

| No. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue | Total Amount for the year | |
|-----|-------------|---|-----------------|------------------------------|-----|-----|-----|-----------|----|----|----|----|----|----|----|----|----|----|----|----|-----------------------------|-----------------|---------------------------|-----------|
| | | | | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | | | | Q3 |
| 24 | | Black, regular 800 | pc | 120 | | | 120 | 4,500.00 | | | | | | | | | | | | | | 120 | 45.00 | 5,400.00 |
| 25 | | Decorating Appl. White | pc | 107 | | | 107 | 6,955.00 | | | | | | | | | | | | | | 107 | 65.00 | 6,955.00 |
| 26 | | Decorat. Appl. | pc | 20 | | | 20 | 250.00 | | | | | | | | | | | | | | 20 | 12.50 | 250.00 |
| 27 | | Decorat. Appl. Non-Std. 3/4" long x 3/8" wide | pc | 2 | | | 2 | 2,500.00 | | | | | | | | | | | | | | 2 | 1,250.00 | 2,500.00 |
| 28 | | FURNITURE - CHAIR, uphol. type, 200ml | car | 24 | | | 24 | 8,260.00 | | | | | | | | | | | | | | 24 | 344.17 | 8,260.00 |
| 29 | | High-Back Chair-Assembled-Fa | pack | 25 | | | 25 | 5,300.00 | | | | | | | | | | | | | | 25 | 200.00 | 5,000.00 |
| 30 | | High-Back Chair | car | 120 | | | 120 | 4,760.00 | | | | | | | | | | | | | | 120 | 39.67 | 4,760.00 |
| 31 | | Ring Curtain with Rod, 5 in L. sat. Wt. | set | 1 | | | 1 | 3,500.00 | | | | | | | | | | | | | | 1 | 3,500.00 | 3,500.00 |
| 32 | | Trash Bin Yellow Swing Top, 20lt capacity | unit | 21 | | | 21 | 26,200.00 | | | | | | | | | | | | | | 21 | 1,247.62 | 25,999.90 |
| 33 | | TRASH BIN, Pedal type | unit | 2 | | | 2 | 1,100.00 | | | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 34 | | LED Light TS, 25 watts, daylight | set | 27 | | | 27 | 17,455.00 | | | | | | | | | | | | | | 27 | 646.48 | 17,455.00 |
| 35 | | Adapter, Universal Socket Adapter | pc | 25 | | | 25 | 791.25 | | | | | | | | | | | | | | 25 | 31.65 | 791.25 |
| 36 | | Battery with charger, rechargeable, size AA 1.5V, 4 slots | set | 6 | | | 6 | 6,510.00 | | | | | | | | | | | | | | 6 | 1,085.00 | 6,510.00 |
| 37 | | Battery, size AAA | pc | 50 | | | 50 | 1,500.00 | | | | | | | | | | | | | | 50 | 30.00 | 1,500.00 |
| 38 | | Cable Tie, Nylon/Velcro, 4 x 10 (100pcs per pack) | pack | 6 | | | 6 | 1,200.00 | | | | | | | | | | | | | | 6 | 200.00 | 1,200.00 |
| 39 | | Cable Tie, Nylon/Velcro, 4 x 10 (50pcs per pack) | pack | 1 | | | 1 | 90.00 | | | | | | | | | | | | | | 1 | 90.00 | 90.00 |
| 40 | | Door Knob, Chrome w/ 1 key, locked type | pc | 5 | | | 5 | 2,600.00 | | | | | | | | | | | | | | 5 | 520.00 | 2,600.00 |
| 41 | | Electrical Hubs/Outlet, 100 outlets with 4 gang internal outlet 2500VA, 10ft | unit | 42 | | | 42 | 27,675.00 | | | | | | | | | | | | | | 42 | 659.14 | 27,675.00 |
| 42 | | Electrical Hubs/Outlet, 10 outlets with 3 gang | unit | 67 | | | 67 | 10,120.00 | | | | | | | | | | | | | | 67 | 151.04 | 10,120.00 |
| 43 | | Electrical Hubs/Outlet, Black/White Wire, 10 Hubs with 3 gang, 1000VA & 1500VA Plug-In Outlet Combination | unit | 18 | | | 18 | 22,920.00 | | | | | | | | | | | | | | 18 | 1,273.33 | 22,920.00 |
| 44 | | Electrical Outlet 2 gang | unit | 20 | | | 20 | 5,200.00 | | | | | | | | | | | | | | 20 | 260.00 | 5,200.00 |
| 45 | | Electrical PVC Marking ST | pc | 50 | | | 50 | 2,800.00 | | | | | | | | | | | | | | 50 | 56.00 | 2,800.00 |
| 46 | | Eraser, Dismantle | unit | 10 | | | 10 | 6,600.00 | | | | | | | | | | | | | | 10 | 660.00 | 6,600.00 |
