

APP-CSE 2027 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2027 FORM - Other Items (Fund 101 - INDICATIVE)

AGENCY CODE/UNSPSC:	60080001670	CONTACT PERSON:	Hidalgo, Ms. Kathin Kaye Tumananbng
AGENCY NAME:	UNIVERSITY OF THE PHILIPPINES MANILA	DESIGNATION:	Administrative Aide VI
ORGANIZATION TYPE:	SUC	EMAIL:	1574dago@up.edu.ph
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INTRODUCTION: This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

REMARKS:

- The APP-CSE 2027 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-phillips.gov.ph).
- All information must be provided accurately.
- To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type R in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
- Upload the APP-CSE 2027 Form - Other Items through the Google Forms Link: <https://shorturl.at/jd6u0>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954436 (Smart) or 0962-8233199 (Smart), or email apccs.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE
- The APP-CSE for FY 2027 must be submitted on or before August 31, 2026

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
					Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug	Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average				
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
1	-	0.7 - 1H Eno-G High-purity graphite		Tube	2	0	0	2	60.00	0	0	0	0	0.00	2	0	0	2	60.00	0	0	0	0	0.00	4	30.00	120.00	
2	-	2 Hole Puncher, 70mm, Heavy Duty		Piece	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00	
3	-	A3 Bondpaper		Ream	2	0	0	2	1,400.00	0	0	0	0	0.00	2	0	0	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00	
4	-	A3 Calling Card Paper White Matte 250gm		Ream	0	0	1	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00	
5	-	A4 White folder		Piece	0	0	0	0	0.00	0	0	10	10	90.00	0	0	0	0	0.00	0	0	0	0	0.00	10	9.00	90.00	
6	-	All Purpose Glue Stick		Piece	10	0	0	10	200.00	0	0	0	0	0.00	10	0	0	10	200.00	0	0	0	0	0.00	20	20.00	400.00	
7	-	All Purpose Glue Sticks Large 22g		Piece	3	0	0	3	225.00	0	0	0	0	0.00	3	0	0	3	225.00	0	0	0	0	0.00	6	75.00	450.00	
8	-	Archfile folder A4 3 inches		Piece	0	0	0	0	0.00	0	0	50	50	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	50	200.00	10,000.00	
9	-	Ball point pen 0.5mm - BLUE (12pcs per box)		Box	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	20	100.00	2,000.00	
10	-	Balpen, black		Piece	151	56	18	225	2,250.00	40	20	16	76	760.00	151	20	12	183	1,830.00	60	6	6	72	720.00	556	10.00	5,560.00	
11	-	Balpen, blue		Piece	141	6	6	153	1,530.00	130	0	0	130	1,300.00	141	0	0	141	1,410.00	30	6	6	42	420.00	466	10.00	4,660.00	
12	-	Balpen, blue (12 pcs/ box)		Box	4	8	0	12	600.00	2	8	0	10	500.00	4	7	1	12	600.00	2	7	0	9	450.00	43	50.00	2,150.00	
13	-	Balpen, blue (50 pcs/ box)		Box	2	0	0	2	700.00	0	0	0	0	0.00	2	0	0	2	700.00	0	0	0	0	0.00	4	350.00	1,400.00	
14	-	Balpen, Red		Piece	77	6	21	104	2,600.00	0	0	0	0	0.00	77	0	0	77	1,925.00	0	6	6	12	300.00	193	25.00	4,825.00	
15	-	Balpen, Red		Box	1	0	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00	
16	-	Battery AA, rechargeable 2/pck		Pack	5	0	0	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	600.00	3,000.00	
17	-	Battery rechargeable		Piece	16	0	0	16	9,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	600.00	9,600.00	
18	-	Black Garbage Bag, XL		Pack	5	0	0	5	500.00	0	0	0	0	0.00	5	0	0	5	500.00	0	0	0	0	0.00	10	100.00	1,000.00	
19	-	Black Toner Cartridge for Kyocera ECOSYS M0540dw/L		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00	
20	-	BLEACHING SOLUTION, 1 LITER		Liters	0	12	0	12	720.00	0	0	0	0	0.00	0	12	0	12	720.00	0	0	0	0	0.00	24	60.00	1,440.00	
21	-	Box, Ballpoint		Piece	20	0	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00	
22	-	Brother BTD100C Ink		Bottle	9	0	0	9	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	500.00	4,500.00	
23	-	Brother BTD100M Ink		Bottle	9	0	0	9	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	500.00	4,500.00	
24	-	Brother BTD100Y Ink		Bottle	9	0	0	9	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	500.00	4,500.00	
25	-	Brother DCP-T7200W Continuous Ink refill (Black) (original ink refill compatible to existing printer Brother DCP-T7200W)		Bottle	0	0	4	4	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,000.00	4,000.00	
26	-	Brother DCP-T7200W Continuous Ink refill (Cyan) (original ink refill compatible to existing printer Brother DCP-T7200W)		Bottle	0	0	4	4	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,000.00	4,000.00	
27	-	Brother DCP-T7200W Continuous Ink refill (Magenta) (original ink refill compatible to existing printer Brother DCP-T7200W)		Bottle	0	0	4	4	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,000.00	4,000.00	
28	-	Brother DCP-T7200W Continuous Ink refill (Yellow) (original ink refill compatible to existing printer Brother DCP-T7200W)		Bottle	0	0	4	4	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,000.00	4,000.00	
29	-	Brother DR 3455 HL-S1000N Drum Unit		Unit	1	0	0	1	5,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	2	5,000.00	10,000.00	
30	-	Brother Ink (5000 Cyan)		Piece	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	4	600.00	2,400.00	
31	-	Brother Ink (5000 Magenta)		Piece	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	4	600.00	2,400.00	
32	-	Brother Ink (5000 Yellow)		Piece	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	4	600.00	2,400.00	
33	-	Brother Ink (BT D60 BK)		Piece	2	0	0	2	1,200.00	2	0	0	2	1,200.00	2	0	0	2	1,200.00	2	0	0	2	1,200.00	8	600.00	4,800.00	
34	-	Brother LC462 Toner/Ink (black)		Bottle	2	0	0	2	1,400.00	0	0	0	0	0.00	2	0	0	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00	
35	-	Brother LC462 Toner/Ink (Cyan)		Bottle	2	0	0	2	1,400.00	0	0	0	0	0.00	2	0	0	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00	
36	-	Brother LC462 Toner/Ink (Magenta)		Bottle	2	0	0	2	1,400.00	0	0	0	0	0.00	2	0	0	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00	
37	-	Brother LC462 Toner/Ink (Yellow)		Bottle	2	0	0	2	1,400.00	0	0	0	0	0.00	2	0	0	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00	
38	-	Brother TN 2360 Toner Cartridge Black		Cart	2	0	0	2	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,300.00	4,600.00	
39	-	Brother TN-2560XL Toner - Black for Brother HL-L2460DW		Cart	1	1	0	2	9,000.00	1	0	0	1	4,500.00	1	1	0	2	9,000.00	1	0	0	1	4,500.00	6	4,500.00	27,000.00	
40	-	BROTHER TN-269 (Black)		Cart	2	0	0	2	12,000.00	2	0	0	2	12,000.00	2	0	0	2	12,000.00	2	0	0	2	12,000.00	8	6,000.00	48,000.00	
41	-	Brother TN-269 CYAN		Cart	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	8	4,540.00	36,320.00	
42	-	Brother TN-269 MAGENTA		Cart	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	8	4,540.00	36,320.00	
43	-	Brother TN-269 YELLOW		Cart	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	2	0	0	2	9,080.00	8	4,540.00	36,320.00	
44	-	Brother toner (Black), MFCL2740DW		Cart	0	0	0	0	0.00	0	0	4	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00	
45	-	Brother Toner Cartridge TN-2250		Cart	0	0	1	1	2,079.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,079.00	2,079.00	
46	-	Brown Envelope (Long)		Pack	0	0	0	0	0.00	0	0	5	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00	

