

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: DEPARTMENT OF EDUCATION - SOUTH COTABATO DIVISION
 Region: XII
 Address: Alunan Avenue, City of Koronadal 9506

Agency Account Code: _____
 Organization Type: NGA

Contact Person: RAY O. LLOREN
 Position: Administrative Officer IV - Supply
 E-mail : _____
 Telephone/Mobile Nos: (083) 228-5269 / 0919-4762798

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT								
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																													
Pesticides or Pest Repellents																													
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can			14	14	1,951.04				7	7	975.52				14	14	1,951.04				7	7	975.52	42.00	139.36	5,853.12
Solvents																													
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-.5ml)	bottle			218	218	9,590.26				185	185	8,138.52				201	201	8,842.39				183	183	8,050.54	787.00	43.99	34,621.70
Color Compounds and Dispersions																													
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle			31	31	763.44				8	8	197.02				8	8	197.02				10	10	246.27	57.00	24.63	1,403.75
Films																													
4	1311203-AC-F01	ACETATE, thickness: 0.075mm mil (gauge #3)	roll			0	0.00				0	0.00				0	0.00				0	0.00			0.00	737.24		0.00	
5	1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box			0	0.00				0	0.00				0	0.00				0	0.00			0.00	208.52		0.00	
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box			1	1	208.52				0	0.00				0	0.00				0	0.00			1.00	208.52		208.52
Paper Materials and Products																													
7	1411525-CA-A01	CARTOLINA, assorted colors	pack			100	100	7,277.92				100	100	7,277.92				100	100	7,277.92				100	100	7,277.92	400.00	72.78	29,111.68
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0	0.00				0	0.00				0	0.00				0	0.00			0.00	682.24		0.00	

9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,029.60	0.00
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,300.00	0.00
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	765.44	0.00
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	596.80	0.00
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,034.80	0.00
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle			0	0.00			0	0.00			0	0.00			0	0.00	0.00	670.70	0.00
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0	0.00			0	0.00			0	0.00			0	0.00	0.00	32.22	0.00
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		69	69	3,867.86		8	8	448.45		53	53	2,970.97		8	3	168.17	133.00	56.06	7,455.45
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			0	0.00			0	0.00			0	0.00			0	0.00	0.00	41.50	0.00
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	12.04	0.00
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		150	150	19,855.68			0	0.00			0	0.00			0	0.00	150.00	132.37	19,855.68
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		150	150	23,212.80			0	0.00			0	0.00			0	0.00	150.00	154.75	23,212.80
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			0	0.00			0	0.00			0	0.00			0	0.00	0.00	114.51	0.00
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			0	0.00			0	0.00			0	0.00			0	0.00	0.00	129.98	0.00
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0	0.00			0	0.00			0	0.00			0	0.00	0.00	17.35	0.00
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			0	0.00			0	0.00			0	0.00			0	0.00	0.00	96.20	0.00
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm x 11mm x 30m-0.3m	roll			0	0.00			0	0.00			0	0.00			0	0.00	0.00	48.78	0.00
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		22	22	1,555.84			0	0.00			0	0.00			0	0.00	22.00	70.72	1,555.84
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		187	187	19,059.04		60	60	6,115.20		56	56	5,707.52		60	60	6,115.20	363.00	101.92	36,996.96
28	1411704-TT-P01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack		208	208	13,606.53		134	134	8,765.74		150	150	9,812.40		133	133	8,700.33	625.00	65.42	40,885.00

Batteries and Cells and Accessories

29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		6	6	118.37			0	0.00			0	0.00			0	0.00	6.00	19.73	118.37
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		20	20	390.00		10	10	195.00			0	0.00			0	0.00	30.00	19.50	585.00
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack			0	0.00			0	0.00			0	0.00			0	0.00	0.00	88.40	0.00

Manufacturing Components and Supplies

32	31201610-CL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		29	29	1,386.76		12	12	573.83		16	16	765.11		14	14	669.47	71.00	47.82	3,395.16
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	20.68	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box		181	181	3,629.27		84	84	1,684.30		113	113	2,265.79		94	94	1,884.81	472.00	20.05	9,464.17
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll		2	2	36.40		1	1	18.20		1	1	18.20		1	1	18.20	5.00	18.20	91.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll		30	30	1,653.60		27	27	1,488.24		29	29	1,598.48		27	27	1,488.24	113.00	55.12	6,228.56
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll		34	34	3,624.40		15	15	1,599.00		22	22	2,345.20		15	15	1,599.00	86.00	106.60	9,167.60
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		55	55	1,001.00		28	28	509.60		33	33	600.60		28	28	509.60	144.00	18.20	2,620.80
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9.10	0.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			0	0.00			0	0.00			0	0.00			0	0.00	0.00	18.20	0.00
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll			0	0.00			0	0.00			0	0.00			0	0.00	0.00	50.96	0.00

Heating and Ventilation and Air Circulation

42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	974.48	0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,192.88	0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,006.39	0.00
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	669.66	0.00

Lighting and Fixtures and Accessories

46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	40.56	0.00
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	72.49	0.00

Measuring and Observing and Testing Equipment

48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	15.48	0.00
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Cleaning Equipment and Supplies