| 47 | | Fluorescent Lamp 100w, Daylight - T5 LED | unit | 50 | | | 50 | 15,750.00 | | | | | | | | | | | | | | 50 | 315.00 | 15,750.00 |
| 48 | | LED Bulb Daylight | pc | 150 | | | 150 | 15,000.00 | | | | | | | | | | | | | | 150 | 100.00 | 15,000.00 |
| 49 | | Handheld Microphone, wired, easy grip with on/off switch, good quality | unit | 4 | | | 4 | 2,400.00 | | | | | | | | | | | | | | 4 | 600.00 | 2,400.00 |
| 50 | | TAPL electrical | unit | 21 | | | 21 | 1,260.00 | | | | | | | | | | | | | | 21 | 60.00 | 1,260.00 |
| 51 | | Obj. Binocular, Dark, Large, 5mm, 12x | unit | 41 | | | 41 | 1,296.00 | | | | | | | | | | | | | | 41 | 31.63 | 1,296.00 |
| 52 | | Obj. Binocular, Dark, Medium, 41mm, 12x | unit | 5 | | | 5 | 400.00 | | | | | | | | | | | | | | 5 | 80.00 | 400.00 |
| 53 | | Box, Filing Box w/ closed ends and finger ring (18x) 210" | pc | 40 | | | 40 | 27,000.00 | | | | | | | | | | | | | | 40 | 675.00 | 27,000.00 |
| 54 | | Box, Filing Box w/ closed ends and finger ring (18x) 210" | pc | 25 | | | 25 | 1,310.00 | | | | | | | | | | | | | | 25 | 52.40 | 1,310.00 |
| 55 | | Box, MAGAZINE FILE BOX, large | pc | 80 | | | 80 | 17,000.00 | | | | | | | | | | | | | | 80 | 212.50 | 17,000.00 |
| 56 | | Box, Paper Box with cover (18x) | pc | 25 | | | 25 | 4,250.00 | | | | | | | | | | | | | | 25 | 170.00 | 4,250.00 |
| 57 | | Box, Storage Box, 120 Liter capacity | pc | 20 | | | 20 | 17,000.00 | | | | | | | | | | | | | | 20 | 850.00 | 17,000.00 |
| 58 | | Cell Cards, Prepaid, Smart, 300 | pc | 5 | | | 5 | 925.00 | | | | | | | | | | | | | | 5 | 185.00 | 925.00 |
| 59 | | Cell Cards, Prepaid, Globe, 300 | pc | 5 | | | 5 | 925.00 | | | | | | | | | | | | | | 5 | 185.00 | 925.00 |
| 60 | | Cardboard Frame, A4 | pc | 202 | | | 202 | 26,200.00 | | | | | | | | | | | | | | 202 | 130.00 | 26,200.00 |
| 61 | | Clear Sheet, A4 | pc | 50 | | | 50 | 500.00 | | | | | | | | | | | | | | 50 | 10.00 | 500.00 |
| 62 | | Clear Sheet, A4, 100 | pack | 10 | | | 10 | 700.00 | | | | | | | | | | | | | | 10 | 70.00 | 700.00 |
| 63 | | Clear Sheet, legal 100 | pack | 5 | | | 5 | 325.00 | | | | | | | | | | | | | | 5 | 65.00 | 325.00 |
| 64 | | Clipboard 100 sheets, for legal size documents | book | 114 | | | 114 | 18,918.00 | | | | | | | | | | | | | | 114 | 165.00 | 18,918.00 |
| 65 | | Clipboard 50 sheets, for legal size documents | book | 40 | | | 40 | 4,000.00 | | | | | | | | | | | | | | 40 | 100.00 | 4,000.00 |
| 66 | | CLIP BOARD, legal | pc | 15 | | | 15 | 1,350.00 | | | | | | | | | | | | | | 15 | 90.00 | 1,350.00 |
| 67 | | Cap, Hard, Black, Medium 375 | box | 120 | | | 120 | 8,280.00 | | | | | | | | | | | | | | 120 | 69.00 | 8,280.00 |
| 68 | | Cap, Hard, Black, Small 180, 50mm | box | 200 | | | 200 | 4,100.00 | | | | | | | | | | | | | | 200 | 20.50 | 4,100.00 |

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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 |
| 79 | | Cop, vinyl coated, small, 100%, 100% | box | 220 | | | 220 | 2,410.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 220 | 1,100.00 | 2,410.00 |
| 80 | | Clarity white, for LCD Projector Screen | pc | 10 | | | 10 | 4,090.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | 4,090.00 | 4,090.00 |
| 81 | | Combining binder, black 1" | pc | 20 | | | 20 | 800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 800.00 | 800.00 |