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
47		Brown Envelope (Short)		Pack	0	0	0	0	0.00	0	0	10	10	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	100.00	1,000.00
48		Brown envelopes (50 pcs/pack)		Pack	0	0	0	0	0.00	0	0	2	2	480.00	0	0	0	0	0.00	0	0	0	0	0.00	2	240.00	480.00
49		BT5000 MCV Ink		Piece	0	0	15	15	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	2,000.00	30,000.00
50		BTD100 - (Toner for Brother DCP-TS300W)		Unit	10	0	0	10	5,000.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	14	500.00	7,000.00
51		BTD60 BK Ink		Bottle	0	0	0	0	0.00	0	0	2	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
52		BTD60 BK Ink		Piece	0	0	15	15	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	500.00	7,500.00
53		Bubble wrap		Roll	1	0	0	1	900.00	0	0	0	0	0.00	1	0	0	1	900.00	0	0	0	0	0.00	2	900.00	1,800.00
54		Bulb, LED, 18 watts		Piece	10	24	0	34	7,480.00	50	0	0	50	11,000.00	60	24	0	84	18,480.00	0	0	0	0	0.00	168	220.00	36,960.00
55		Cartridge Lexmark H55100N		Cart	2	0	0	2	24,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12,100.00	24,200.00
56		Case Holder for Certificates		Pack	0	20	0	20	1,000.00	0	0	5	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	25	50.00	1,250.00
57		Cash Register Paper Tape, (57mm)		Roll	0	0	0	0	0.00	24	0	0	24	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	24	50.00	1,200.00
58		Cashbook General Form (51-A)		Book	0	0	0	0	0.00	12	0	0	12	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	12	200.00	2,400.00
59		Certificate Holder		Piece	100	0	265	365	47,815.00	50	0	0	50	6,550.00	65	0	250	315	41,265.00	0	0	0	0	0.00	730	131.00	95,630.00
60		Clear Acrylic Stand (name,label)		Panel	0	0	10	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	300.00	3,000.00
61		Clearbook Legal (20 sheets, 27 holes)		Piece	0	0	0	0	0.00	0	0	20	20	2,400.00	0	0	0	0	0.00					0.00	20	120.00	2,400.00
62		Clip board, A4		Piece	15	0	12	27	3,240.00	0	0	0	0	0.00	15	0	12	27	3,240.00					0.00	54	120.00	6,480.00
63		Clip board, long		Panel	5	0	0	5	550.00	0	0	2	2	220.00	5	0	0	5	550.00					0.00	12	110.00	1,320.00
64		Clipboard, A4, with cover		Piece	10	0	0	10	1,890.00	0	0	0	0	0.00	0	0	0	0	0.00					0.00	10	189.00	1,890.00
65		Colored Multi-purpose Paper(Green), Legal, (80gsm)		Ream	0	0	2	2	920.00	0	0	0	0	0.00	0	0	0	0	0.00					0.00	2	460.00	920.00
66		Colored Multi-purpose Paper(Yellow), A4, (80gsm)		Ream	1	0	2	3	1,215.00	0	0	0	0	0.00	0	0	0	0	0.00					0.00	3	405.00	1,215.00
67		Consumables and parts of Develop Ineo 215 Photocopier (drum unit, fusing unit, feed roller, assay, ribbon, etc)		Unit	1	0	0	1	30,000.00	0	1	0	1	30,000.00	0	0	1	1	30,000.00					0.00	3	30,000.00	90,000.00
68		Copier Ineo 225i Toner TN118		Piece	0	4	0	4	15,600.00	0	0	0	0	0.00	0	4	0	4	15,600.00	0	0	0	0	0.00	8	3,900.00	31,200.00
69		Corrugated cardboard sheets		Bundle	2	0	0	2	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00					0.00	2	550.00	1,100.00
70		Cotton Balls		Box	0	24	0	24	1,440.00	0	0	0	0	0.00	0	24	0	24	1,440.00					0.00	48	60.00	2,880.00
71		Cutting Mat Tool Fabric: Leather Paper Fabric		Piece	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00					0.00	4	400.00	1,600.00
72		Data file box/Magazine holder		Piece	5	0	0	5	1,250.00	0	0	0	0	0.00	5	0	0	5	1,250.00	0	0	0	0	0.00	10	250.00	2,500.00
73		DATA FILE FOLDER WITH RING		Piece	10	0	0	10	1,000.00	0	0	0	0	0.00	10	0	0	10	1,000.00					0.00	20	100.00	2,000.00
74		Data folder, made of chipboard, tagla lock with lever archfile mechanism and tagla lock, thickness: 2.5mm min. dimension: 75mm x 230mm x 380mm min.		Piece	10	0	0	10	1,760.00	10	0	0	10	1,760.00	10	0	0	10	1,760.00	10	0	0	10	1,760.00	40	176.00	7,040.00
75		Dehumidifier, disposable (7s)		Set	10	0	0	10	1,590.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	159.00	1,590.00
76		Desk Tray, 2 layers		Piece	5	0	0	5	1,250.00	30	0	0	30	7,500.00	30	0	0	30	7,500.00	0	0	0	0	0.00	65	250.00	16,250.00
77		Develop Ineo Toner for 205i		Cart	1	0	0	1	6,000.00	0	0	0	0	0.00	1	0	0	1	6,000.00	0	0	0	0	0.00	2	6,000.00	12,000.00
78		Develop Ineo+266i Toner TNX28 Black		Cart	4	0	0	4	48,400.00	3	0	0	3	36,300.00	3	0	0	3	36,300.00	1	0	0	1	12,100.00	11	12,100.00	133,100.00
79		Develop Ineo+266i Toner TNX28 Cyan		Cart	2	1	0	3	59,400.00	2	0	0	2	39,600.00	1	0	0	1	19,800.00	1	0	0	1	19,800.00	7	19,800.00	138,600.00
80		Develop Ineo+266i Toner TNX28 Magenta		Cart	3	3	0	6	118,800.00	2	0	0	2	39,600.00	1	0	0	1	19,800.00	1	0	0	1	19,800.00	10	19,800.00	198,000.00
81		Develop Ineo+266i Toner TNX28 Yellow		Cart	3	1	0	4	79,200.00	2	0	0	2	39,600.00	1	0	0	1	19,800.00	1	0	0	1	19,800.00	8	19,800.00	158,400.00
82		Digital Voice Recorder, 4GB Internal memory		Piece	0	1	0	1	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,500.00	7,500.00
83		DISHWASHING LIQUID		Gallon	39	0	1	40	14,000.00	116	0	1	117	40,950.00	117	0	0	117	40,950.00	16	0	0	16	5,600.00	290	350.00	101,500.00
84		DISINFECTANT, bleaching solution		Gallon	5	0	0	5	1,500.00	0	0	0	0	0.00	5	0	0	5	1,500.00	0	0	0	0	0.00	10	300.00	3,000.00
85		Disposable Face Mask, 3-ply with earloop		Box	49	3	7	59	7,080.00	18	4	12	34	4,080.00	49	6	4	59	7,080.00	21	4	3	28	3,360.00	180	120.00	21,600.00
86		Double sided Tape, 48mm		Roll	50	0	0	50	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	120.00	6,000.00
87		Double-side Tape		Piece	17	0	4	21	1,260.00	5	0	0	5	300.00	9	0	2	11	660.00	5	0	0	5	300.00	42	60.00	2,520.00
88		Drum cartridge for Ricoh copier machine Model MP2015		Cart	0	0	1	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
89		Drum Unit Brother DR-2455 (Brother HK-2375DW)		Unit	0	0	4	4	20,000.00	4	0	0	4	20,000.00	0	0	8	8	40,000.00	0	0	0	0	0.00	16	5,000.00	80,000.00
90		Drum Unit, Develop Ineo+226i		Cart	1	0	0	1	10,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	2	10,000.00	20,000.00
91		Drum Unit, DR-263CL (C/M/Y/BK)		Cart	0	0	4	4	34,000.00	0	0	0	0	0.00	0	0											