49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	119	119	10,241.14		81	81	6,970.86			86	86	7,401.16			91	91	7,831.46	377.00	86.06	32,444.62
50	47131604-BR-S01	BROOM, soft (tambo)	piece	105	105	13,650.00		39	39	5,070.00			64	64	8,320.00			42	42	5,460.00	250.00	130.00	32,500.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	82	82	2,507.23		24	24	733.82			42	42	1,284.19			24	24	733.82	172.00	30.58	5,259.07
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	191	191	7,945.60		83	83	3,452.80			151	151	6,281.60			72	72	2,995.20	497.00	41.60	20,675.20
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can		0	0.00		0	0.00				0	0.00				0	0.00	0.00	23.92	0.00	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	3	3	24.02		2	2	16.02			3	3	24.02			2	2	16.02	10.00	8.01	80.08
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	41	41	1,534.61		16	16	598.87			17	17	636.30			11	11	411.73	85.00	37.43	3,181.52
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		0	0.00		0	0.00				0	0.00				0	0.00	0.00	122.98	0.00	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	81	81	2,011.65		10	10	248.35			30	30	745.06			13	13	322.86	134.00	24.84	3,327.92
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can		0	0.00		0	0.00				0	0.00				0	0.00	0.00	269.36	0.00	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can		0	0.00		0	0.00				0	0.00				0	0.00	0.00	87.36	0.00	
60	47131804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit		0	0.00		0	0.00				0	0.00				0	0.00	0.00	1,911.00	0.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece		0	0.00		0	0.00				0	0.00				0	0.00	0.00	145.60	0.00	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	8	8	881.92		2	2	220.48			0	0.00				2	2	220.48	12.00	110.24	1,322.88
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle		0	0.00		0	0.00				0	0.00				0	0.00	0.00	49.69	0.00	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack		0	0.00		0	0.00				0	0.00				0	0.00	0.00	102.96	0.00	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll		0	0.00		0	0.00				0	0.00				0	0.00	0.00	139.88	0.00	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece		0	0.00		0	0.00				0	0.00				0	0.00	0.00	23.59	0.00	

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	43211507-DCT-03	Desktop Computer, branded	unit		0	0.00		0	0.00				0	0.00				0	0.00	0.00	39,208.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece		0	0.00		400	400	8,715.20			400	400	8,715.20			0	0.00	800.00	21.79		17,430.40
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	11	11	29,972.80		1	1	2,724.80			0	0.00				0	0.00	12.00	2,724.80		32,697.60
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	22	22	6,086.08		8	8	2,213.12			9	9	2,489.76			8	8	2,213.12	47.00	276.64	13,002.08
71	43211503-LCT-02	Laptop Computer, branded	unit		0	0.00		0	0.00				0	0.00				0	0.00	0.00	35,916.40	0.00	

72	43211708-MO-001	MOUSE, optical, USB connection type	unit			10	10	1,349.92				10	1,349.92			5	5	674.96			5	5	674.96	30.00	134.99	4,049.76
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	33,131.28	0.00
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	7,995.52	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	724.88	0.00
76	N/A	PRINTER, LASER, Color	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
78	N/A	PRINTER, Inkjet, Color	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
79	N/A	Hub/Switches	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
80	N/A	Network Routers	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
81	N/A	Wireless Access Point	unit			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Office Equipment and Accessories and Supplies

82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	25.68	0.00	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	7.57	0.00	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	13.40	0.00	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			10	10	205.50				10	10	205.50			10	10	205.50			10	10	205.50	40.00	20.55	822.02
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	39.52	0.00	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece			135	135	2,369.95				78	78	1,369.31			112	112	1,966.18			78	78	1,369.31	403.00	17.56	7,074.75
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			47	47	3,279.85				5	5	348.92			20	5	348.92			5	5	348.92	62.00	69.78	4,326.61
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	68.64	0.00	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			1	1	408.14				1	1	408.14			1	1	408.14			1	1	408.14	4.00	408.14	1,632.55
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			3	3	1,554.23				1	1	518.08			1	1	518.08			1	1	518.08	6.00	518.08	3,108.46
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			1	1	738.40				1	1	738.40			1	1	738.40			1	1	738.40	4.00	738.40	2,953.60
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	30.49	0.00	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box			1	1	328.64				0	0.00			0	0	0.00			0	0	0.00	1.00	328.64	328.64	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	410.80	0.00	
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	11.11	0.00	
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			180	180	14,204.74				84	84	6,628.88			236	236	18,623.99			83	83	6,549.96	583.00	78.92	46,007.56
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	70.61	0.00	
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	12.48	0.00	
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	16.64	0.00	
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle			2	2	506.58				0	0.00			0	0	0.00			2	2	506.58	4.00	253.29	1,013.17	
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle			2	2	582.40				0	0.00			0	0	0.00			2	2	582.40	4.00	291.20	1,164.80	
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	171.08	0.00	
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	213.72	0.00	
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00	746.72	0.00	

