1,680.00
26	Coverboard, morroco for ring binder long (Black) 100's	bx				1	540.00					-					0					0	1	540.00	540.00
27	Databinder, 10 1/2" x 15" x 3", side mechanism (COA) (	pc				30	3,600.00				10	1,200.00				10	1200				10	1200	60	120.00	7,200.00
28	Databinder, 13" x 10-1/2" x 2-1/2", side mechanism (	pc				2	264.00				2	264.00				2	264				0	0	6	132.00	792.00
29	Databinder, 15" x 10-1/2" x 3", side mechanisim (	pc				52	6,864.00				0	-				4	528				0	0	56	132.00	7,392.00
30	Dater ordinary	pc.				1	48.00				1	48.00				0	0				0	0	2	48.00	96.00
31	Dater self inking	pc.				2	432.00				0	-				0	0				0	0	2	216.00	432.00
32	Envelope, Expanding, brown, long	pc				80	1,056.00				20	264.00				35	462				15	198	150	13.20	1,980.00
33	Envelope, Expanding, brown, short	pc				30	378.00				10	126.00				30	378				10	126	80	12.60	1,008.00
34	Envelope, expanding w/ string, long colored	pc.				10	420.00				10	420.00				10	420				0	0	30	42.00	1,260.00
35	Envelope, letter, CITEM w/ window 500's	bx				1	1,200.00				0	-				0	0				0	0	1	1,200.00	1,200.00
36	Envelope, ordinary, brown, long	pc				186	669.60				38	136.80				72	259.2				23	82.8	319	3.60	1,148.40
37	Envelope, ordinary, brown, short	pc				204	612.00				70	210.00				90	270				45	135	409	3.00	1,227.00
38	Envelope, Plastic expanding w/ string, long, colored	pc.				10	276.00				0	-				0	0				0	0	10	27.60	276.00
39	Envelope, Plastic expanding w/ string, short colored	pc.				25	600.00				0	-				0	0				0	0	25	24.00	600.00
40	Fastener, plastic	bx				4	264.00				0	-				0	0				0	0	4	66.00	264.00
41	Flag Tab (Sign here)	pk.				79	12,134.40				8	1,228.80				13	1996.8				7	1075.2	107	153.60	16,435.20
42	Flag tab arrow (colored)	pk.				16	1,920.00				1	120.00				1	120				1	120	19	120.00	2,280.00
43	Folcier, brown ordinary, long	pc				5	42.00				5	42.00				5	42				5	42	20	8.40	168.00
44	Folcier, brown ordinary, short	pc				22	171.60				1	7.80				1	7.8				1	7.8	25	7.80	195.00
45	Folcier, L-type, Plastic, Transparent short	pc				269	2,259.60				67	562.80				30	252				27	226.8	393	8.40	3,301.20
46	Folcier, L-type, Plastic, Transparent short (colored)	pc				110	1,056.00				60	576.00				55	528				45	432	270	9.60	2,592.00
47	Folcier, L-type, Plastic, Transparent short (colored)	pc				0	-				0	-				0	0				0	0	0	9.60	0.00
48	Folcier, L-type, Plastic, transparent long	pc				70	672.00				5	48.00				5	48				5	48	85	9.60	816.00
49	Folcier, L type, Plastic, transparent long (colored)	pc				109	1,177.20				38	410.40				24	259.2				6	64.8	177	10.80	1,911.60
50	Folder, ordinary, long	pc				75	630.00				28	235.20				11	92.4				23	193.2	137	8.40	1,150.80
51	Folder, ordinary, short	pc				20	144.00				10	72.00					0					0	30	7.20	216.00
52	Folder, plastic w/ slide, long	pc				10	96.00				0	-				0	0				0	0	10	9.60	96.00