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimension, color, or function)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
106	-	Epson Ink 664 (Black)		Bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	12	500.00	6,000.00
107	-	Epson Ink 664 (Cyan)		Bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	12	500.00	6,000.00
108	-	Epson Ink 664 (Magenta)		Bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	12	500.00	6,000.00
109	-	Epson Ink 664 (Yellow)		Bottle	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	3	0	0	3	1,500.00	12	500.00	6,000.00
110	-	Epson Ink Bottle Refill 003 Magenta		Bottle	0	0	0	0	0.00	0	0	5	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	500.00	2,500.00
111	-	Expandable Envelope with Partition and Handle		Piece	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	4	250.00	1,000.00
112	-	Expandable Envelope with string Long		Piece	10	0	0	10	200.00	0	0	0	0	0.00	10	0	0	10	200.00	0	0	0	0	0.00	20	20.00	400.00
113	-	Extension cord, 10 meters		Unit	0	2	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,800.00	3,600.00
114	-	Extension Cord, heavy duty with breaker/switch		Unit	0	0	1	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
115	-	Extension cord, with individual switch, 5 switches		Unit	0	0	0	0	0.00	5	0	0	5	2,500.00	5	0	0	5	2,500.00	0	0	0	0	0.00	10	500.00	5,000.00
116	-	Extension cord, with individual switch, 6 switches		Unit	0	0	4	4	8,000.00	0	0	7	7	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	11	2,000.00	22,000.00
117	-	External Hard Drive, 1TB		Unit	1	0	0	1	2,355.60	1	0	1	2	4,711.20	1	0	0	1	2,355.60	1	0	0	1	2,355.60	5	2,355.60	11,778.00
118	-	FACE MASK		Box	6	0	0	6	1,800.00	6	0	0	6	1,800.00	6	0	0	6	1,800.00	6	0	0	6	1,800.00	24	300.00	7,200.00
119	-	Face Mask, SURGICAL MASK, 3-ply, 50 pcs/ box		Box	26	0	1	27	5,346.00	26	0	0	26	5,148.00	27	0	0	27	5,346.00	26	0	0	26	5,148.00	106	198.00	20,988.00
120	-	File organizer, box		Piece	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	12	250.00	3,000.00
121	-	FILE ORGANIZER, expanding, plastic, 12 pockets		Piece	1	0	0	1	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	120.00	120.00
122	-	Fire Extinguisher Dry Chemical ABC Type - 2.5lbs		Unit	1	0	0	1	1,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,300.00	1,300.00
123	-	FLOOR WAX, LIQUID TYPE, NATURAL 3.75-5.0L		Liter	0	0	0	0	0.00	5	0	0	5	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,500.00	7,500.00
124	-	Fluorescent lamp 16w/18w T8		Piece	0	0	0	0	0.00	25	0	0	25	12,500.00	0	0	0	0	0.00	25	0	0	25	12,500.00	50	500.00	25,000.00
125	-	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)		Piece	10	0	0	10	3,000.00	0	0	0	0	0.00	10	0	0	10	3,000.00	0	0	0	0	0.00	20	300.00	6,000.00
126	-	Folder L type, A4		Box	0	0	0	0	0.00	0	0	2	2	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	2	750.00	1,500.00
127	-	Garbage bag, regular duty, medium		Roll	5	0	0	5	250.00	0	0	0	0	0.00	5	0	0	5	250.00	0	0	0	0	0.00	10	50.00	500.00
128	-	Garbage bag, yellow heavy-duty, 30x43"		Roll	5	0	0	5	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	70.00	350.00
129	-	Gloves, Nitrile, Disposable		Box	12	0	0	12	4,200.00	0	0	0	0	0.00	12	0	0	12	4,200.00	0	0	0	0	0.00	24	350.00	8,400.00
130	-	Glue Sticks		Piece	0	0	0	0	0.00	0	0	10	10	100.00	0	0	0	0	0.00	0	0	0	0	0.00	10	10.00	100.00
131	-	Hand towel 16 x 24" or 40 x 60 cm		Piece	5	0	0	5	500.00	0	0	0	0	0.00	5	0	0	5	500.00	0	0	0	0	0.00	10	100.00	1,000.00
132	-	HDMI Cable/ Connector		Piece	5	0	0	5	5,500.00	0	0	1	1	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,100.00	6,600.00
133	-	Highlighters (Various Color)		Panel	5	0	0	5	100.00	0	0	2	2	40.00	0	0	0	0	0.00	0	0	0	0	0.00	7	20.00	140.00
134	-	HP 202A Cart. (CF500A) HP LASER JET BLACK		Piece	2	0	40	42	378,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42	9,000.00	378,000.00
135	-	HP 202A Cart. (CF501A) HP LASER JET CYAN		Cart	2	0	7	9	81,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	9,000.00	81,000.00
136	-	HP 202A Cart. (CF502A) HP LASER JET YELLOW		Piece	2	0	7	9	81,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	9,000.00	81,000.00
137	-	HP 202A Cart. (CF503A) HP LASER JET MAGENTA		Piece	2	0	7	9	81,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	9,000.00	81,000.00
138	-	HP 204A Black Laserjet Toner Cartridge for LaserJet Pro M154 Printer		Cart	3	0	0	3	10,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,600.00	10,800.00
139	-	HP 204A Cyan Laserjet Toner Cartridge for LaserJet Pro M154 Printer		Cart	2	0	0	2	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,000.00	8,000.00
140	-	HP 204A Magenta Laserjet Toner Cartridge CF513A for LaserJet Pro M154 Printer		Cart	2	0	0	2	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,000.00	8,000.00
141	-	HP 204A Yellow Laserjet Toner Cartridge CF512A for LaserJet Pro M154 Printer		Cart	2	0	0	2	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,000.00	8,000.00
142	-	HP 206A Black, LaserJet Toner Cartridge		Cart	3	0	0	3	15,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	6	5,000.00	30,000.00
143	-	HP 206A Cyan, LaserJet Toner Cartridge		Cart	3	0	0	3	15,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	4	5,000.00	20,000.00
144	-	HP 206A Magenta, LaserJet Toner Cartridge		Cart	3	0	0	3	15,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	4	5,000.00	20,000.00
145	-	HP 206A Yellow, LaserJet Toner Cartridge		Cart	3	0	0	3	15,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	4	5,000.00	20,000.00
146	-	HP 615 GT52 Ink REFILL, BLACK		Bottle	2	0	0	2	700.00	4	0	0	4	1,400.00	2	0	4	6	2,100.00	0	0	0	0	0.00	12	350.00	4,200.00
147	-	HP 615 GT52 Ink REFILL, CYAN		Bottle	1	0	0	1	350.00	2	0	0	2	700.00	1	0	2	3	1,050.00	0	0	0	0	0.00	6	350.00	2,100.00
148	-	HP 615 GT52 Ink REFILL, MAGENTA		Bottle	1	0	0	1	350.00	2	0	0	2	700.00	1	0	2	3	1,050.00	0	0	0	0	0.00	6	350.00	2,100.00
149	-	HP 615 GT52 Ink REFILL, YELLOW		Bottle	1	0	0	1	350.00	2	0	0	2	700.00	1	0	2	3	1,050.00	0	0	0					