106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		1144	1144	248,659.84		3	325	70,642.00		616	616	133,893.76		211	211	45,862.96	2,296.00	217.36	499,058.56
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack		970	970	271,246.14		443	443	123,878.39		745	745	208,328.22		343	343	95,914.87	2,501.00	279.64	699,367.64
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	51.88	0.00
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	41.60	0.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set			0	0.00			0	0.00			0	0.00			0	0.00	0.00	37.23	0.00
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.31	0.00
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.31	0.00
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.31	0.00
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		4	4	38.60		4	4	38.60		4	4	38.60		4	4	38.60	16.00	9.65	154.42
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece		4	4	38.60		4	4	38.60		4	4	38.60		4	4	38.60	16.00	9.65	154.42
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9.65	0.00
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5.98	0.00
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		161	161	2,051.14		67	67	853.58		132	132	1,681.68		67	67	853.58	427.00	12.74	5,439.98
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		121	121	2,515.54		40	40	831.58		83	83	1,725.54		15	15	311.84	259.00	20.79	5,384.51
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			0	0.00			0	0.00			0	0.00			0	0.00	0.00	201.64	0.00
121	44122401-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box		11	11	1,063.92			0	0.00		1	1	96.72			0	0.00	12.00	96.72	1,160.64
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		11	11	304.30		14	14	387.30		14	14	387.30		16	16	442.62	55.00	27.66	1,521.52
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece		5	5	58.86			0	0.00		5	5	58.86			0	0.00	10.00	11.77	117.73
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece		21	21	575.48			0	0.00			0	0.00			0	0.00	21.00	27.40	575.48
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	478.38	0.00
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece		6	6	1,123.20			0	0.00			0	0.00			0	0.00	6.00	187.20	1,123.20
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece		7	7	923.69		2	2	263.91		2	2	263.91		2	2	263.91	13.00	131.96	1,715.42
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair		41	41	639.60			0	0.00			0	0.00			0	0.00	41.00	15.60	639.60
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	82.16	0.00
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	878.80	0.00
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	18.18	0.00
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		6	6	334.96		1	1	55.83		1	1	55.83		1	1	55.83	9.00	55.83	502.44
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10,400.00	0.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit		12	12	1,622.40			0	0.00			0	0.00			0	0.00	12.00	135.20	1,622.40
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,711.20	0.00
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,088.08	0.00
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,699.20	0.00
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

Printer or Facsimile or Photocopier Supplies

139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,864.00	0.00
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140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,001.52	0.00			
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart		5	5	5,148.00			5	5	5,148.00			5	5	5,148.00			5	5	5,148.00	20.00	1,029.60	20,592.00
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			754.00	0.00	
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart		5	5	3,900.00			5	5	3,900.00			5	5	3,900.00			5	5	3,900.00	20.00	780.00	15,600.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			254.80	0.00	
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			254.80	0.00	
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			254.80	0.00	
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			254.80	0.00	
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			0.00	0.00	
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			0.00	0.00	
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			658.32	0.00	
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			745.68	0.00	
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,492.40	0.00	
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,996.80	0.00	
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,996.80	0.00	
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,996.80	0.00	
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,996.80	0.00	
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,996.80	0.00	
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			3,016.00	0.00	
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			650.00	0.00	
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			766.48	0.00	
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			339.04	0.00	
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			339.04	0.00	
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			629.20	0.00	
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			629.20	0.00	
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			629.20	0.00	
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,242.80	0.00	
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			644.80	0.00	
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			826.80	0.00	
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,872.00	0.00	
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,300.00	0.00	
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,300.00	0.00	
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,300.00	0.00	
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,554.80	0.00	
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00			1,175.20	0.00	

175	44103105-HX-M45	INK CART, HP CN047AA, (HP951XL), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,180.40	0.00			
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,180.40	0.00			
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00			
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri- color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00			
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00			
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00			
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	366.08	0.00			
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	249.60	0.00			
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	249.60	0.00			
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	249.60	0.00			
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri- color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	403.83	0.00			
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	403.83	0.00			
187	44103105-HP-C50	INK CART, HP Lo551AA (HP955) Cyan Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
188	44103105-HP-M50	INK CART, HP Lo554AA (HP955) Magenta Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
189	44103105-HP-Y50	INK CART, HP Lo557AA (HP955) Yellow Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
190	44103105-HP-B50	INK CART, HP Lo560AA (HP955) Black Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
191	44103105-HX-C48	INK CART, HP Lo563AA (HP955XL) Cyan Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,277.76	0.00			
192	44103105-HX-M48	INK CART, HP Lo566AA (HP955XL) Magenta Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,277.76	0.00			
193	44103105-HX-Y48	INK CART, HP Lo569AA (HP955XL) Yellow Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,277.76	0.00			
194	44103105-HX-B48	INK CART, HP Lo572AA (HP955XL) Black Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,737.02	0.00			
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	453.62	0.00			
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	453.62	0.00			
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	453.62	0.00			
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	741.28	0.00			
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00			
203	44103112-EP-R05	RIBBON CART, EPSON C135015516 (#8750), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	76.75	0.00			
204	44103112-EP-R07	RIBBON CART, EPSON C135015531 (5015086), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	724.88	0.00			
205	44103112-EP-R13	RIBBON CART, EPSON C135015632, Black, for LX-310	cart		3	3	227.76			2	2	151.84			2	2	151.84			2	2	151.84	9.00	75.92	683.28
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,556.32	0.00			
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,820.00	0.00			
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,615.60	0.00			
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,941.95	0.00			