| 82 | | connector pen | pc | 74 | | | 74 | 6,290.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 74 | 850.00 | 6,290.00 |
| 83 | | connector tape, 30m | cart | 200 | | | 200 | 9,750.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 200 | 25.00 | 9,750.00 |
| 84 | | Cutter Blade, Small | pc | 10 | | | 10 | 180.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | 15.00 | 180.00 |
| 85 | | Cutter knife (for paper), standard, good quality | pc | 20 | | | 20 | 540.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 250.00 | 540.00 |
| 86 | | Fiber 2002 forward date | pc | 2 | | | 2 | 780.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 150.00 | 780.00 |
| 87 | | Digi Stamp "Revised" | pc | 2 | | | 2 | 1,200.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 400.00 | 1,200.00 |
| 88 | | Envelope, Borealis #5, 25s | pack | 16 | | | 16 | 1,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 16 | 120.00 | 1,000.00 |
| 89 | | Envelope, brown, A4 | pc | 120 | | | 120 | 840.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 120 | 7.00 | 840.00 |
| 90 | | Envelope, brown, legal | pc | 100 | | | 100 | 400.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 100 | 4.00 | 400.00 |
| 91 | | Envelope, long, brown, openable, kraft | pc | 100 | | | 100 | 2,800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 100 | 28.00 | 2,800.00 |
| 92 | | Envelope, long, plastic envelope | pc | 210 | | | 210 | 1,470.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 210 | 7.00 | 1,470.00 |
| 93 | | Envelope, mailing, long 500% | box | 12 | | | 12 | 5,900.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 12 | 280.00 | 5,900.00 |
| 94 | | Envelope, elastic, expanding with handles, blue | pc | 20 | | | 20 | 1,900.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 95.00 | 1,900.00 |
| 95 | | Fastener, metal, standard, 50% | box | 5 | | | 5 | 875.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 15.00 | 875.00 |
| 96 | | Fastener, vinyl coated, non-WBC, standard color, 50% | box | 50 | | | 50 | 3,010.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 50 | 60.20 | 3,010.00 |
| 97 | | Fastener, vinyl coated, non-WBC, standard color, 50% | box | 10 | | | 10 | 25,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | 400.00 | 25,000.00 |
| 98 | | Fiber, Archiver 7 ring 17" x 17" horizontal, black or red | pc | 25 | | | 25 | 7,375.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 25 | 295.00 | 7,375.00 |
| 99 | | Fiber, Archiver 17" width 1 ring Dark blue vertical | pc | 2 | | | 2 | 360.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 180.00 | 360.00 |
| 100 | | Fiber, Data Reader 5 Ring D Type 27" x A1, vertical, electric blue | pc | 20 | | | 20 | 8,920.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 446.00 | 8,920.00 |
| 101 | | Fiber, Data Reader 5 Ring D Type 27" x A1, vertical, green | pc | 20 | | | 20 | 8,920.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 446.00 | 8,920.00 |
| 102 | | Fiber, expanding, blue, long | pc | 216 | | | 216 | 2,772.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 216 | 12.80 | 2,772.00 |
| 103 | | Fiber, expanding, long, beige, lapboard | pc | 1,059 | | | 1,059 | 24,946.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1,059 | 23.50 | 24,946.00 |
| 104 | | Fiber, expanding, long, beige, lapboard 200% | pack | 47 | | | 47 | 51,700.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 47 | 1,100.00 | 51,700.00 |