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
166	-	Index Card 4x5 assorted colors		Pack	5	0	0	5	250.00	5	0	0	5	250.00	5	0	0	5	250.00	5	0	0	5	250.00	20	50.00	1,000.00
167	-	Index Card 8"x5"		Pack	3	0	0	3	1,200.00	0	0	0	0	0.00	3	0	0	3	1,200.00	0	0	0	0	0.00	6	400.00	2,400.00
168	-	Ineo+3008 Toner TN328 BLACK		Cart	1	0	0	1	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,800.00	8,800.00
169	-	Ineo+3008 Toner TN328 CYAN		Cart	1	0	0	1	23,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,000.00	23,000.00
170	-	Ineo+3008 Toner TN328 MAGENTA		Cart	1	0	0	1	23,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,000.00	23,000.00
171	-	Ineo+3008 Toner TN328 YELLOW		Cart	1	0	0	1	23,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,000.00	23,000.00
172	-	Ink 001 for Epson L14150 (Black)		Bottle	7	0	4	11	10,516.00	8	0	0	8	7,648.00	5	0	3	8	7,648.00	5	0	0	5	4,780.00	32	956.00	30,592.00
173	-	Ink 001 for Epson L14150 (Cyan)		Bottle	6	0	6	12	11,472.00	7	0	0	7	6,692.00	5	0	2	7	6,692.00	5	0	0	5	4,780.00	31	956.00	29,836.00
174	-	Ink 001 for Epson L14150 (Magenta)		Bottle	6	0	0	6	3,300.00	7	0	0	7	3,850.00	5	0	5	10	5,300.00	5	0	0	5	2,750.00	28	550.00	15,400.00
175	-	Ink 001 for Epson L14150 (Yellow)		Bottle	6	0	3	9	8,604.00	7	0	0	7	6,692.00	5	0	2	7	6,692.00	5	0	0	5	4,780.00	28	956.00	26,768.00
176	-	Ink 008 for Epson L15150 (Black)		Bottle	2	0	3	5	7,750.00	2	0	0	2	3,100.00	2	0	3	5	7,750.00	2	0	0	2	3,100.00	14	1,550.00	21,700.00
177	-	Ink 008 for Epson L15150 (Cyan)		Bottle	1	0	6	7	10,850.00	1	0	0	1	1,550.00	1	0	0	1	1,550.00	1	0	0	1	1,550.00	10	1,550.00	15,500.00
178	-	Ink 008 for Epson L15150 (Magenta)		Bottle	1	0	0	1	1,250.00	1	0	0	1	1,250.00	1	0	0	1	1,250.00	1	0	0	1	1,250.00	4	1,250.00	5,000.00
179	-	Ink 008 for Epson L15150 (Yellow)		Bottle	1	0	3	4	6,200.00	1	0	0	1	1,550.00	1	0	0	1	1,550.00	1	0	0	1	1,550.00	7	1,550.00	10,850.00
180	-	Ink cart, Brother BT D60, black		Panel	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
181	-	INK CART, BROTHER LC98K, Black		Cart	3	0	0	3	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,200.00	3,600.00
182	-	INK CART, BROTHER LC99C, Cyan		Cart	2	0	0	2	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	900.00	1,800.00
183	-	INK CART, BROTHER LC99M, Magenta		Cart	2	0	0	2	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	900.00	1,800.00
184	-	INK CART, BROTHER LC99Y, Yellow		Cart	2	0	0	2	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	900.00	1,800.00
185	-	Ink cart, Brother, BT 5000, Cyan		Bottle	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
186	-	Ink cart, Brother, BT 5000, Magenta		Bottle	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
187	-	Ink cart, Brother, BT 5000, Yellow		Bottle	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
188	-	Ink Cart, Ink514K Black, original for Duplo DP 205 II		Piece	0	0	0	0	0.00	4	0	0	4	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	4	900.00	3,600.00
189	-	Ink Cartridge Brother LC-462 XL BK (5 cartridges)		Piece	3	0	3	6	15,000.00	0	0	3	3	7,500.00	0	0	3	3	7,500.00	0	0	0	0	0.00	12	2,500.00	30,000.00
190	-	Ink Cartridge for EPSON C4050 -C13T52R200 S11C46P-Cyan		Cart	4	0	0	4	20,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	5,130.00	20,520.00
191	-	Ink Cartridge for EPSON C4050 -C13T52R300 S11C46P-Magenta		Cart	4	0	0	4	20,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	5,130.00	20,520.00
192	-	Ink Cartridge for EPSON C4050 -C13T52R400 S11C46P-Yellow		Cart	4	0	0	4	20,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	5,130.00	20,520.00
193	-	Ink Cartridge for EPSON C4050 -C13T52R500 S11C46P-Matte Black		Cart	4	0	0	4	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,000.00	16,000.00
194	-	Ink Cartridge, Brother TN269M		Cart	2	0	0	2	9,409.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,704.75	9,409.50
195	-	Ink Cartridge, Brother TN269Y		Cart	2	0	0	2	9,409.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,704.75	9,409.50
196	-	Ink Cartridge, BrotherTN269BK		Cart	5	0	0	5	18,695.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	3,739.00	18,695.00
197	-	Ink cartridge, Epson 003, cyan		Piece	0	0	0	0	0.00	125	0	0	125	56,250.00	125	0	0	125	56,250.00	0	0	0	0	0.00	250	450.00	112,500.00
198	-	Ink cartridge, Epson 003, Magenta		Panel	0	0	50	50	13,500.00	0	0	0	0	0.00	0	0	50	50	13,500.00	0	0	0	0	0.00	100	270.00	27,000.00
199	-	Ink cartridge, Epson 003, magenta		Bottle	0	0	0	0	0.00	125	0	0	125	56,250.00	125	0	0	125	56,250.00	0	0	0	0	0.00	250	450.00	112,500.00
200	-	Ink cartridge, Epson 003, yellow		Bottle	0	0	0	0	0.00	125	0	0	125	56,250.00	125	0	0	125	56,250.00	0	0	0	0	0.00	250	450.00	112,500.00
201	-	Ink Cartridge, LC3619XL black		Cart	3	0	0	3	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,500.00	7,500.00
202	-	Ink Cartridge, LC3619XL cyan		Cart	2	0	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,800.00	3,600.00
203	-	Ink Cartridge, LC3619XL magenta		Cart	2	0	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,800.00	3,600.00
204	-	Ink Cartridge, LC3619XL yellow		Cart	2	0	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,800.00	3,600.00
205	-	Ink for printer, ink bottle, black		Piece	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	4	400.00	1,600.00
206	-	Ink for printer, ink bottle, color		Piece	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	4	400.00	1,600.00
207	-	Ink for Riso SP5130E1A		Tube	0	0	50	50	125,000.00	0	0	0	0	0.00	0	0	50	50	125,000.00	0	0	0	0	0.00	100	2,500.00	250,000.00
208	-	Ink Pad - replacement		Piece	0	0	0	0	0.00	4	0	0	4	600.00	0	0	0	0	0.00	0	0	0	0	0.00	4	150.00	600.00
209	-	Ink Refill, Epson L3210- Black		Panel	0	1	0	1	1,560.00	1</																	