8	6" Receptacle Outlet	pcs.			0	0.00				20	1,600.00			20	20	1,600.00			0	0.00	40.00	80.00	3,200.00	
					0	0.00				0	0.00			0	0	0.00			0	0.00	0.00		0.00	
COMMON OFFICE EQUIPMENT																								
1	Wall Clock, HD	unit			2	2	1,600.00			0	0.00			0	0	0.00			0	0.00	2.00	800.00	1,600.00	
					0	0.00				0	0.00			0	0	0.00			0	0.00	0.00		0.00	
COMMON OFFICE SUPPLIES																								
1	Ball Pen, HBW, Fine Point, Black	pcs.		1005	1005	4,020.00			398	398	1,592.00			910	910	3,640.00			698	698	2,792.00	3,011.00	4.00	12,044.00
2	Correction Pen, Uni, Metal Tip	pcs.		172	172	20,640.00			88	88	10,560.00			131	109	13,080.00			86	86	10,320.00	455.00	120.00	54,600.00
3	Marking Pen, Stabilo Boss (3pcs per set)	set		160	160	8,800.00			73	73	4,015.00			129	129	7,095.00			73	73	4,015.00	435.00	55.00	23,925.00
4	Paper, PPC, A4 size, s.20	ream		1014	1014	177,450.00			569	569	99,575.00			745	745	130,375.00			569	569	99,575.00	2,897.00	175.00	506,975.00
5	Paper, PPC, Legal size, s.20	ream		897	897	170,430.00			522	522	99,180.00			605	605	114,950.00			522	522	99,180.00	2,546.00	190.00	483,740.00
6	Linen Paper, Long size, color: Cream	box		8	8	6,000.00			5	5	3,750.00			6	6	4,500.00			5	5	3,750.00	24.00	750.00	18,000.00
7	Linen Paper, Short size, color: Cream	box		1	1	650.00			2	2	1,300.00			2	2	1,300.00			2	2	1,300.00	7.00	650.00	4,550.00
8	Linen Paper, Long size, color: Peach	box		2	2	1,500.00			3	3	2,250.00			4	4	3,000.00			3	3	2,250.00	12.00	750.00	9,000.00
9	Linen Paper, Short size, color: Peach	box		3	3	1,950.00			1	1	650.00			1	1	650.00			1	1	650.00	6.00	650.00	3,900.00
10	Linen Paper, Short size, color: Light Blue	box		4	4	2,600.00			5	5	3,250.00			6	6	3,900.00			4	4	2,600.00	19.00	650.00	12,350.00
11	Linen Paper, Long size, Pink	box		3	3	2,250.00			3	3	2,250.00			3	3	2,250.00			3	3	2,250.00	12.00	750.00	9,000.00
12	Linen Paper, Long size, Green	box		3	3	2,250.00			3	3	2,250.00			3	3	2,250.00			3	3	2,250.00	12.00	750.00	9,000.00
13	Duck Tape, 2" , color: Gray	roll		15	15	1,050.00			10	10	700.00			10	10	700.00			10	10	700.00	45.00	70.00	3,150.00
14	Manila Paper	pcs.		60	60	180.00			60	60	180.00			60	60	180.00			60	60	180.00	240.00	3.00	720.00
15	Thumb Tacks	box		6	6	78.00			6	6	78.00			6	6	78.00			6	6	78.00	24.00	13.00	312.00
16	Ruler, 12", Plastic	pcs.		24	24	192.00			0	0	0.00			0	0	0.00			0	0	0.00	24.00	8.00	192.00
17	CD-RW, 4.7GB	pcs.		60	60	1,800.00			60	60	1,800.00			60	60	1,800.00			60	60	1,800.00	240.00	30.00	7,200.00
18	Paper, PPC, Letter size, s.20	ream		60	60	10,800.00			60	60	10,800.00			60	60	10,800.00			60	60	10,800.00	240.00	180.00	43,200.00
19	Plastic Ring Binder (8mm)	dozen		10	10	820.00			10	10	820.00			10	10	820.00			10	10	820.00	40.00	82.00	3,280.00
20	Plastic Ring Binder (12mm)	dozen		10	10	1,460.00			10	10	1,460.00			10	10	1,460.00			10	10	1,460.00	40.00	146.00	5,840.00
21	Plastic Ring Binder (16mm)	dozen		10	10	2,230.00			10	10	2,230.00			10	10	2,230.00			10	10	2,230.00	40.00	223.00	8,920.00
22	Bond Paper, Legal size, color: Pink, s.20	ream		31	31	5,580.00			19	19	3,420.00			19	19	3,420.00			19	19	3,420.00	88.00	180.00	15,840.00
23	Bond Paper, Legal size, color: Yellow, s.20	ream		31	31	5,580.00			19	19	3,420.00			19	19	3,420.00			19	19	3,420.00	88.00	180.00	15,840.00
24	Fax Paper - 210	roll		1	1	450.00			1	1	450.00			1	1	450.00			1	1	450.00	4.00	450.00	1,800.00
25	Ball Pen, HBW, Fine Point, Blue	pcs.		981	981	3,924.00			394	394	1,576.00			866	866	3,464.00			694	694	2,776.00	2,935.00	4.00	11,740.00
26	Sign Pen, 0.5 , Green	pcs.		125	125	7,500.00			125	125	7,500.00			125	125	7,500.00			125	125	7,500.00	500.00	60.00	30,000.00
27	Bond Paper, Legal size, color: Green, s.20	ream		12	12	2,160.00			0	0	0.00			0	0	0.00			0	0	0.00	12.00	180.00	2,160.00
28	Fastener, Plastic w/ 2-holes	box		6	6	540.00			0	0	0.00			0	0	0.00			0	0	0.00	6.00	90.00	540.00
29	Book Paper, Short size, 80gsm	ream		5	5	975.00			0	0	0.00			0	0	0.00			0	0	0.00	5.00	195.00	975.00

