

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

Introduction:

Used 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. 2018-9 dated October 22, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template have 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:

- Download the worksheet file APP-CSE 2019 template at www.ps-phillips.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-phillips.gov.ph and;
 - correct format was used but fields were deleted or inserted in PART I of the template
- 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_ Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - 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.
- 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.
- 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.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)889-7750 local 4019 and look for Ms. Evelyn L. Torres or Ms. Anna L. C. Bora.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 18, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: OVERSEAS WORKERS WELFARE ADMINISTRATION
 Region: CARAGA REGION
 Address: NIMFA TIU BLDG II, J.P. ROSALES AVE., BUTUAN CITY

Agency Account Code: _____
 Organization Type: _____

Contact Person: RODEL P. DELIGRADO
 Position: Supply Officer
 E-mail: rodel.deligrado@psphillips.gov.ph
 Telephone/Mobile No: 089-819-1894

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	100000018-A01	INSECTICIDE, aerosol type, net content: 500ml-ebs	can	0	0	10	10	1,393.50	0	0	10	10	1,393.50	0	0	10	10	1,393.50	0	0	10	10	1,393.50	40.00	139.35	5,574.00
Solvents																										
1	100000018-A01	ALCOHOL, ethyl, 65%-70%, scented, 500ml (can)	bottle	0	0	10	10	439.91	0	0	10	10	439.91	0	0	10	10	439.91	0	0	10	10	439.91	40.00	43.99	1,759.58
Color Compounds and Dispersions																										
1	100000018-A01	STAMP PAD INK, purple or violet	bottle	0	0	5	5	142.76	0	0	5	5	142.76	0	0	5	5	142.76	0	0	5	5	142.76	24.00	34.80	539.05
Films																										
4	100000018-A01	ACETATE, Backsheet 0.475mm with (Agarose A)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	731.14	0.00
1	100000018-A01	CARBON FILM, PE, black, size 200mm x 150mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	288.51	0.00
1	100000018-A01	CARBON FILM, PE, black, size 200mm x 110mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.51	0.00
Paper Materials and Products																										
1	100000018-A01	CARTOLINA, assorted colors	pack	0	0	3	3	145.56	0	0	3	3	145.56	0	0	3	3	145.56	0	0	3	3	145.56	8.00	70.78	580.13

[illegible]

20	4310401-00-00	EXTERNAL HARD DRIVE, 1TB, 3.5", USB 3.0	piece	0	0	1	1	1,734.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,734.80	2,724.80
21	4310401-00-00	FLASH DRIVE, 64 GB capacity	piece	0	0	3	3	829.64	0	0	1	1	276.64	0	0	1	1	276.64	0	0	1	1	276.64	6.00	276.64	1,659.84
22	4310401-00-00	Laptop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	35,016.00	0.00
23	4310401-00-00	MOUSE, optical, USB connection type	unit	0	0	2	2	169.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	339.96	369.96
24	4310401-00-00	PRINTER, IMPACT DOT MATRIX, 34 pins, 100 columns	unit	0	0	2	0	8.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	33,131.36	0.00
25	4310401-00-00	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7,695.52	0.00
26	4310401-00-00	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	714.88	0.00
27	N/A	PRINTER, LASER, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
28	N/A	PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
29	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
30	N/A	Hub/Switches	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
31	N/A	Network Routers	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
32	N/A	Wireless Access Point	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00