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
226	-	KYOCERA TONER TK-5244K YELLOW		Panel	1	0	0	1	6,065.00	1	0	0	1	6,065.00	1	0	0	1	6,065.00	1	0	0	1	6,065.00	4	6,065.00	24,260.00
227	-	Kyocera Toner TK-7120 for TASKalfa 3212 Copier		Cart	2	0	0	2	17,000.00	2	0	0	2	17,000.00	2	0	0	2	17,000.00	2	0	0	2	17,000.00	8	8,500.00	68,000.00
228		KYOCERA Toner, TNS234C, Cyan		Cart	1	0	0	1	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,500.00	5,500.00
229		Laminating Film A3		Pack	2	0	0	2	1,000.00	0	0	0	0	0.00	2	0	0	2	1,000.00	0	0	0	0	0.00	4	500.00	2,000.00
230		Laminating Film A4		Pack	2	30	0	32	12,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	400.00	12,800.00
231		Laminating film a4		Piece	9	3	3	15	6,000.00	2	0	2	4	1,600.00	8	0	0	8	3,200.00	0	0	0	0	0.00	27	400.00	10,800.00
232		Laminating Film A4 size 250 Microns 20pcs per pack		Pack	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
233		Laminating Film, 250 microns, 12 in x 50 in		Roll	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
234		Laminator		Piece	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
235		LED Bulb, downlight, 18w		Piece	3	4	0	7	3,500.00	0	0	0	0	0.00	3	4	0	7	3,500.00	0	0	0	0	0.00	14	500.00	7,000.00
236		Lexmark 20K3000 Cyan Extra High Yield		Piece	0	2	0	2	51,900.00	0	0	0	0	0.00	0	2	0	2	51,900.00	0	0	0	0	0.00	4	25,950.00	103,800.00
237		Lexmark 20K3000 Black Extra High Yield		Piece	0	2	0	2	25,700.00	0	0	0	0	0.00	0	2	0	2	25,700.00	0	0	0	0	0.00	4	12,850.00	51,400.00
238		Lexmark 20K3000 Magenta Extra High Yield		Piece	0	2	0	2	51,900.00	0	0	0	0	0.00	0	2	0	2	51,900.00	0	0	0	0	0.00	4	25,950.00	103,800.00
239		Lexmark 20K3000 Yellow Extra High Yield		Piece	0	2	0	2	51,900.00	0	0	0	0	0.00	0	2	0	2	51,900.00	0	0	0	0	0.00	4	25,950.00	103,800.00
240		Lexmark CX 431/CS 431 Toner Cartridge (Black)		Cart	6	0	0	6	78,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	13,000.00	78,000.00
241		Lexmark CX 431/CS 431 Toner Cartridge (Cyan)		Cart	2	0	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
242		Lexmark CX 431/CS 431 Toner Cartridge (Magenta)		Cart	2	0	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
243		Lexmark CX 431/CS 431 Toner Cartridge (Yellow)		Cart	2	0	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
244		Liquid Hand Soap, 450 ml		Bottle	1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	12	200.00	2,400.00
245		MAGAZINE FILE BOX, Large size, made of chipboard		Piece	0	0	0	0	0.00	60	0	0	60	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	60	200.00	12,000.00
246		Maintenance Box for Epson L6270		Piece	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
247		Manila Paper (50 pcs/ pack)		Pack	0	38	0	38	13,300.00	0	0	5	5	1,750.00	0	8	0	8	2,800.00	0	0	0	0	0.00	51	350.00	17,850.00
248		Map Pins		Box	0	0	1	1	50.00	40	0	0	40	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	41	50.00	2,050.00
249		Marker Permanent Fine Tip 1.0mm Waterproof (Black)		Piece	10	0	0	10	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	70.00	700.00
250		Marker Permanent Fine Tip 1.0mm Waterproof (White)		Piece	10	0	0	10	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	70.00	700.00
251		Master for Riso SFS130E1A		Roll	0	0	50	50	200,000.00	0	0	0	0	0.00	0	0	50	50	200,000.00	0	0	0	0	0.00	100	4,000.00	400,000.00
252		Memory Card, SDXC, 128gb		Piece	0	0	1	1	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	800.00	800.00
253		Metal Meter Stick (1meter)		Piece	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
254		Metal ruler 12"		Piece	3	0	0	3	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	100.00	300.00
255		MCP HEAD, made of rayon		Piece	22	48	0	70	39,900.00	50	0	0	50	28,500.00	5	48	0	53	30,210.00	0	0	0	0	0.00	173	570.00	98,610.00
256		Mophandle, aluminum handle, screw type 5ft		Piece	22	12	0	34	12,750.00	0	0	0	0	0.00	0	12	0	12	4,500.00	0	0	0	0	0.00	46	375.00	17,250.00
257		MOPHANDLE, HD, screw type, wooden, with metal mophead clipper		Unit	0	0	0	0	0.00	50	0	0	50	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	50	100.00	5,000.00
258		NOTE PAD, stick on, 50mm x 50mm (2" x 2") min, sheet thickness: 0.09mm min, 72gm min, 400 sheets		Pad	0	0	0	0	0.00	200	0	0	200	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	200	70.00	14,000.00
259		Notebooks spring type 80 sheets		Piece	20	0	0	20	1,650.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	82.50	1,650.00
260		Official Receipts Accountable Form (S1-C)		Pad	0	0	0	0	0.00	250	0	0	250	37,500.00	0	0	0	0	0.00	0	0	0	0	0.00	250	150.00	37,500.00
261		OPC Drum for copier, Gestetner		Drums	0	1	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,000.00	4,000.00
262		Original Ink Cartridge Brother LC462, Cyan		Piece	2	0	2	4	12,000.00	0	0	2	2	6,000.00	0	0	2	2	6,000.00	0	0	0	0	0.00	8	3,000.00	24,000.00
263		Original Ink Cartridge Brother LC462, Magenta		Piece	2	0	2	4	12,000.00	0	0	2	2	6,000.00	0	0	2	2	6,000.00	0	0	0	0	0.00	8	3,000.00	24,000.00
264		Original Ink Cartridge Brother LC462, Yellow		Piece	2	0	2	4	12,000.00	0	0	2	2	6,000.00	0	0	2	2	6,000.00	0	0	0	0	0.00	8	3,000.00	24,000.00
265		Page Markers Sticky Index Tabs		Pack	30	0	0	30	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	100.00	3,000.00
266		Paper A3 size		Ream	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
267		Paper Bond, red short 80gm		Pack	1	0	0	1	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	100.00	100.00
268		Paper Cutter		Piece	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
269		Paper Fastener, plastic		Box	15	28	0	43	4,085.00	0	0	0	0	0.00	0	28	0	28	2,660.00	0	0	0	0	0.00	71	95.00	6,745.00
270		PAPER MULTICOPY, size 287mm x 420mm or 11.7 in x 16.5 in (A3)		Ream	15	0	0	15	16,500.00	14																	