30	Bond Paper, Legal size, color: Blue, s.20	ream		31	31	5,580.00				19	3,420.00			19	19	3,420.00			19	19	3,420.00	88.00	180.00	15,840.00
31	Bond Paper, A4 size, color: Green, s.20	ream		25	25	4,500.00				25	4,500.00			25	25	4,500.00			25	25	4,500.00	100.00	180.00	18,000.00
				0	0	0.00				0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

COMMON JANITORIAL SUPPLIES

1	Muriatic Acid	Gallon		84	84	10,920.00				34	34	4,420.00			57	57	7,410.00			34	34	4,420.00	209.00	130.00	27,170.00
2	Garbage Bin, Plastic	pcs.		144	144	25,200.00				39	39	6,825.00			43	43	7,525.00			39	39	6,825.00	265.00	175.00	46,375.00
3	Floor Map w/ Handle, Heavy Duty	pcs.		81	81	14,580.00				11	11	1,980.00			29	29	5,220.00			12	12	2,160.00	133.00	180.00	23,940.00
4	Toilet Deodorant Cake (Albatross), 100g	pcs.		682	682	57,970.00				118	118	10,030.00			129	129	10,965.00			118	118	10,030.00	1,047.00	85.00	88,995.00
5	Feather Duster	pcs.		14	14	700.00				0	0	0.00			0	0	0.00			0	0	0.00	14.00	50.00	700.00
6	Lysol 500ml	bottle		1	1	300.00				0	0	0.00			1	1	300.00			0	0	0.00	2.00	300.00	600.00
7	Bathsoap, 10g, safeguard	box		17	17	391.00				9	9	207.00			11	11	253.00			9	9	207.00	46.00	23.00	1,058.00
8	Garbage Bag, big size, Black, 100's per pack	pack		32	32	11,200.00				27	27	9,450.00			31	31	10,850.00			27	27	9,450.00	117.00	350.00	40,950.00
9	Glass Cleaner	bottle		10	10	2,000.00				0	0	0.00			0	0	0.00			0	0	0.00	10.00	200.00	2,000.00
10	Joy Dishwashing Gel, 100ml	bottle		9	9	1,440.00				5	5	800.00			9	9	1,440.00			5	5	800.00	28.00	160.00	4,480.00
11	Dipper, Plastic, big size	pcs.		1	1	35.00				1	1	35.00			1	1	35.00			1	1	35.00	4.00	35.00	140.00
12	Dishwashing Paste, 100ml	can		39	39	4,680.00				11	11	1,320.00			5	5	600.00			1	1	120.00	56.00	120.00	6,720.00
13	Toilet Brush w/ Handle, HD	pcs.		1	1	40.00				1	1	40.00			1	1	40.00			1	1	40.00	4.00	40.00	160.00
14	Pale, medium size	pcs.		1	1	700.00				0	0	0.00			0	0	0.00			1	1	700.00	2.00	700.00	1,400.00
15	Hand Liquid Soap, 100ml	bottle		1	1	150.00				1	1	150.00			1	1	150.00			1	1	150.00	4.00	150.00	600.00
16	Fabric Conditioner/Downy 500ml	bottle		4	4	1,200.00				3	3	900.00			4	4	1,200.00			3	3	900.00	14.00	300.00	4,200.00
17	Oxalic powder, 100ml	pack		4	4	400.00				0	0	0.00			0	0	0.00			0	0	0.00	4.00	100.00	400.00
18	Tie Box, 1kg.	kg.		5	5	400.00				0	0	0.00			0	0	0.00			0	0	0.00	5.00	80.00	400.00
19	Rubber Pump for Toilet, HD	pcs.		2	2	100.00				0	0	0.00			0	0	0.00			0	0	0.00	2.00	50.00	100.00
20	Liquid Sosa, 100ml	bottle		8	8	1,040.00				0	0	0.00			0	0	0.00			0	0	0.00	8.00	130.00	1,040.00
21	50x Plastic Bin, Black, Bag 200 Gauge	box		1	1	990.00				0	0	0.00			1	1	990.00			0	0	0.00	2.00	990.00	1,980.00
				0	0	0.00				0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Office Equipment and Accessories

1	Steel Cabinet, 3drawers w/ Lock	unit		15	15	112,500.00				10	10	75,000.00			10	10	75,000.00			10	10	75,000.00	45.00	7,500.00	337,500.00
2	Office Table, 3drawers w/ lock	unit		10	10	45,000.00				15	15	67,500.00			5	5	22,500.00			5	5	22,500.00	35.00	4,500.00	157,500.00
3	Executive Table, 3drawers w/ lock	unit		1	1	12,000.00				0	0	0.00			2	2	24,000.00			0	0	0.00	3.00	12,000.00	36,000.00
4	Single Magazine Rack File, HD	unit		10	10	2,000.00				0	0	0.00			0	0	0.00			0	0	0.00	10.00	200.00	2,000.00
5	Cork Board (3x5 ft.)	unit		1	1	450.00				1	1	450.00			1	1	450.00			1	1	450.00	4.00	450.00	1,800.00
6	White Board (4x8 ft.)	unit		2	2	2,400.00				2	2	2,400.00			2	2	2,400.00			2	2	2,400.00	8.00	1,200.00	9,600.00
7	Data Binder Filer - Smart	pcs		15	15	3,750.00				15	15	3,750.00			15	15	3,750.00			15	15	3,750.00	60.00	250.00	15,000.00
8	Water Dispenser, Big (5gallon), HD	unit		1	1	7,500.00				0	0	0.00			0	0	0.00			0	0	0.00	1.00	7,500.00	7,500.00