Office Equipment and Accessories and Supplies

33	4310401-00-00	CRAYON, colored, white, dustless, erasable, 1/8" x 3/16"	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.68	0.00	
34	4310401-00-00	CLIP, BACKFOLD, all metal, clamping device (4mm)	box	0	0	2	2	15.14	0	0	2	2	15.14	0	0	2	2	15.14	0	0	2	2	15.14	8.00	7.14	60.57
35	4310401-00-00	CLIP, BACKFOLD, all metal, clamping device (4mm)	box	0	0	2	2	26.79	0	0	2	2	26.79	0	0	2	2	26.79	0	0	2	2	26.79	8.00	9.46	107.46
36	4310401-00-00	CLIP, BACKFOLD, all metal, clamping device (4mm)	box	0	0	2	2	41.18	0	0	2	2	41.18	0	0	2	2	41.18	0	0	2	2	41.18	8.00	20.95	184.40
37	4310401-00-00	CLIP, BACKFOLD, all metal, clamping device (4mm)	box	0	0	2	2	79.04	0	0	2	2	79.04	0	0	2	2	79.04	0	0	2	2	79.04	8.00	39.52	316.16
38	4310401-00-00	CONNECTION TAPE, film-base type, 1/4" x 1/2" x 1/2"	piece	0	0	5	5	82.28	0	0	5	5	82.28	0	0	5	5	82.28	0	0	5	5	82.28	10.00	17.56	351.10
39	4310401-00-00	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	10	10	692.84	0	0	10	10	692.84	0	0	10	10	692.84	0	0	10	10	692.84	40.00	89.20	2,791.36
40	4310401-00-00	DATA FOLDER, made of chipboard, single fold	piece	0	0	60	60	4,118.60	0	0	60	60	4,118.60	0	0	60	60	4,118.60	0	0	60	60	4,118.60	240.00	68.84	16,473.60
41	4310401-00-00	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0	3	3	816.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	406.4	816.28
42	4310401-00-00	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	3	3	1,476.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	518.88	1,076.15
43	4310401-00-00	ENVELOPE, EXPANDING, 8 1/2" x 11", for legal size document	box	0	0	3	3	1,476.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	728.40	1,476.15
44	4310401-00-00	ENVELOPE, EXPANDING, PLASTIC, 10 1/2" x 15 1/2", for legal size document	piece	0	0	1	1	60.99	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	36.49	60.99
45	4310401-00-00	ENVELOPE, mailing, white, with window	box	0	0	1	1	410.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	410.80	410.80
46	4310401-00-00	ERASER, FELT, for blackboard/whiteboard	piece	0	0	2	2	22.21	0	0	2	2	22.21	0	0	2	2	22.21	0	0	2	2	22.21	6.00	11.11	44.43
47	4310401-00-00	FASTENER, METAL, 1/2" x 1/4", for use between panels	box	0	0	3	3	236.25	0	0	3	3	236.25	0	0	3	3	236.25	0	0	3	3	236.25	6.00	78.60	473.49
48	4310401-00-00	FILE ORGANIZER, expanding, plastic, 10 pockets	piece	0	0	3	3	210.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	70.61	210.82
49	4310401-00-00	FILE TAB DIVIDER, Bristol board, for A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	14.48	0.00
50	4310401-00-00	FILE TAB DIVIDER, Bristol board, for legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	15.64	0.00
51	4310401-00-00	FOLDER, PAPER, for A4 size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	352.19	0.00

40	30000000-70	FABE, TRANSPARENT, width: 40mm (1.57in)	roll	0	0	3	3	56.60	0	0	3	3	56.60	0	0	3	3	56.60	0	0	3	3	56.60	0.00	18.20	235.40
41	30000000-70	THINSE, plastic, one (1) life per roll	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0	0	0	0.00	0.00	54.96	0.00

Heating and Ventilation and Air Circulation

42	40000000-00	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	971.48	0.00
43	40000000-00	ELECTRIC FAN, OMBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1392.88	0.00
44	40000000-00	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	2	2	1212.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1044.39	2,042.77
45	40000000-00	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	669.66	0.00

Lighting and Accessories

46	30000000-70	FLUORESCENT LAMP, 18 WATTS, linear, standard (T8)	piece	0	0	25	25	1,014.00	0	0	0	0	0.00	0	0	0	25	1,014.00	0	0	0	0	0.00	50.00	60.90	2,028.00
47	30000000-70	Light bulb, LED, 7 watts 1 pc in individual box	piece	0	0	5	5	362.44	0	0	0	0	0.00	0	0	0	5	362.44	0	0	0	0	0.00	93.00	71.49	724.88

Measuring and Observing and Testing Equipment

48	40000000-00	RULER, plastic, 60mm (2 3/8"), width: 15mm (1/2in)	piece	0	0	3	3	45.03	0	0	3	3	45.03	0	0	0	0	0.00	0	0	0	0	0.00	6.00	15.48	91.95
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Cleaning Equipment and Supplies