Jan

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Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue	TOTAL AMOUNT		
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4	AMT Q4			Total Quantity	
53	Folder, plastic w/ slide, short	pc				20	144.00				0	-				0	0				0	0	20	7.20	144.00	
54	Folder, pressboard, long (green)	pc				179	5,370.00				63	1,890.00				22	660				7	210	271	30.00	8,130.00	
55	Glue stick, permanent	tube				46	3,588.00				13	1,014.00				11	858				2	156	72	78.00	5,616.00	
56	Glue, 130 grms.	pc				1	66.00				1	66.00				2	132				0	0	4	66.00	264.00	
57	Handheld Staple Remover	pc				1	398.00				0	-				0	0				0	0	1	398.00	398.00	
58	Index tab transparent	bx				2	168.00				0	-				0	0				0	0	2	84.00	168.00	
59	Ink for stamp pad (blue)	btl				4	168.00				0	-				0	0				0	0	4	42.00	168.00	
60	Ink for stamp pad (red)	btl				1	42.00					-					0					0	1	42.00	42.00	
61	Pad, sticky note 3 x 3	pad				40	2,400.00				10	600.00				11	660				8	480	69	60.00	4,140.00	
62	Pad, Sticky note cube colored 4's	pad				3	648.00				2	432.00				0	0				1	216	6	216.00	1,296.00	
63	Pad, Sticky note pad 4 x 6 with line	pad				9	864.00				0	-				3	288				0	0	12	96.00	1,152.00	
64	Paper, clip 1" 100's	bx				24	432.00				0	-				1	18				0	0	25	18.00	450.00	
65	Paper, clip 2" 100's	bx				12	288.00				2	48.00				0	0				0	0	14	24.00	336.00	
66	Paper, copy, 80 gsm, A3	rm				1	576.00				0	-				1	576				1	576	3	576.00	1,728.00	
67	Paper, Copy, 80 gsm, A4	rm				270	64,152.00				161	38,253.60				82	19483.2				54	12830.4	567	237.60	134,719.20	
68	Paper, copy, 80 gsm, letter	rm				5	1,020.00				2	408.00				1	204				1	204	9	204.00	1,836.00	
69	Paper, copy, 80 gsm, legal	rm				28	7,728.00				15	4,140.00				15	4140				1	276	59	276.00	16,284.00	
70	Paper, photo glossy A4 (20shs/pck)	pck				13	2,184.00				2	336.00				3	504				0	0	18	168.00	3,024.00	
71	Paper, Photo matte, A3 (20shs/pck)	pck				10	5,000.00				5	2,500.00				5	2500				0	0	20	500.00	10,000.00	
72	Paper, Photo matte, A4 (20shs/pck)	pck				10	1,560.00				0	-				2	312				0	0	12	156.00	1,872.00	
73	Paper, Sticker, A4 glossy (10pcs/pck)	pck				3	792.00				0	-				0	0				0	0	3	264.00	792.00	
74	Paper, Sticker, A4, matte (10pcs/pck)	pck				7	1,848.00				0	-				0	0				0	0	7	264.00	1,848.00	
75	Pen, marking Permanent, (black)	pc				24	1,152.00				6	288.00				2	96				0	0	32	48.00	1,536.00	
76	Pen, marking Permanent, (blue)	pc				3	144.00				0	-				0	0				0	0	3	48.00	144.00	
77	Pen, marking Permanent, (red)	pc				0	-				1	48.00				0	0				0	0	1	48.00	48.00	
78	Pen, marking Whiteboard, (black)	pc				11	462.00				12	504.00				3	126				2	84	28	42.00	1,176.00	
79	Pen, Sign pen, G-tech 4 (Black)	pc				11	924.00				0	-				2	168				0	0	13	84.00	1,092.00	
80	PEN, Sign pen, G-tech 4 (Black) (refill)	pc				9	432.00				1	48.00				1	48				7	336	18	48.00	864.00	
81	Pen, Sign pen, V5 (Black)	pc				59	3,894.00				17	1,122.00				6	396				18	1188	100	66.00	6,600.00	
82	Pen, Sign pen, V5 (Blue)	pc				58	3,828.00				6	396.00				33	2178				18	1188	115	66.00	7,590.00	
83	Pen, Sign pen, V5 (Red)	pc				11	726.00				1	66.00				4	264				3	198	19	66.00	1,254.00	
84	Staple wire #10	box				20	720.00				0	-				0	0				0	0	20	36.00	720.00	
85	Staple wire #33/35, copper	pc				41	2,706.00				12	792.00				9	594				7	462	69	66.00	4,554.00	

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan Common-Use Supplies and Equipment FY 2019