9	Plastic Storage Box (extra big_	unit		10	10	6,000.00			0	0.00			0	0.00			0	0.00	10.00	600.00	6,000.00
10	Low Back Chair w/ ArmRest, Gas Lift	unit		4	4	18,000.00			0	0.00			0	0.00			0	0.00	4.00	4,500.00	18,000.00
11	Steel Tape, HD, 10meters	pcs.		6	6	2,100.00			0	0.00			0	0.00			0	0.00	6.00	350.00	2,100.00
12	Steel Slide Caliper, HD	pcs		2	2	1,600.00			0	0.00			0	0.00			0	0.00	2.00	800.00	1,600.00
13	Rechargeable Battery AAA with Charger, HD	unit		1	1	1,200.00			0	0.00			0	0.00			0	0.00	1.00	1,200.00	1,200.00
14	Stand Fan 16"	unit		2	2	3,000.00			0	0.00			0	0.00			0	0.00	2.00	1,500.00	3,000.00
					0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00

Office Supplies

1	Stapler with Remover, Heavy Duty, #35	unit		120	120	36,000.00			122	122	36,600.00		133	133	39,900.00		20	20	6,000.00	395.00	300.00	118,500.00
2	Plastic Cover, PVC, Long size, Transparent	pcs.		201	201	1,507.50			201	201	1,507.50		201	201	1,507.50		201	201	1,507.50	804.00	7.50	6,030.00
3	Notebook, spring type, 100 leaves	pcs.		3	3	45.00			3	3	45.00		3	3	45.00		3	3	45.00	12.00	15.00	180.00
4	Scotch Tape 1", Transparent, 10m	roll		65	65	2,925.00			30	30	1,350.00		41	41	1,845.00		30	30	1,350.00	166.00	45.00	7,470.00
5	Scotch Tape 2", Transparent, 10m	roll		11	11	660.00			9	9	540.00		11	11	660.00		9	9	540.00	40.00	60.00	2,400.00
6	Permanent Pen/Pentel Pen, Broad, Black	pcs.		54	54	3,240.00			44	44	2,640.00		29	29	1,740.00		24	24	1,440.00	151.00	60.00	9,060.00
7	Permanent Pen/Pentel Pen, Broad, Blue	pcs.		22	22	1,320.00			17	17	1,020.00		22	22	1,320.00		17	17	1,020.00	78.00	60.00	4,680.00
8	File Organizer, 3-layers, metal	set		21	21	3,150.00			20	20	3,000.00		20	20	3,000.00		20	20	3,000.00	81.00	150.00	12,150.00
9	Filer, single large size	pcs.		9	9	675.00			0	0.00			5	5	375.00			0	0.00	14.00	75.00	1,050.00
10	Brown Envelope, Expanded, Long Size	pcs.		94	94	2,068.00			40	40	880.00		70	70	1,540.00		40	40	880.00	244.00	22.00	5,368.00
11	Data Box Filer	box		35	35	1,750.00			15	15	750.00		35	35	1,750.00		15	15	750.00	100.00	50.00	5,000.00
12	Permanent Pen/Pentel Pen, Fine, Black	pcs.		3	3	180.00			3	3	180.00		3	3	180.00		3	3	180.00	12.00	60.00	720.00
13	Construction Paper	ream		3	3	540.00			3	3	540.00		3	3	540.00		3	3	540.00	12.00	180.00	2,160.00
14	Post it Pad (3x4")	pad		9	9	405.00			9	9	405.00		9	9	405.00		9	9	405.00	36.00	45.00	1,620.00
15	Metal Binder Clips, Black, 3/4 inch	box		5	5	400.00			5	5	400.00		5	5	400.00		5	5	400.00	20.00	80.00	1,600.00
16	Metal Binder Clips, Black, 1 inch	box		5	5	500.00			5	5	500.00		5	5	500.00		5	5	500.00	20.00	100.00	2,000.00
17	Metal Binder Clips, Black, 2 Inches	box		34	34	4,080.00			23	23	2,760.00		24	24	2,880.00		23	23	2,760.00	104.00	120.00	12,480.00
18	USB Flashdrive. 32GB	pcs.		2	2	1,700.00			0	0.00			0	0.00			0	0.00	2.00	850.00	1,700.00	
19	Yellow Pad Paper, size 8.5 x 13"	pad		10	10	350.00			2	2	70.00		2	2	70.00		2	2	70.00	16.00	35.00	560.00
20	White Board Pen, Black	pcs.		12	12	600.00			0	0.00			9	9	450.00			0	0.00	21.00	50.00	1,050.00
21	Laminating Film, 125 Micron, A4 size, 50's per apck	pack		4	4	800.00			4	4	800.00		4	4	800.00		4	4	800.00	16.00	200.00	3,200.00
22	Desk Tray, 3 layer, Metal	unit		20	20	13,100.00			4	4	2,620.00		4	4	2,620.00		4	4	2,620.00	32.00	655.00	20,960.00
23	Push Pins, 1inch	box		2	2	72.00			9	9	324.00		6	6	216.00		2	2	72.00	19.00	36.00	684.00
24	Dater, metal, HD	pcs.		5	5	900.00			0	0.00			0	0.00			0	0.00	5.00	180.00	900.00	
25	Sticker Paper, White, Legal size	pack		35	35	4,375.00			0	0.00			5	5	625.00			0	0.00	40.00	125.00	5,000.00
26	Green Envelope, Expanded, Long Size	pcs.		1055	1055	47,475.00			0	0.00			55	55	2,475.00			0	0.00	1,110.00	45.00	49,950.00
27	Photo Paper, Legal size	pack		10	10	350.00			0	0.00			6	6	210.00			0	0.00	16.00	35.00	560.00