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					Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
286		Printer Ink (1p GT32 Yellow)		Bottle	0	0	0	0	0.00	10	0	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	300.00	3,000.00
287		Record book, 200 pages		Piece	10	0	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	200.00	2,000.00
288		Red Ball Pen 0.55 mm (Box of 50s)		Box	0	3	0	3	1,830.00	0	0	0	0	0.00	0	3	0	3	1,830.00	0	0	0	0	0.00	6	610.00	3,660.00
289		RER booklet		Pad	3	0	0	3	150.00	0	0	0	0	0.00	3	0	0	3	150.00	0	0	0	0	0.00	6	50.00	300.00
290		Ribbon Cart, EPSON C13015531 (5015086), Black		Cart	3	0	0	3	4,500.00	3	0	0	3	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,500.00	9,000.00
291		Ricoh MP-2014ES, for Gestetner MP-2014D Photocopier		Cart	0	0	3	3	12,000.00	0	0	0	0	0.00	0	0	3	3	12,000.00	0	0	0	0	0.00	6	4,000.00	24,000.00
292		RING BINDER, 3 rings (2 inches diameter), A4 size		Piece	5	0	0	5	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	400.00	2,000.00
293		RING BINDER, 3 rings (3 inches diameter), A4 size		Piece	5	0	0	5	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	400.00	2,000.00
294		Riso Ink CV Black UA		Tube	10	0	0	10	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,400.00	14,000.00
295		Riso Master CV B4 UA		Roll	10	0	0	10	28,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	2,850.00	28,500.00
296		RUBBER STAMP		Piece	0	0	0	0	0.00	10	0	0	10	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	10	150.00	1,500.00
297		Rubber Stamp, Trodat Machine		Piece	0	0	0	0	0.00	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
298		Rubber Stamp/Trodat Machine		Piece	53	0	0	53	53,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	53	1,000.00	53,000.00
299		Ruler, Heavy Duty, 30cm		Piece	2	0	0	2	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	200.00	400.00
300		Sack		Piece	50	0	0	50	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	15.00	750.00
301		Self-adhesive flags		Piece	5	0	0	5	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	30.00	150.00
302		SEMINAR BADGE/ ID 105X74MM WITH LANYARD		Piece	0	0	0	0	0.00	0	0	50	50	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	50	35.00	1,750.00
303		Sharp MX-237, for Sharp AR-6025N Multi-copier		Cart	2	0	0	2	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,000.00	16,000.00
304		Sharp MX-3114N Toner Cartridge Black		Cart	1	0	0	1	5,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,600.00	5,600.00
305		Sharp MX-3114N Toner Cartridge Cyan		Cart	1	0	0	1	7,500.00	0	0	0	0	0.00	1	0	0	1	7,500.00	0	0	0	0	0.00	2	7,500.00	15,000.00
306		Sharp MX-3114N Toner Cartridge Magenta		Cart	1	0	0	1	7,500.00	0	0	0	0	0.00	1	0	0	1	7,500.00	0	0	0	0	0.00	2	7,500.00	15,000.00
307		Sharp MX-3114N Toner Cartridge Yellow		Cart	1	0	0	1	7,500.00	0	0	0	0	0.00	1	0	0	1	7,500.00	0	0	0	0	0.00	2	7,500.00	15,000.00
308		Sign here flags/bags		Pack	100	0	4	104	18,616.00	65	0	2	67	11,993.00	70	0	4	74	13,246.00	55	0	0	55	9,845.00	300	179.00	53,700.00
309		Sign Pen, Purple, liquid/gel ink, 0.5mm needle tip		Piece	15	0	0	15	900.00	0	0	0	0	0.00	15	0	0	15	900.00	0	0	0	0	0.00	30	60.00	1,800.00
310		SOAP, BATHROOM, 90 grams, 1 piece in individual box		Panel	13	3	3	19	380.00	113	3	3	119	2,380.00	13	3	3	19	380.00	13	3	3	19	380.00	176	20.00	3,520.00
311		Special Paper for Certificates A4 size		Pack	2	0	0	2	500.00	0	0	0	0	0.00	2	0	0	2	500.00	0	0	0	0	0.00	4	250.00	1,000.00
312		Specialty Paper for Certificate		Pack	10	0	0	10	60.00	100	0	4	104	624.00	10	0	0	10	60.00	0	0	0	0	0.00	124	6.00	744.00
313		Specialty papers (certificates) 10s		Pack	0	0	3	3	24.00	0	0	0	0	0.00	3	0	0	3	24.00	0	0	0	0	0.00	6	8.00	48.00
314		Specialty papers (certificates) 10s		Pack	18	0	3	21	1,155.00	20	3	0	23	1,265.00	28	0	3	31	1,705.00	20	3	0	23	1,265.00	98	55.00	5,390.00
315		Specialty/Board Paper 180/200GSM 100sheets (White or Pale Cream)		Pack	0	0	1	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00
316		stamping date, self-inking stamp		Piece	2		2		872.00					0.00					0.00					0.00	2	436.00	872.00
317		Stamps		Piece	8	0	0	8	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	100.00	800.00
318		Staple wire No. 11		Box	5	0	0	5	275.00	5	0	0	5	275.00	5	0	0	5	275.00	5	0	0	5	275.00	20	55.00	1,100.00
319		Staple wire No. 11		Box	10	0	0	10	5,500.00	10	0	0	10	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	20	550.00	11,000.00
320		Sticker paper A4 glossy		Piece	10	0	0	10	465.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	465.10	4,651.00
321		Sticker paper A4 glossy		Piece	2	0	0	2	140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	70.00	140.00
322		Sticker Paper A4 Matte White 10s		Pack	28	0	0	28	2,100.00	0	0	2	2	150.00	8	0	0	8	600.00	0	0	0	0	0.00	38	75.00	2,850.00
323		Sticker paper, A4		Pack	17	0	3	20	930.20	133	0	5	138	6,418.38	8	0	3	11	511.61	8	0	0	8	372.08	177	46.51	8,232.27
324		Sticky Tape Flags		Pack	20	0	0	20	1,800.00	20	0	0	20	1,800.00	20	0	0	20	1,800.00	20	0	0	20	1,800.00	80	90.00	7,200.00
325		Strk on Notes, tape flags		Piece	10	0	0	10	731.00	10	0	0	10	731.00	10	0	0	10	731.00	10	0	0	10	731.00	40	73.10	2,924.00
326		Storage Box (120L)		Piece	5	0	0	5	7,500.00	0	0	0	0	0.00	5	0	0	5	7,500.00	0	0	0	0	0.00	10	1,500.00	15,000.00
327		STORAGE BOX WITH COVER		Piece	2	0	0	2	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	150.00	300.00
328		Storage Box with lid, size 16 L x 11 W x 11 H mm, color: Kraft		Piece	22	0	0	22	10,890.00	2	0	0	2	990.00	2	0	0	2	990.00	2	0	0	2	990.00	28	495.00	13,880.00
329		Storage box, plastic, 2L		Piece	5	0	0	5	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	200.00	1,000.00
330		Tape Double Sided 1 inch 10 meters		Roll	20	0	0	20	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00			