49	40000000-00	AIR FRESHENER, aerosol, 200ml (7oz)	can	0	0	10	10	86.60	0	0	10	10	86.60	0	0	10	10	86.60	0	0	10	10	86.60	0.00	86.60	3,442.40	
50	40000000-00	BROOM, soft (broom)	piece	0	0	2	2	260.00	0	0	2	2	260.00	0	0	2	2	260.00	0	0	2	2	260.00	0.00	190.00	3,040.00	
51	40000000-00	BROOM, STICK (TING FENG), usable length: 360mm (14in)	piece	0	0	2	2	61.15	0	0	2	2	61.15	0	0	2	2	61.15	0	0	2	2	61.15	0.00	30.58	244.61	
52	40000000-00	CLEANER, TOILET BOWL AND URINAL, spray, 360mm (14in)	bottle	0	0	5	5	108.00	0	0	5	5	108.00	0	0	5	5	108.00	0	0	5	5	108.00	0.00	36.00	893.00	
53	40000000-00	CLEANER, SCOURING POWDER, 300g (10.5oz)	can	0	0	9	9	115.38	0	0	9	9	115.38	0	0	9	9	115.38	0	0	9	9	115.38	0.00	35.00	861.12	
54	40000000-00	DISINFECTANT BATH, 100 grams as needed	bar	0	0	4	4	32.83	0	0	4	4	32.83	0	0	4	4	32.83	0	0	4	4	32.83	0.00	10.00	128.13	
55	40000000-00	DISINFECTANT POWDER, all purpose, 4kg	pack	0	0	3	3	112.29	0	0	3	3	112.29	0	0	3	3	112.29	0	0	3	3	112.29	0.00	12.00	37.43	449.16
56	40000000-00	DISINFECTANT SPRAY, aerosol type, 400-500 grams	can	0	0	10	10	1,219.80	0	0	10	10	1,219.80	0	0	10	10	1,219.80	0	0	10	10	1,219.80	0.00	49.80	130.98	4,919.30
57	40000000-00	DUST PAN, non rigid plastic, w/ detachable handle	piece	0	0	1	1	34.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14.84	34.84	
58	40000000-00	FLOOR WAX, PASTE, RED	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	269.36	0.00	
59	40000000-00	FURNITURE CLEANER, aerosol type, 360ml (14in)	can	0	0	10	10	879.60	0	0	10	10	879.60	0	0	10	10	879.60	0	0	10	10	879.60	0.00	40.00	87.96	3,494.40
60	40000000-00	GLOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,910.00	0.00	
61	40000000-00	MOP HANDLE, heavy duty, aluminum, screw type	piece	0	0	1	1	165.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	145.00	145.00	
62	40000000-00	MOPHEAD, made of rayon, weight: 400 grams (14in)	piece	0	0	3	3	210.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	45.00	145.07	
63	40000000-00	MOPS, all cotton, 30 pieces per bag (14in)	bundle	0	0	3	3	149.07	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	45.00	149.07	
64	40000000-00	SCOURING PAD, made of synthetic nylon, 100 x 228mm	pack	0	0	2	2	205.91	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	100.66	205.92	
65	40000000-00	TRASHBAG, plastic, transparent	roll	0	0	8	8	1,119.84	0	0	5	5	699.42	0	0	5	5	699.42	0	0	5	5	699.42	0.00	23.00	199.88	3,217.34
66	40000000-00	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	73.99	0.00	

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

67	40000000-00	Desktop Computer, branded	unit	0	0	1	1	39,208.00	0	0	1	1	39,208.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	39,168.00	78,416.00
68	40000000-00	DVD REWRITABLE, 16x, 4x min, 4.7GB capacity min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	21.79	0.00