28	Double Sided Tape 1", 5m	roll		8	8	680.00			0	0.00			2	2	170.00			0	0.00	10.00	85.00	850.00
29	Scissors 15cm (6")	pcs.		2	2	400.00			0	0.00				0	0.00			0	0.00	2.00	200.00	400.00
30	Calendar Organizer	pcs.		3	3	600.00			0	0.00				0	0.00			0	0.00	3.00	200.00	600.00
31	Certificate Folder, Long size, HD	pcs.		100	100	4,500.00			0	0.00			100	100	4,500.00			0	0.00	200.00	45.00	9,000.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Audio and visual presentation and composing equipment

1	Computer/Laptop Switch Hub, 16 Pores	pcs.		1	1	600.00			0	0.00				0	0.00			0	0.00	1.00	600.00	600.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Photographic or filming or video equipment

1					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Cleaning Equipment and Supplies

1					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Paper Materials and Products

1					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Lighting and fixtures and accessories

1					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Electrical equipment and components and supplies

1					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
2					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Computer Supplies

1	Computer Keyboard, Genius	unit		9	9	4,050.00			0	0.00				0	0.00			0	0.00	9.00	450.00	4,050.00
2	Computer Mouse pad	pcs		19	19	1,140.00			0	0.00				0	0.00			0	0.00	19.00	60.00	1,140.00
					0	0.00			0	0.00				0	0.00			0	0.00	0.00		0.00

Common ICT Equipment

1	Computer Printer 3 in 1, Epson L360	unit		19	19	152,000.00		12	12	96,000.00			18	18	144,000.00			12	12	96,000.00	61.00	8,000.00	488,000.00
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2					0	0.00				0	0.00				0	0.00	0.00			0.00
					0	0.00				0	0.00				0	0.00	0.00			0.00

CONSUMABLES

1	Computer Printers Ink, Epson L360	set		44	44	74,800.00			22	22	37,400.00			30	30	51,000.00			16	16	27,200.00	112.00	1,700.00	190,400.00
2	Computer Printers Ink, HP-Lase# Jet P1102	pcs.		7	7	26,600.00			5	5	19,000.00			6	6	22,800.00			5	5	19,000.00	23.00	3,800.00	87,400.00
3	Epson Ink T664, Black	bottle		11	11	4,950.00			1	1	450.00			1	1	450.00			1	1	450.00	14.00	450.00	6,300.00
4	Epson Ink T664, Magenta	bottle		11	11	4,950.00			0	0	0.00			1	1	450.00			0	0	0.00	12.00	450.00	5,400.00
5	Epson Ink T664, Cyan	bottle		11	11	4,950.00			0	0	0.00			1	1	450.00			0	0	0.00	12.00	450.00	5,400.00
6	Epson Ink T664, Yellow	bottle		11	11	4,950.00			0	0	0.00			1	1	450.00			0	0	0.00	12.00	450.00	5,400.00
7	Canon 325 Toner	pcs.		38	38	144,400.00			30	30	114,000.00			30	30	114,000.00			30	30	114,000.00	128.00	3,800.00	486,400.00
8	Brother Toner Cartridge TN-1000	pcs.		1	1	1,790.00			3	3	5,370.00			1	1	1,790.00			2	2	3,580.00	7.00	1,790.00	12,530.00
9	Brother Drum Unit DR 1000	pcs.		1	1	3,800.00			0	0	0.00			1	1	3,800.00			0	0	0.00	2.00	3,800.00	7,600.00
10	Computer Toner - Canon LBP 6030, 83A	pcs.		5	5	17,500.00			5	5	17,500.00			5	5	17,500.00			5	5	17,500.00	20.00	3,500.00	70,000.00
11	Develop Toner TN114	tube		2	2	6,250.00			2	2	6,250.00			2	2	6,250.00			2	2	6,250.00	8.00	3,125.00	25,000.00
12	Konica Minolta Bizhub 421 Toner TN511	tube		3	3	25,800.00			3	3	25,800.00			3	3	25,800.00			3	3	25,800.00	12.00	8,600.00	103,200.00
13	Develop Ineo 362 Toner TN311	tube		4	4	15,600.00			4	4	15,600.00			4	4	15,600.00			4	4	15,600.00	16.00	3,900.00	62,400.00
14	Gestetner Toner MP 2501	tube		8	8	22,400.00			8	8	22,400.00			8	8	22,400.00			8	8	22,400.00	32.00	2,800.00	89,600.00
15	Gestetner Toner MP 2014	tube		4	4	14,000.00			4	4	14,000.00			4	4	14,000.00			4	4	14,000.00	16.00	3,500.00	56,000.00
16	Rizo RZ 330AW Master Roll	roll		8	8	31,600.00			8	8	31,600.00			8	8	31,600.00			8	8	31,600.00	32.00	3,950.00	126,400.00
17	Rizo RZ 330AW Ink 1000mL	tube		20	20	34,000.00			20	20	34,000.00			20	20	34,000.00			20	20	34,000.00	80.00	1,700.00	136,000.00
18	Akinto 3608 Master Roll	roll		6	6	25,200.00			6	6	25,200.00			6	6	25,200.00			6	6	25,200.00	24.00	4,200.00	100,800.00
19	Akinto 3608 Black Ink 600mL	tube		24	24	21,600.00			24	24	21,600.00			24	24	21,600.00			24	24	21,600.00	96.00	900.00	86,400.00
20	HP Deskjet GT5810 Ink	set		9	9	16,200.00			9	9	16,200.00			9	9	16,200.00			9	9	16,200.00	36.00	1,800.00	64,800.00
21	Canon Cartridge 312	pcs.		36	36	90,000.00			0	0	0.00			0	0	0.00			0	0	0.00	36.00	2,500.00	90,000.00
22	Computer Printers Ink (DCP J140W Brother)	set		2	2	6,000.00			0	0	0.00			1	1	3,000.00			0	0	0.00	3.00	3,000.00	9,000.00
23	Computer Printer Ink, HP 53A	pcs.		1	1	3,000.00			1	1	3,000.00			1	1	3,000.00			1	1	3,000.00	4.00	3,000.00	12,000.00
				0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Other Categories (MEDICAL SUPPLIES)