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT			
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4			AMT Q4	Total Quantity	
86	Tape, Transparent 1"	rl				68	1,224.00				8	144.00				4	72				4	72	84	18.00	1,512.00	
87	Tape, Transparent 2"	rl				6	288.00				0	-				0	0				0	0	6	48.00	288.00	
OTHER OFFICE SUPPLIES																										
1	Box, Storage	pc				8	2,800.00				1	350.00				1	350				0	0	10	350.00	3,500.00	
2	Business Card	box				2	720.00				0	-				0	0				0	0	2	360.00	720.00	
3	Business Card Holder notebook type	pc				5	1,080.00				0	-				0	0				0	0	5	216.00	1,080.00	
4	Calling Card of Executive Director	bx					-										0					0	0	480.00	0.00	
5	Cutter blade 10's per tube big	tube				0	-				1	36.00				0	0				1	36	2	36.00	72.00	
6	Cutter HD knife branded big	pc				0	-				1	540.00				0	0				0	0	1	540.00	540.00	
7	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (customize) black	pc				6	756.00				0	-				0	0				0	0	6	126.00	756.00	
8	File, tab divider, short 5 color/set	pk.				10	360.00				0	-				0	0				0	0	10	36.00	360.00	
9	Foam board, white, 30" x 40	pc				3	1,440.00				1	480.00				1	480				0	0	5	480.00	2,400.00	
10	Gum mailing label 3.5 x 1.4 /plain 500 label w/gap	rl.				1	348.00					-				2	696					0	3	348.00	1,044.00	
11	Laminating Film 95mm x 65mm X 125m	bx				1	216.00				1	216.00				1	216				1	216	4	216.00	864.00	
12	Letterhead, CITEM	rm				1	4,800.00				0	-				0	0				0	0	1	4,800.00	4,800.00	
13	Mighty Bond	tube				14	924.00				2	132.00				1	66				2	132	19	66.00	1,254.00	
14	Paper, colored, long (green)	rm				2	720.00				1	360.00				0	0				0	0	3	360.00	1,080.00	
15	Paper, colored, short (blue)	rm				1	336.00				0	-				0	0				0	0	1	336.00	336.00	
16	Pen, marking, fluorescent, (yellow)	pc				23	966.00				0	-				11	462				0	0	34	42.00	1,428.00	
17	Pencil Sharpener HD	pc.				1	360.00				0	-				0	0				0	0	1	360.00	360.00	
18	Pencil, Mongol #2	pc.				34	326.40				13	124.80				14	134.4				12	115.2	73	9.60	700.80	
19	Pilot, CD/DVD double marker, Extra Fine	pc				3	300.00				3	300.00				2	200				0	0	8	100.00	800.00	
20	Plastic Cover clear	rl.				2	2,400.00					-					0					0	2	1,200.00	2,400.00	
21	PVC Cover for ring binder A4 0.3 thickness 100's	bx				6	5,400.00				0	-				0	0				0	0	6	900.00	5,400.00	
22	Ring Binder 1-1/2"	pc				5	240.00				0	-				0	0				0	0	5	48.00	240.00	
23	Ring Binder 1-1/8"	pc				2	72.00				0	-				0	0				0	0	2	36.00	72.00	
24	Ring Binder, 1"	pc				18	648.00				0	-				0	0				0	0	18	36.00	648.00	
25	Ring Binder, 1/2"	pc				15	270.00				0	-				5	90				0	0	20	18.00	360.00	
26	Ring Binder, 1/4"	pc				3	36.00				0	-				0	0				0	0	3	12.00	36.00	
27	Ring Binder, 2"	pc				3	180.00				0	-				0	0				0	0	3	60.00	180.00	
28	Ring Binder, 3/4"	pc				3	72.00				0	-				0	0				0	0	3	24.00	72.00	
29	Ring Binder, 5/16"	pc				2	24.00				0	-				0	0				0	0	2	12.00	24.00	
30	Ring Binder, 5/8"	pc				3	72.00				0	-				0	0				0	0	3	24.00	72.00	
31	Ring Binder, 7/16"	pc				3	54.00				0	-				0	0				0	0	3	18.00	54.00	
32	Ring Binder, 7/8"	pc				2	72.00				0	-				0	0				0	0	2	36.00	72.00	
33	Rubber stamp	pc				1	800.00				0	-				0	0				0	0	1	800.00	800.00	
34	Ruler (long, plastic, ordinary)	pc				2	60.00				0	-				0	0				0	0	2	30.00	60.00	
35	Scientific Calculator	pc				1	1,650.00				0	-				0	0				0	0	1	1,650.00	1,650.00	
36	Scissor HD 8"	pc.				2	204.00				0	-				0	0				0	0	2	102.00	204.00	
37	Spray Adhesive	bel				1	1,080.00					-					0					0	1	1,080.00	1,080.00	
38	Stamp pad felt	pc.				3	108.00				0	-				0	0				0	0	3	36.00	108.00	
39	Stapler remover	pc.				2	108.00					-					0					0	2	54.00	108.00	
40	Stapler, HD with remover	pc				7	3,360.00				0	-				1	480				0	0	8	480.00	3,840.00	
41	Sticker, DTI CITEM Shipper	pc				1000	5,000.00				0	-				0	0				0	0	1000	5.00	5,000.00	
42	TAPE, double adhesive w/ foam, 1"	rl				3	324.00				1	108.00				3	324				0	0	7	108.00		
43	Tape, double adhesive w/o foam 1"	rl				13	1,248.00				3	288.00				7	672				1	96	24	96.00	2,304.00	
44	Tape, double adhesive w/o foam, 1/2"	rl				2	108.00				0	-				0	0				0	0	2	54.00	108.00	
45	Tape, masking, 1"	rl				4	288.00				0	-				0	0				0	0	4	72.00	288.00	
46	Tape, masking, 2"	rl				4	528.00				0	-				2	264				0	0	6	132.00	792.00	
47	Tape, masking, 3"	rl				2	336.00				0	-				0	0				0	0	2	168.00	336.00	
48	Tape, Packaging, 2"	rl				5	330.00				0	-				2	132				0	0	7	66.00	462.00	
49	Tape, Packaging, 3"	rl				1	96.00				1	96.00				1	96				1	96	4	96.00	384.00	