403	4410000010-100	FOLDER, FINCY, for legal size documents	bundle	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	269.30	0.00
404	4410000010-100	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0	6.00	0	0	0	0	6.00	0	0	0	0	0.00	0.00	170.00	0.00
406	4410000010-101	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0	9.00	0	0	0	0	9.00	0	0	0	0	0.00	0.00	219.32	0.00
405	4410000010-100	FOLDER, PRESSBOARD, 3000 x 2400mm x 10mm (extra)	box	0	0	0	0	0	2.00	0	0	0	0	2.00	0	0	0	0	0.00	0.00	146.70	0.00
406	4410000010-100	FOLDER, TAGBOARD, for A4 size documents	pack	0	0	2	2	434.70	0	0	1	1	270.64	0	0	1	1	107.36	5.00	107.36	1,086.80	0.00
407	4410000010-100	FOLDER, TAGBOARD, for legal size documents	pack	0	0	2	2	559.37	0	0	1	1	279.64	0	0	1	1	279.64	5.00	279.64	1,398.18	0.00
408	4410000010-100	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	50.58	0.00
409	4410000010-100	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	40.60	0.00
410	4410000010-100	MARKER, FLUORESCENT, 3 assorted colors per set	set	0	0	3	3	111.20	0	0	3	3	111.20	0	0	3	3	111.20	0.00	307.3	466.78	0.00
411	4410000010-100	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0	24	24	347.35	0	0	12	12	119.68	0	0	12	12	119.68	0.00	122.68	618.38	0.00
412	4410000010-100	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0	24	24	247.35	0	0	12	12	119.68	0	0	12	12	119.68	0.00	122.68	618.38	0.00
413	4410000010-100	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0	12	12	123.68	0	0	12	12	119.68	0	0	12	12	119.68	0.00	122.68	618.38	0.00
414	4410000010-100	MARKER, PERMANENT, bullet type, black	piece	0	0	12	12	119.81	0	0	12	12	119.81	0	0	12	12	119.81	0.00	122.68	618.38	0.00
415	4410000010-100	MARKER, PERMANENT, bullet type, blue	piece	0	0	12	12	119.81	0	0	12	12	119.81	0	0	12	12	119.81	0.00	122.68	618.38	0.00
416	4410000010-100	MARKER, PERMANENT, bullet type, red	piece	0	0	12	12	119.81	0	0	12	12	119.81	0	0	12	12	119.81	0.00	122.68	618.38	0.00
417	4410000010-100	PAPER CLIP, vinyl/plastic coat, lengths 120mm (100)	box	0	0	5	5	39.90	0	0	5	5	39.90	0	0	5	5	39.90	0.00	119.60	5.98	119.60
418	4410000010-100	PAPER CLIP, vinyl/plastic coat, lengths 180mm (100)	box	0	0	5	5	63.70	0	0	5	5	63.70	0	0	5	5	63.70	0.00	119.60	5.98	119.60
419	4410000010-100	PENCIL, lead, w/ eraser, wood cased, hardness HB	box	0	0	1	1	30.79	0	0	1	1	30.79	0	0	1	1	30.79	0.00	119.60	5.98	119.60
420	4410000010-100	RING BINDER, 30 rings, plastic, 32mm x 132mm	bundle	0	0	4	4	806.54	0	0	0	0	0.00	0	0	4	4	806.54	0.00	119.60	5.98	119.60
421	4410000010-100	RUBBER BAND, 70cm min by 5at length (400)	box	0	0	1	1	96.70	0	0	0	0	0.00	0	0	1	1	96.70	0.00	119.60	5.98	119.60
422	4410000010-100	STAMP PAD, FELT, bed dimensions 100mm x 100mm min	piece	0	0	2	2	55.33	0	0	2	2	55.33	0	0	0	0	0.00	4.00	22.66	180.66	0.00
423	4410000010-100	CUTTER BLADE, for heavy duty cutter	piece	0	0	2	2	73.05	0	0	0	0	0.00	0	0	2	2	73.05	0	0	11.77	47.09
424	4410000010-100	CUTTER KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	12.40	0.00	
425	4410000010-100	SEALING AND STAMPING MACHINE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	128.38	0.00	
426	4410000010-100	PENCIL SHARPENER, manual, single outlet head	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	157.10	0.00	
427	4410000010-100	PUNCHOL, paper, heavy duty, with two hole punch	piece	0	0	3	3	395.87	0	0	0	0	0.00	0	0	0	0	0.00	3.00	131.90	395.87	0.00
428	4410000010-100	SCISSORS, symmetrical, blade lengths 160mm min	pair	0	0	5	5	78.00	0	0	0	0	0.00	0	0	5	5	78.00	0.00	16.00	15.00	156.00
429	4410000010-100	STAPLER, STANDARD TYPE, bed cap size 100mm min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	82.65	0.00	
430	4410000010-100	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0	3	3	4,394.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	8,650.00	4,394.00	0.00
431	4410000010-100	STAPLE REMOVER, PIER-TYPE	piece	0	0	4	4	72.72	0	0	0	0	0.00	0	0	0	0	0.00	4.00	18.00	72.72	0.00
432	4410000010-100	TAPE DISPENSER, TABLE TOP, for screen width tape	piece	0	0	2	2	111.65	0	0	0	0	0.00	0	0	0	0	0.00	2.00	55.83	111.65	0.00
433	4410000010-100	SEALING AND PUNCHING MACHINE, binding cap, screen	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10,000.00	0.00	0.00
434	4410000010-100	CALCULATOR, compact, 2 digits	unit	0	0	1	1	135.36	0	0	0	0	0.00	0	0	0	0	0.00	0.00	135.36	135.36	0.00
435	4410000010-100	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,711.20	0.00	0.00