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					Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
346		Toner Brother TN 263 Yellow		Piece	0	3	0	3	16,500.00	0	0	0	0	0.00	0	3	0	3	16,500.00	0	0	0	0	0.00	6	5,500.00	33,000.00
347		Toner cart Brother TN348		Piece	1	0	0	1	6,500.00	0	0	0	0	0.00	1	0	0	1	6,500.00	0	0	0	0	0.00	2	6,500.00	13,000.00
348		Toner Cart for HP Laserjet 107A printer		Piece	10	0	0	10	45,000.00	10	0	0	10	45,000.00	10	0	0	10	45,000.00	10	0	0	10	45,000.00	40	4,500.00	180,000.00
349		Toner Cart HP(C2885A) 85A Black Original Laser Jet Toner Cartridge		Cart	3	0	0	3	9,369.63	0	0	0	0	0.00	3	0	0	3	9,369.63	0	0	0	0	0.00	6	3,123.21	18,739.26
350		Toner Cart, Brother TN-451 Black		Cart	3	0	0	3	12,600.00	3	0	0	3	12,600.00	3	0	0	3	12,600.00	3	0	0	3	12,600.00	12	4,200.00	50,400.00
351		Toner Cart, Brother TN-451 Cyan		Cart	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	8	4,200.00	33,600.00
352		Toner Cart, Brother TN-451 Magenta		Cart	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	8	4,200.00	33,600.00
353		Toner Cart, Brother TN-451 Yellow		Cart	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	2	0	0	2	8,400.00	8	4,200.00	33,600.00
354		Toner cart, Brother, TN-456C (Super High Yield), cyan		Cart	5	0	0	5	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	12,000.00	60,000.00
355		Toner cart, Brother, TN-456BK (Super High Yield), black		Cart	5	0	0	5	40,000.00	0	0	0	0	0.00	5	0	0	5	40,000.00	0	0	0	0	0.00	10	8,000.00	80,000.00
356		Toner cart, Brother, TN-456M (Super High Yield), magenta		Cart	5	0	0	5	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	12,000.00	60,000.00
357		Toner cart, Brother, TN-456Y (Super High Yield), yellow		Cart	5	0	0	5	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	12,000.00	60,000.00
358		Toner Cart, HP Laserjet Pro M254nw 202A, CF 500A, Black		Piece	2	0	0	2	12,700.00	2	0	0	2	12,700.00	2	0	0	2	12,700.00	2	0	0	2	12,700.00	8	6,350.00	50,800.00
359		Toner Cart, HP Laserjet Pro M254nw 202A, CF 502A, Yellow		Piece	1	0	0	1	6,350.00	1	0	0	1	6,350.00	1	0	0	1	6,350.00	1	0	0	1	6,350.00	4	6,350.00	25,400.00
360		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 500A, Black		Piece	4	0	0	4	25,400.00	2	0	0	2	12,700.00	1	0	1	2	12,700.00	1	0	0	1	6,350.00	9	6,350.00	57,150.00
361		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 501A, Cyan		Piece	4	0	0	4	25,400.00	2	0	0	2	12,700.00	1	0	1	2	12,700.00	1	0	0	1	6,350.00	9	6,350.00	57,150.00
362		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 501A, Cyan		Piece	1	0	0	1	7,000.00	1	0	0	1	7,000.00	1	0	0	1	7,000.00	1	0	0	1	7,000.00	4	7,000.00	28,000.00
363		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 502A, Yellow		Piece	3	0	0	3	19,050.00	2	0	0	2	12,700.00	1	0	1	2	12,700.00	1	0	0	1	6,350.00	8	6,350.00	50,800.00
364		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 502A, Yellow		Piece	1	0	0	1	6,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,350.00	6,350.00
365		Toner Cart, HP Laserjet Pro M254nw 202 A, CF 503A, Magenta		Piece	5	0	0	5	31,750.00	3	0	0	3	19,050.00	2	0	1	3	19,050.00	2	0	0	2	12,700.00	13	6,350.00	82,550.00
366		Toner cart, Lexmark 78C30C3 Cyan		Cart	2	0	0	2	28,000.00	0	0	0	0	0.00	2	0	0	2	28,000.00	0	0	0	0	0.00	4	14,000.00	56,000.00
367		Toner cart, Lexmark 78C30K3 Black		Cart	4	0	0	4	40,000.00	0	0	0	0	0.00	4	0	0	4	40,000.00	0	0	0	0	0.00	8	10,000.00	80,000.00
368		Toner cart, Lexmark 78C30M3 Magenta		Cart	2	0	0	2	28,000.00	0	0	0	0	0.00	2	0	0	2	28,000.00	0	0	0	0	0.00	4	14,000.00	56,000.00
369		Toner cart, Lexmark 78C30Y3 Yellow		Cart	2	0	0	2	28,000.00	0	0	0	0	0.00	2	0	0	2	28,000.00	0	0	0	0	0.00	4	14,000.00	56,000.00
370		Toner cartridge BROTHER TN-240, Black		Piece	0	0	0	0	0.00	6	0	0	6	30,000.00	0	0	6	6	30,000.00	0	0	0	0	0.00	12	5,000.00	60,000.00
371		Toner Cartridge, Develop Ineo+226 - Black		Piece	0	2	1	3	48,000.00	0	0	0	0	0.00	0	1	0	1	16,000.00	0	0	0	0	0.00	4	16,000.00	64,000.00
372		Toner Cartridge, Develop Ineo+226 - Cyan		Piece	0	2	1	3	33,000.00	0	0	0	0	0.00	0	1	0	1	11,000.00	0	0	0	0	0.00	4	11,000.00	44,000.00
373		Toner Cartridge, Develop Ineo+226 - Magenta		Piece	0	2	1	3	33,000.00	0	0	0	0	0.00	0	1	0	1	11,000.00	0	0	0	0	0.00	4	11,000.00	44,000.00
374		Toner Cartridge, Develop Ineo+226 - Yellow		Piece	0	2	1	3	33,000.00	0	1	0	1	11,000.00	0	1	0	1	11,000.00	0	0	0	0	0.00	5	11,000.00	55,000.00
375		Toner Cartridge, HP Color LaserJet, M254nw, Black		Piece	1	0	0	1	5,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	2	5,000.00	10,000.00
376		Toner Cartridge, HP Color LaserJet, M254nw, Cyan		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
377		Toner Cartridge, HP Color LaserJet, M254nw, Magenta		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
378		Toner Cartridge, HP Color LaserJet, M254nw, Yellow		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
379		Toner Cartridge, HP Color LaserJet, Pro HPF M282nw, Black		Cart	1	0	0	1	5,000.00	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	2	5,000.00	10,000.00
380		Toner Cartridge, HP Color LaserJet, Pro HPF M282nw, Cyan		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
381		Toner Cartridge, HP Color LaserJet, Pro HPF M282nw, Magenta		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
382		Toner Cartridge, HP Color LaserJet, Pro HPF M282nw, Yellow		Cart	1	0	0	1	7,000.00	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
383		Toner Develop Ineo+ 226, TN226C Cyan		Piece	2	0	0	2	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,000.00	12,000.00
384		Toner Develop Ineo+ 226, TN226C Cyan		Piece	6	0	0	6	118,800.00	1	0	0	1	19,800.00	1	0	0	1	19,800.00	0	0	0	0	0.00	8	19,800.00	158,400.00
385		Toner Develop Ineo+ 226, TN226K Black		Piece	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
386		Toner Develop Ineo+ 226, TN226K Black		Piece	5	2	0	7	84,700.00	1	0	0	1	12,100.00	0	0	0	0	0.00	0	0	0	0	0.00	8	12,100.00	96,800.00
387		Toner Develop Ineo+ 226, TN226M Magenta		Piece	7	0	0	7	138,600.00	1	0	0	1	19,800.00	1	0	0	1	19,800.00	0	0	0	0	0.00	9	19,800.00	178,200.00
388		Toner Develop Ineo+ 2																									