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Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT			
			Jan	Feb	March	Q1	AMT Q1	April	May	June	Q2	AMT Q2	July	Aug	Sept	Q3	AMT Q3	Oct	Nov	Dec	Q4			AMT Q4	Total Quantity	
50	Thermal Paper 210mm x 30m	bx				1	60.00									0	0					0	0	1	60.00	60.00
VEHICLE SUPPLIES																										
1	Car Air Freshener	pc				9	2,700.00									1	300.00					1	300	12	300.00	3,600.00
CARPENTRY AND PLUMBING SUPPLIES																										
1	Glass Door Lock for cabinet	pc				1	200.00									1	200.00					0	0	2	200.00	400.00
2	Paint, Flat white	gal				2	1,392.00									0	0					0	0	2	696.00	1,392.00
3	Palette with handle	pc				5	250.00										0					0	5	50.00	250.00	
4	Roller baby brush with handle	pc				5	200.00										0					0	5	40.00	200.00	
5	Sand Paper A4	pc				10	300.00									0	0					0	0	20	30.00	600.00
6	Wipe out	pc				1	60.00									1	60.00					1	60	4	60.00	240.00
COMPUTER SUPPLIES																										
1	Cable tie 4mm x 200mm	pck				4	480.00									1	120.00							5	120.00	600.00
2	Cable tie 5mm x 300mm	pck				4	432.00									1	108.00							5	108.00	540.00
3	Cable, UTP cat 6	rl				1	9,600.00									0	-							1	9,600.00	9,600.00
4	Epson Ink bottle (L350) - 6643 (magenta)	pc				30	14,400.00									9	4,320.00					10	4800	62	480.00	29,760.00
5	Epson Ink bottle (L350) - 6644 (yellow)	pc				30	14,400.00									9	4,320.00					11	5280	63	480.00	30,240.00
6	Epson Ink bottle (L100,L350,360,385) - 6642 (cyan)	pc				31	14,880.00									10	4,800.00					11	5280	63	480.00	30,240.00
7	Epson Ink bottle (L350) - 6641 (black)	pc				67	32,160.00									25	12,000.00							145	480.00	69,600.00
8	Flash Drive (USB)128GB OTG	pc				5	15,000.00									0	-					20	9600	5	3,000.00	15,000.00
9	Flash Drive (USB)32GB	pc				1	780.00									1	780.00					0	0	2	780.00	1,560.00
10	Ink Bottle, Epson L800 B-6731	btl				4	2,880.00									2	1,440.00					1	720	8	720.00	5,760.00
11	Ink Bottle, Epson L800 C-T6732	btl				2	1,440.00									2	1,440.00					1	720	6	720.00	4,320.00
12	Ink Bottle, Epson L800 LC-T6735	btl				3	2,160.00									3	2,160.00					1	720	8	720.00	5,760.00
13	Ink Bottle, Epson L800 LM-T6736	btl				3	2,160.00									3	2,160.00					1	720	8	720.00	5,760.00
14	Ink Bottle, Epson L800 M-T6733	btl				2	1,440.00									2	1,440.00					2	1440	8	720.00	5,760.00
15	Ink Bottle, Epson L800 Y-6734	btl				2	1,440.00									1	720.00					2	1440	7	720.00	5,040.00
16	Printer Ribbon, Epson LX 300-11	pc				1	110.00									1	110.00					2	1440	7	720.00	5,040.00
MEDICAL SUPPLIES																										
1	Alcohol, 70% isopropyl 500ML	btls				40	3,840.00									18	1,728.00					1	110	4	110.00	440.00
GROCERY																										
1	Aluminum Foil	pc				1	240.00									0	-					5	480	70	96.00	6,720.00
2	Baygon, Insecticide	can				2	840.00									0	-					0	0	1	240.00	240.00
3	Biscuit, butter cookies	tin				5	1,140.00									1	420					0	0	3	420.00	1,260.00
4	Biscuit, vita	tin				5	1,080.00									0	0					0	0	5	228.00	1,140.00
5	Biscuit, skyflakes, plain	tin				6	1,296.00									0	0					0	0	5	216.00	1,080.00
6	Biscuit, sunflower, strawberry flavor	tin				1	216.00									0	-					0	0	6	216.00	1,296.00
7	Coffee Brewed/grinded 500g Batangas Brew	pc				6	2,520.00									6	2,520.00					6	2520	24	420.00	10,080.00
8	Coffee Filters for 1-4 cup coffeemakers	pck				3	720.00									2	480.00					2	480	10	240.00	2,400.00
9	Coffee, nescafe 3-in-1, 30 sachets/pack	pck				10	2,400.00									0	-					0	0	10	240.00	2,400.00
10	Coffee, nescafe, 100g, classic	pck				2	240.00										0						0	2	120.00	240.00
11	Creamer, Coffeemate sachet 100's	pck				1	102.00									1	102.00					1	102	4	102.00	408.00
12	Creamer, Coffeemate, 500g	bx				6	741.60									5	618.00					3	370.8	20	123.60	2,472.00
13	Dishwashing liquid,250 ml	btl				25	3,900.00									10	1,560.00					6	936	50	156.00	7,800.00
14	Hand Sanitizer 75 ml	btl				2	216.00									1	108.00					0	0	3	108.00	324.00
15	Plastic, Stirrer 100's	pck				3	72.00									0	-					0	0	3	24.00	72.00
16	Soap, hand soap liquid, 250 ml	btl				14	2,520.00									3	540.00					3	540	23	180.00	4,140.00
17	Sugar, brown, 1kg/pack	pack				4	264.00									4	264.00					4	264	16	66.00	1,056.00
18	Sugar, White sachet 100's	pack				1	108.00									1	108.00					1	108	4	108.00	432.00
19	Sugar, white, 1 kg/pack	pack				3	270.00									1	90.00					1	90	6	90.00	540.00
20	Table Napkin (Sanicare)	pk				45	1,620.00									12	432.00					10	360	80	36.00	2,880.00