99	apended to file	PAPER TRIMMER/CUTTING MACHINE, max paper size 84"	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0,000.00	0.00
100	apended to file	PAPER SHREDDER, cutting width 100-400mm (entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	5,000.00	0.00
101	apended to file	PAPER SHREDDER, cutting width 100-400mm (entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00

[illegible]

Printer or Facsimile or Photocopier Supplies

[illegible]

[illegible]

[illegible]

232	44101200-HP-101	TONER CART, HP CF210XC (HP36XC) Black LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
233	44101200-HP-102	TONER CART, HP CF210XC, LaserJet Pro M404dps 2.5K Black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
234	44101200-HP-103	TONER CART, HP CF210XC	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	4,665.36	0.00
235	44101200-HP-104	TONER CART, HP CF210XC (HP36XC) Black LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	8,649.85	0.00
241	44101200-HP-105	TONER CART, HP CF210XA (HP36XA) LaserJet Black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,141.70	0.00
242	44101200-HP-106	TONER CART, HP CF210XC (HP36XC) 8K Contract LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,094.89	0.00
243	44101200-HP-107	TONER CART, HP CF310XA (HP37) black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	18,093.60	0.00
244	44101200-HP-108	TONER CART, HP CF310XC (HP36XC) black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
245	44101200-HP-109	TONER CART, HP CF310XC (HP36XC) Cyan	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
246	44101200-HP-110	TONER CART, HP CF310XC (HP36XC) yellow	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
247	44101200-HP-111	TONER CART, HP CF310XC (HP36XC) magenta	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
248	44101200-HP-112	TONER CART, HP CF310XC (HP37) Black LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	15,095.00	0.00
249	44101200-HP-113	TONER CART, HP CF310XA Black LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	2,900.00	0.00
250	44101200-HP-114	TONER CART, HP CF310XA Cyan LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	2,943.10	0.00
251	44101200-HP-115	TONER CART, HP CF310XA Yellow LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	2,943.10	0.00
252	44101200-HP-116	TONER CART, HP CF310XA Magenta LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	2,943.10	0.00
253	44101200-HP-117	TONER CART, HP CF310XA (HP36XA) Black LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	7,359.10	0.00
254	44101200-HP-118	TONER CART, HP CF310XC (HP36XC) Black Contract LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,174.49	0.00
255	44101200-HP-119	TONER CART, HP CF310XA (HP36XA) Cyan LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,174.49	0.00
256	44101200-HP-120	TONER CART, HP CF310XC (HP36XC) Cyan Contract LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
257	44101200-HP-121	TONER CART, HP CF310XA (HP36XA) Yellow LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,174.49	0.00
258	44101200-HP-122	TONER CART, HP CF310XC (HP36XC) Yellow Contract LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
259	44101200-HP-123	TONER CART, HP CF310XA (HP36XA) Magenta LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,174.49	0.00
260	44101200-HP-124	TONER CART, HP CF310XC (HP36XC) Magenta Contract LJ	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
261	44101200-HP-125	TONER CART, HP CF410XA (HP37XA) Black LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
262	44101200-HP-126	TONER CART, HP CF410XA (HP37XA) Cyan LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
263	44101200-HP-127	TONER CART, HP CF410XA (HP37XA) Yellow LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
264	44101200-HP-128	TONER CART, HP CF410XA (HP37XA) Magenta LaserJet	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
265	44101200-HP-129	TONER CART, HP CF410XA (HP37XA) black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	4,449.80	0.00
266	44101200-HP-130	TONER CART, HP CF410XC (HP41XC) black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	7,481.35	0.00
267	44101200-HP-131	TONER CART, HP CF410XC (HP41XC) Cyan	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,849.20	0.00
268	44101200-HP-132	TONER CART, HP CF410XC (HP41XC) black	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,849.20	0.00
269	44101200-HP-133	TONER CART, HP CF410XC (HP41XC) Cyan	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,472.40	0.00
270	44101200-HP-134	TONER CART, HP CF410XC (HP41XC) yellow	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,472.40	0.00
271	44101200-HP-135	TONER CART, HP CF410XC (HP41XC) magenta	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	5,099.10	0.00
272	44101200-HP-136	TONER CART, HP CF410XC (HP41XC) yellow	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,472.40	0.00
273	44101200-HP-137	TONER CART, HP CF410XC (HP41XC) yellow	CART	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	3,472.40	0.00