1	Chemical Solution for Cold Sterilization (perfektan TB 120ml)	bottle		6	6	9,000.00			6	6	9,000.00			6	6	9,000.00			6	6	9,000.00	6.00	1,500.00	9,000.00
2	Dental Needles (short), 100's per box	box		2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8.00	450.00	3,600.00
3	Dental Anesthesia (Nevstetic), 50's per box	box		6	6	7,200.00			6	6	7,200.00			6	6	7,200.00			6	6	7,200.00	24.00	1,200.00	28,800.00
4	Dental Needles (extra short), 100's per box	box		2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8.00	450.00	3,600.00
5	Topical Anesthesia	jar		2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8.00	450.00	3,600.00
6	Gloves Powdered, extra small	box		6	6	1,500.00			6	6	1,500.00			6	6	1,500.00			6	6	1,500.00	24.00	250.00	6,000.00

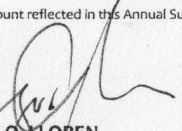
7	Face mask, 50's per box	box	2	2	400.00			2	400.00			2	2	400.00			2	2	400.00	8.00	200.00	1,600.00
8	Paracetamol (Biogesic) 500mg, Tablet	pcs.	200	200	800.00			0	0.00			0	0.00				0	0.00	200.00	4.00		800.00
9	Amoxicillin 250mg Capsule, 100's per box	box	2	2	460.00		2	2	460.00			2	2	460.00			2	2	460.00	8.00	230.00	1,840.00
10	Amoxicillin 500mg Capsule, 100's per box	box	2	2	550.00		2	2	550.00			2	2	550.00			2	2	550.00	8.00	275.00	2,200.00
11	Mefenamic Acid 250mg capsule, 100's per box	box	2	2	150.00		2	2	150.00			2	2	150.00			2	2	150.00	8.00	75.00	600.00
12	Mefenamic Acid 500mg capsule, 100's per box	box	2	2	240.00		2	2	240.00			2	2	240.00			2	2	240.00	8.00	120.00	960.00
13	Cotton Balls	pack	6	6	468.00		6	6	468.00			6	6	468.00			6	6	468.00	24.00	78.00	1,872.00
14	Flouride Varnish (Duraphat)	tube	2	2	3,990.00		0	0.00				0	0.00				0	0.00	0.00	2.00	1,995.00	3,990.00
					0.00			0	0.00			0	0.00				0	0.00	0.00			0.00

A. TOTAL																						P	6,965,058.83				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	696,505.88			
C. GRAND TOTAL (A + B)																							P	7,661,564.71			
D. APPROVED BUDGET BY THE AGENCY HEAD (in Figures and Words)																							P	-			
E. MONTHLY CASH REQUIREMENTS																							P	-			
1.1 Available at Procurement Service Stores					851,051.61				349,060.15					533,150.36										283,691.70	P	2,016,953.83	
1.2 Other Items not available at PS but regularly purchased from other sources					1,728,410.50				1,086,902.50					1,199,441.50											960,350.50	P	4,975,105.00
TOTAL MONTHLY CASH REQUIREMENTS					2,579,462.11				1,435,962.65					1,732,591.86											1,244,042.20	P	6,992,058.83

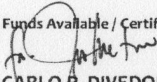
*Agency must put the monthly requirement for air tickets both local and international.

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

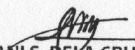
Prepared by:


RAY O. LOREN
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


CARLO P. DIVEDOR, CPA / MAY GRACE T. DUPA
 Accountant / Local Budget Officer

Approved by:


ISAGANI S. DELA CRUZ, CESO V
 Head of Office/Agency

Date Prepared: 8.31.2018