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Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue	TOTAL AMOUNT		
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21	Table Napkin, Folded	pc				8	384.00				6	288.00				8	384				2	96	24	48.00	1,152.00
22	Tea, Lipton 50's original	bx.				1	300.00				0	-				1	300				0	0	2	300.00	600.00
23	Tissue paper, 2 ply	rl				81	1,944.00				33	792.00				32	768				32	768	178	24.00	4,272.00
24	Tissue Unscented, 200 folds	bx				69	4,802.40				21	1,461.60				22	1531.2				20	1392	132	69.60	9,187.20
25	Toilet Duck Cleaner	pc				1	264.00				0	-				1	264				1	264	3	264.00	792.00
C. TOTAL (A + B):																							₱ 997,738.32		
D. ADDITIONAL PROVISION FOR INFLATION (10%)																							₱ 99,773.83		
E. GRAND TOTAL (C + D)																							₱ 1,097,512.15		
F. APPROVED BUDGET BY THE AGENCY HEAD																							₱ 1,288,000.00		
G. MONTHLY CASH REQUIREMENTS																									
G.1 Available at Procurement Service Stores						200,751.54					61,182.49					45,641.88					38,771.21		₱ 346,347.12		
G.2 Other Items not available at PS but regularly purchased from other sources						371,309.80					114,695.20					100,407.20					65,735.00		₱ 652,147.20		
TOTAL MONTHLY CASH REQUIREMENTS						572,061.34					175,877.69					146,049.08					104,506.21		₱ 998,494.32		

*Other categories that are not indicated herein

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

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

Prepared by:


LUCILE G. MOSQUERA
 Member, BAC Secretariat

Certified Funds Available:

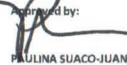

MALERNA C. BUÑAO
 OIC, Controllershship Division


ATTY. ANNA GRACE I. MARPURI
 BAC, Chairman

Recommending Approval by:


MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Approved by:


PAULINA SUACO-JUAN
 Executive Director