271	4441003-00-155	TONER CART, HP C7403A (HP410A) (4441003-00-155)	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,545.10	0.00
272	4441003-00-212	TONER CART, HP C7413XC (HP410A) (4441003-00-212)	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,471.40	0.00
273	4441003-00-273	TONER CART, HP Q2404C, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,564.72	0.00
274	4441003-00-273	TONER CART, HP Q2404A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,472.80	0.00
275	4441003-00-273	TONER CART, HP Q2553A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,075.80	0.00
276	4441003-00-273	TONER CART, LEXMARK E350000, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8,074.32	0.00
277	4441003-00-273	TONER CART, LEXMARK E350000, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,500.00	0.00
278	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,641.00	0.00
279	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,811.00	0.00
280	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,444.90	0.00
281	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,287.10	0.00
282	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,745.80	0.00
283	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3,116.00	0.00
284	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,517.00	0.00
285	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,494.00	0.00
286	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9,494.00	0.00
287	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2,684.80	0.00
288	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,537.00	0.00
289	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,099.44	0.00
290	4441003-00-273	TONER CART, SAMSUNG MLT-D1045, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13,355.56	0.00

Audio and Visual Equipment and Supplies																					
291	4441003-00-291	DOCUMENT CAMERA, 3.3M pixels	unit	0	0	0	0	0	57,720.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	57,720.00
292	4441003-00-291	MULTIMEDIA PROJECTOR, 4000 mls and lumens	unit	0	0	0	0	0	57,724.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	115,444.00
																					37,333.00

Flag or Accessories																						
293	4441003-00-293	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00

Printed Publication:																										
294	4441003-00-294	HANDBOOK (HA 918), 1st Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	45.25	0.00

Fire Fighting Equipment																						
295	4441003-00-295	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5 lbs	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,186.00	0.00
296	4441003-00-296	FIRE EXTINGUISHER, PURE HCFC 12B, 4.5 lbs	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4,993.00	0.00

Consumer Electronics																						
297	4441003-00-297	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6,818.14	0.00

Furniture and Furnishings																						
298	4441003-00-298	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	263.60	0.00

399	3400299-028-700	CHAFT, monorail, white, with hardwood, 3/4 x 1/2 x 1/2	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	252.60	0.00
400	3400299-028-700	TABLE, MONORAIL, WHITE, 88 1/2 x 30 1/2 x 30 1/2	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1,325.80	0.00
401	3400299-028-700	TABLE, MONORAIL, BEIGE, 88 1/2 x 30 1/2 x 30 1/2	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1,325.80	0.00