| 105 | | Fiber, long, green, 200% | pack | 12 | | | 12 | 7,800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 12 | 650.00 | 7,800.00 |
| 106 | | Fiber, long, blue, 200% | pack | 2 | | | 2 | 1,200.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 600.00 | 1,200.00 |
| 107 | | HOLDER, L type, plastic, legal to be sold in packs of 5000 | pack | 20 | | | 20 | 3,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 150.00 | 3,000.00 |
| 108 | | TRUE STICK 100 ALL PURPOSE | pc | 24 | | | 24 | 1,176.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 24 | 49.00 | 1,176.00 |
| 109 | | TRUE, all purpose 200 gm | pc | 27 | | | 27 | 22,077.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 27 | 818.00 | 22,077.00 |
| 110 | | Ink for digital stamp, blue | ml | 5 | | | 5 | 400.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 80.00 | 400.00 |
| 111 | | Ink for digital stamp, violet, 5cc | ml | 2 | | | 2 | 300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 150.00 | 300.00 |
| 112 | | Ink, refill for marking pen, black, 50ml | ml | 5 | | | 5 | 475.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 95.00 | 475.00 |
| 113 | | INK, Stamp pad, purple or violet | ml | 4 | | | 4 | 60.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 4 | 15.00 | 60.00 |
| 114 | | Mounts Seal, Gold, 3/4" x 1/2" | box | 8 | | | 8 | 800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 8 | 100.00 | 800.00 |
| 115 | | NOTE PAD, 800-00, 27" x 21" | pad | 25 | | | 25 | 675.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 25 | 27.00 | 675.00 |
| 116 | | NOTE PAD, 800-00, 30cm x 20cm (12" x 8") | pad | 20 | | | 20 | 1,400.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 70.00 | 1,400.00 |
| 117 | | NOTE PAD, 800-00, 30cm x 20cm (12" x 8") | pad | 140 | | | 140 | 7,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 140 | 50.00 | 7,000.00 |
| 118 | | NOTEBOOK, blank paper | pc | 85 | | | 85 | 1,475.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 85 | 17.35 | 1,475.00 |
| 119 | | Numbering machine, manual 17 digits | pc | 5 | | | 5 | 8,900.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 1,780.00 | 8,900.00 |
| 120 | | Paper Station, A4, glossy 10%, white | pack | 75 | | | 75 | 4,125.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 75 | 55.00 | 4,125.00 |
| 121 | | Sticky tab, paper, white, standard size, 70 x 25 mm | pack | 10 | | | 10 | 85.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | 8.50 | 85.00 |
| 122 | | Tag Tape with "Tag" (1000), 5 x 25 mm | pack | 142 | | | 142 | 5,565.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 142 | 39.19 | 5,565.00 |
| 123 | | Paper, Carbonless (no white, carbon ink, carbon yellow, carbon green) | box | 12 | | | 12 | 21,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 12 | 1,750.00 | 21,000.00 |

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|-----|-------------|---|-----------------|------------------------------|-----|-----|------|------------|----|----|----|----|------|----|----|-----|-----|------|-----|-----|-----------------------------|-----------------|---------------------------|------|--------|------------|
| | | | | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 | Q12 | Q13 | Q14 | | | | Q15 | Q16 | Q17 |
| 124 | | Paper, ledgerspec, A4 | pc | 60 | | | 60 | 270.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 60 | 4.50 | 270.00 |