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	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							
406		Toner, Fuji Xerox DocuCentre S2320		Cart	1	0	0	1	4,900.00	1	0	0	1	4,900.00	1	0	0	1	4,900.00	1	0	0	1	4,900.00	4	4,900.00			19,600.00		
407		Toner, KYOCERA TASKalfa 4002i, Black		Cart	3	0	0	3	52,981.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	17,660.50			52,981.50		
408		Toner, Kyocera TKC195		Cart	3	0	0	3	33,000.00	3	0	0	3	33,000.00	3	0	0	3	33,000.00	3	0	0	3	33,000.00	12	11,000.00			132,000.00		
409		Transparent A5 file case		Piece	10	0	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	200.00			2,000.00		
410		Transparent Plastic Cover Roll 48"x50m/roll, thickness 5		Roll	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00			8,000.00		
411		Trash bag L100/ pack (Yellow, Green & Red)		Pack	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00			500.00		
412		Trash bag M (100/ pack)		Pack	0	10	0	10	4,000.00	0	0	0	0	0.00	0	10	0	10	4,000.00	0	0	0	0	0.00	20	400.00			8,000.00		
413		Trash Bag Small - Black		Pack	10	0	0	10	280.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	28.00			280.00		
414		Trash bag, black with the size : XL 100s		Pack	20	11	0	31	15,500.00	0	0	0	0	0.00	20	10	0	30	15,000.00	0	0	0	0	0.00	61	500.00			30,500.00		
415		Trash bag, black, large 100s		Pack	4	10	1	15	6,000.00	3	1	0	4	1,600.00	4	10	1	15	6,000.00	3	1	0	4	1,600.00	38	400.00			15,200.00		
416		Trash bag, black, Medium, 10pc/roll		Roll	20	24	0	44	2,200.00	20	0	0	20	1,000.00	20	0	0	20	1,000.00	20	0	0	20	1,000.00	104	50.00			5,200.00		
417		Trash bag, black, size: S, 100s		Pack	30	0	0	30	9,000.00	0	0	0	0	0.00	30	0	0	30	9,000.00	0	0	0	0	0.00	60	300.00			18,000.00		
418		Trash Bag, Medium Black		Pack	0	0	0	0	0.00	200	0	0	200	16,000.00	200	0	0	200	16,000.00	0	0	0	0	0.00	400	80.00			32,000.00		
419		Trash bag, small, black 100s		Pack	9	0	0	9	2,700.00	9	0	0	9	2,700.00	9	0	0	9	2,700.00	9	0	0	9	2,700.00	36	300.00			10,800.00		
420		Trash bag, yellow, large 100s		Pack	11	0	1	12	4,800.00	0	1	0	1	400.00	1	0	1	2	800.00	0	1	0	1	400.00	16	400.00			6,400.00		
421		Trash bag, yellow, with the size: XL, 100s		Pack	10	0	0	10	5,000.00	0	0	0	0	0.00	10	0	0	10	5,000.00	0	0	0	0	0.00	20	500.00			10,000.00		
422		Vellum Paper, white, legal size, 10"/pk		Pack	0	0	0	0	0.00	120	0	0	120	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	120	150.00			18,000.00		
423		VGA to HDMI Adaptor		Piece	3	0	0	3	4,550.00	0	0	1	1	1,650.00	2	0	0	2	3,300.00	0	0	0	0	0.00	6	1,650.00			9,900.00		
424		Waterproof, Label Stickers		Roll	2	0	0	2	320.00	0	0	0	0	0.00	2	0	0	2	320.00	0	0	0	0	0.00	4	160.00			640.00		
425		White Board Marker pens(Red), 12 pcs/pack		Box	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00			800.00		
426		White Folder(10 pcs/pk)		Package	25	0	0	25	1,250.00	25	0	0	25	1,250.00	25	0	0	25	1,250.00	25	0	0	25	1,250.00	100	50.00			5,000.00		
427		Whiteboard marker (dual color (black, blue)		Piece	4	0	0	4	140.00	4	0	0	4	140.00	4	0	0	4	140.00	4	0	0	4	140.00	16	35.00			560.00		
A. TOTAL																												P		10,811,416.83	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																													P		1,081,141.66
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																													P		-
D. GRAND TOTAL (A + B+ C)																													P		11,892,558.29
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																															

We hereby warrant that the total amount reflected in this Annual 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:

KATHLIN KAYE T. HIDALGO
ADMINISTRATIVE AIDE VI

REVIEWED BY:

MELODY JAYE L. ROJO
Director I, Procurement Management Office

Certified Funds Available / Certified Appropriate Funds Available: *

SHEILA BETH C. NGOHO
OIC, BUDGET OFFICE

Recommending approval by:

JOHANNA PATRICIA D. ADEYOSO-CANAL, M.D., MHA, MSc
VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

*Subject to the availability of funds / actual collections and approval of the FY 2027 GAA/IOB

Date prepared: August 5, 2026

Approved by:

MICHAEL L. TER, M.D., MHPED
CHANCELLOR

11 AUG 2026