| 125 | | Paper, ledgerspec, A4 270 | pack | 175 | | | 175 | 8,025.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 175 | 45.85 | 8,025.00 |
| 126 | | Paper, ledgerspec, legal 120 | pack | 150 | | | 150 | 5,750.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 150 | 38.33 | 5,750.00 |
| 127 | | Paper, ledgerspec, legal 200 gsm, powder blue 120 | pack | 10 | | | 10 | 450.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 10 | 45.00 | 450.00 |
| 128 | | PAPER, MULTIPURPOSE, 80gsm (FSC), A4, 70 Sheets (250mm) | ream | 805 | | | 805 | 169,020.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 805 | 210.00 | 169,020.00 |
| 129 | | PAPER, MULTIPURPOSE, 80gsm (FSC), Legal 250mm x 350mm | ream | 720 | | | 720 | 170,650.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 720 | 237.00 | 170,650.00 |
| 130 | | PAPER, MULTIPURPOSE (FSC) (A4), Legal | ream | 960 | | | 960 | 200,220.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 960 | 208.56 | 200,220.00 |
| 131 | | PAPER, MULTIPURPOSE (FSC) (A4), Legal, light blue | ream | 11 | | | 11 | 2,915.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 11 | 265.00 | 2,915.00 |
| 132 | | PAPER, MULTIPURPOSE (FSC) (A4), Legal, pink | ream | 9 | | | 9 | 2,365.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 9 | 262.78 | 2,365.00 |
| 133 | | PAPER, MULTIPURPOSE, A4, 70gsm | ream | 1384 | | | 1384 | 25,780.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1384 | 186.28 | 25,780.00 |
| 134 | | Paper, Photo Paper, Glossy, A4, 270 | pack | 170 | | | 170 | 31,760.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 170 | 187.00 | 31,760.00 |
| 135 | | Paper, Vellum Board, Recycled Cream 200gsm 6.5' x 11' 10" | pack | 70 | | | 70 | 3,810.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 70 | 54.43 | 3,810.00 |
| 136 | | Paper, Vellum Board, White, 200gsm 8.5' x 11' 10" | pc | 5 | | | 5 | 275.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 55.00 | 275.00 |
| 137 | | Pen, Ballpen, black | pc | 750 | | | 750 | 4,350.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 750 | 5.80 | 4,350.00 |
| 138 | | Pen, Ballpen, black G4 | pc | 85 | | | 85 | 490.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 85 | 5.76 | 490.00 |
| 139 | | Pen, Ballpen, black 0.7 mm | pc | 250 | | | 250 | 1,500.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 250 | 6.00 | 1,500.00 |
| 140 | | Pen, Ballpen, black 90's | box | 11 | | | 11 | 3,300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 11 | 300.00 | 3,300.00 |
| 141 | | Pen, Ballpen, blue | pc | 274 | | | 274 | 1,644.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 274 | 6.00 | 1,644.00 |
| 142 | | Pen, Ballpen, red | pc | 224 | | | 224 | 1,404.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 224 | 6.27 | 1,404.00 |
| 143 | | Pen, BALLPOINT, Ballpoint to be sold in sets of 5 colors | set | 60 | | | 60 | 6,300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 60 | 105.00 | 6,300.00 |
| 144 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, black | pc | 60 | | | 60 | 2,820.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 60 | 47.00 | 2,820.00 |
| 145 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, blue | pc | 44 | | | 44 | 1,452.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 44 | 33.00 | 1,452.00 |
| 146 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, red | pc | 24 | | | 24 | 792.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 24 | 33.00 | 792.00 |
| 147 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, black | pc | 180 | | | 180 | 5,520.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 180 | 30.67 | 5,520.00 |
| 148 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, blue | pc | 46 | | | 46 | 2,060.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 46 | 44.78 | 2,060.00 |
| 149 | | Pen, BALLPOINT, ballpoint, ball tip, ball tip, blue | pc | 17 | | | 17 | 925.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 17 | 54.41 | 925.00 |
| 150 | | Pen, Ballpoint Pen, ball tip 375 | box | 3 | | | 3 | 1,185.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3 | 395.00 | 1,185.00 |
| 151 | | Pen, Ballpoint Pen, ball tip, black | pc | 87 | | | 87 | 7,765.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 87 | 89.25 | 7,765.00 |
| 152 | | Pen, Ballpoint Pen, ball tip, blue | pc | 87 | | | 87 | 7,765.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 87 | 89.25 | 7,765.00 |
| 153 | | Pen, BALLPOINT, ball tip, ball tip, black 275 | box | 156 | | | 156 | 15,480.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 156 | 99.23 | 15,480.00 |
| 154 | | Pen, Ballpoint Pen, ball tip, blue 0.5mm needle tip | pc | 575 | | | 575 | 9,705.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 575 | 16.88 | 9,705.00 |
| 155 | | Pen, Ballpoint Pen, ball tip, blue 0.5mm needle tip | pc | 41 | | | 41 | 4,984.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 41 | 121.56 | 4,984.00 |
| 156 | | PENCIL, GRAPHIC, eraser, Trible type | pc | 11 | | | 11 | 2,475.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 11 | 225.00 | 2,475.00 |
| 157 | | Pen, Ballpoint Pen, eraser, black 200 | box | 70 | | | 70 | 2,100.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 70 | 30.00 | 2,100.00 |
| 158 | | PENCIL, 2 lead | pc | 70 | | | 70 | 6,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 70 | 85.71 | 6,000.00 |
| 159 | | RECORD BOOK 500 pages | book | 75 | | | 75 | 2,475.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 75 | 33.00 | 2,475.00 |
| 160 | | RECORD BOOK 500 pages | book | 14 | | | 14 | 1,514.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 14 | 108.14 | 1,514.00 |
| 161 | | RUBBER BAND, nylon, no.1E | box | 1 | | | 1 | 700.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1 | 700.00 | 700.00 |
| 162 | | SCISSORS, serrated / serrated, 7 inches | pc | 20 | | | 20 | 1,800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 20 | 90.00 | 1,800.00 |
| 163 | | SDH PDI, black, 0.5mm needle tip | pc | 475 | | | 475 | 5,305.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 475 | 11.18 | 5,305.00 |
| 164 | | Stapler pen, green, 0.5mm needle tip | pc | 200 | | | 200 | 2,500.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 200 | 12.50 | 2,500.00 |
| 165 | | SDH PDI, red, 0.5mm needle tip | pc | 150 | | | 150 | 1,200.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 150 | 8.00 | 1,200.00 |
| 166 | | STAMP PAD, ink, no. 2 | pc | 2 | | | 2 | 95.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 47.50 | 95.00 |
| 167 | | STAPLE REMOVER, plastic | pc | 5 | | | 5 | 325.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 65.00 | 325.00 |
| 168 | | Staple Wire No. 10 | box | 5 | | | 5 | 480.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 96.00 | 480.00 |

| No. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue | Total Amount for the year | | |
|---|-------------|---|-----------------|------------------------------|-----|-----|------|-----------|-----|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----------------------------|-----------------|---------------------------|---------------------|----------|
| | | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | Apr | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | | | | Dec | Q4 |
| 166 | | Staple Wire No. 25 | box | 20 | | | 20 | 3,000.00 | | | | | | | | | | | | | | | 20 | 33.00 | 3,000.00 |
| 170 | | Stapler No. 12 | pc. | 74 | | | 74 | 4,812.00 | | | | | | | | | | | | | | | 74 | 65.00 | 4,812.00 |
| 171 | | Stapler No. 25 w/ short handle and staple wire insert | pc. | 46 | | | 46 | 5,760.00 | | | | | | | | | | | | | | | 46 | 125.00 | 5,750.00 |
| 172 | | STAPLER, Metal Type, Heavy Duty | unit | 1 | | | 1 | 1,200.00 | | | | | | | | | | | | | | | 1 | 1,200.00 | 1,200.00 |
| 173 | | Staple paper 24" x 36" | pc. | 77 | | | 77 | 1,365.00 | | | | | | | | | | | | | | | 77 | 18.00 | 1,386.00 |
| 174 | | Stapler Paper, A4, White | pc. | 40 | | | 40 | 200.00 | | | | | | | | | | | | | | | 40 | 5.00 | 200.00 |
| 175 | | SURFICIAL MASK, 3 ply, Floor L35 To be sold in packs of 50 pieces | pc. | 1700 | | | 1700 | 5,100.00 | | | | | | | | | | | | | | | 1700 | 3.00 | 5,100.00 |
| 176 | | TAPE DISPENSER, Table Top, for 2 inch width tape | unit | 30 | | | 30 | 1,410.00 | | | | | | | | | | | | | | | 30 | 47.00 | 1,410.00 |
| 177 | | TAPE FLAG, multi color 1/2 inch | pc/4 | 75 | | | 75 | 2,875.00 | | | | | | | | | | | | | | | 75 | 38.33 | 2,875.00 |
| 178 | | Tape, Double Side Adhesive 1" | roll | 31 | | | 31 | 1,260.00 | | | | | | | | | | | | | | | 31 | 40.65 | 1,260.00 |
| 179 | | Tape, Double Side Adhesive 1 1/2" | roll | 65 | | | 65 | 1,610.00 | | | | | | | | | | | | | | | 65 | 24.77 | 1,610.00 |
| 180 | | Tape, Double Side Adhesive 2" | roll | 30 | | | 30 | 1,200.00 | | | | | | | | | | | | | | | 30 | 40.00 | 1,200.00 |
| 181 | | TAPC, masking 24mm | roll | 40 | | | 40 | 800.00 | | | | | | | | | | | | | | | 40 | 20.00 | 800.00 |
| 182 | | TAPC, Masking, 48mm | roll | 57 | | | 57 | 1,671.00 | | | | | | | | | | | | | | | 57 | 29.14 | 1,671.00 |
| 183 | | Tape, transparent 3mmx30mm, can be written on with marker | roll | 114 | | | 114 | 3,090.00 | | | | | | | | | | | | | | | 114 | 27.00 | 3,078.00 |
| 184 | | Tape, transparent 2mmx30mm, can be written on with marker | roll | 125 | | | 125 | 5,625.00 | | | | | | | | | | | | | | | 125 | 45.00 | 5,625.00 |
| 185 | | Tray 3 layer, Absorbed for liquids | pc. | 15 | | | 15 | 6,750.00 | | | | | | | | | | | | | | | 15 | 450.00 | 6,750.00 |
| 186 | | Water based wall absorbent paper 24" x 36" | pc. | 1 | | | 1 | 1,200.00 | | | | | | | | | | | | | | | 1 | 1,200.00 | 1,200.00 |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | | | 2,941,256.25 | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | | 294,125.63 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | | | 3,235,381.88 | |
| 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: 
 ROSALIE C. DELA CRUZ, CAO, Procurement Division
 Property Supply Officer
 Date Prepared: July 20, 2023

Certified Funds Available / Certified Appropriate Funds Available:

 NITUY T. VALENCIA, Budget Officer IV
 Accountant / Budget Officer

Approved by: 
 ROSELITTO P. VALIENTE, M.D., Ph.D., SAC, President IV
 Head of Office/Agency