Arts and Crafts Equipment and Accessories and Supplies

402	4000299-028-700	CLEARBOARD, 18 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	35.38	0.00
403	4000299-028-700	CLEARBOARD, 36 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42.35	0.00
404	4000299-028-700	GRADER, PLASTIC/RUBBER, for pencil craft, black	piece	0	0	5	5	33.80	0	0	0	0	0.00	0	0	0	0	0.00	5.00	4.41	22.10
405	4000299-028-700	SICR PEN, BLACK, 1/2x1/2x1/2, 0.5mm needle tip	piece	0	0	24	24	835.67	0	0	24	24	835.67	0	0	24	24	835.67	98.40	34.46	5,322.68
406	4000299-028-700	SICR PEN, BLUE, 1/2x1/2x1/2, 0.5mm needle tip	piece	0	0	12	12	475.33	0	0	12	12	475.33	0	0	12	12	475.33	48.40	34.61	1,661.34
407	4000299-028-700	SICR PEN, RED, 1/2x1/2x1/2, 0.5mm needle tip	piece	0	0	6	6	287.67	0	0	6	6	287.67	0	0	6	6	287.67	36.40	34.61	836.47
408	4000299-028-700	WRAPPING PAPER, kraft, 55gsm (55)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	109.67	0.00

SOFTWARE

1	4000000-028-700	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
2	4000000-028-700	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
3	4000000-028-700	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
4	4000000-028-700	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
5	4000000-028-700	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
6	4000000-028-700	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
7	4000000-028-700	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
8	4000000-028-700	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
9	4000000-028-700	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
10	4000000-028-700	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
11	4000000-028-700	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
12	4000000-028-700	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
13	4000000-028-700	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
14	4000000-028-700	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
15	4000000-028-700	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
16	4000000-028-700	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00

OTHER SOFTWARE

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	
3				0	0.00			0	0.00			0	0.00			0	0.00	0.00						0.00	
4				0	0.00			0	0.00			0	0.00			0	0.00	0.00						0.00	

PASSENGER AIR TRANSPORTATION

1	4000000-028-700	Airfare Ticket	ticket	0	0.00			0	0.00			0	0.00			0	0.00	0.00						0.00	
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

	push pin	case	0	0	1	1	24.38	0	0	1	1	24.38	0	0	1	1	24.38	0	0	1	1	24.38	0.00	24.38	97.52
	RIBBON, nylon, manual typewriter	spool	0	0	3	3	49.61	0	0	3	3	49.61	0	0	3	3	49.61	0	0	3	3	49.61	0.00	148.48	198.48
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00

COMMON OFFICE EQUIPMENT

	Calculator, Two-Way Power, 12 Digits	unit	0	0	1	1	368.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	368.00	368.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00

COMMON OFFICE SUPPLIES

	sticker paper	pad	0	0	3	3	300.00	0	0	3	3	300.00	0	0	3	3	300.00	0	0	3	3	300.00	0.00	100.00	1,000.00
	Reimbursement Expense Receipt	pad	0	0	2	2	50.00	0	0	2	2	50.00	0	0	2	2	50.00	0	0	2	2	50.00	0.00	15.00	200.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00

COMMON JANITORIAL SUPPLIES

	Bar/foam soap, 28gms	piece	0	0	10	10	242.50	0	0	10	10	242.50	0	0	10	10	242.50	0	0	10	10	242.50	0.00	24.25	970.00
	Disinfecting Powder, Axiom	piece	0	0	5	5	480.00	0	0	5	5	480.00	0	0	5	5	480.00	0	0	5	5	480.00	0.00	81.00	1,920.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00

Office Equipment and Accessories

							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00
							0.00					0.00					0.00					0.00		0.00	0.00

Office Supplies

	Belgen Pile; Fiber Castles; Black	piece	0	0	12	12	57.60	0	0	12	12	57.60	0	0	12	12	57.60	0	0	12	12	57.60	0.00	4.80	336.40
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1		Ballpen Pilot, Faber Castell 5, Blue	piece	1	0	10	11	57.60	0	0	0	0	0.00	0	0	12	10	17.88	0	0	0	0	0.00	36.00	4.80	115.30
2		Ballpen Pilot, Faber Castell 5, Red	piece	0	0	12	12	57.60	0	0	0	0	0.00	0	0	12	12	17.88	0	0	0	0	0.00	36.00	4.80	115.30
3		Ball for Signpen (x 75) Black, MYCCL, 1/8"	box	0	0	5	5	900.00	0	0	5	5	900.00	0	0	5	5	900.00	0	0	5	5	900.00	35.88	180.00	3,600.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Audio and visual presentation and composing equipment

1		Mobile AZDC, Rechargeable Public Address with Wireless Microphone	unit	0	0	1	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	15,000.00	15,000.00
2						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
3						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Photographic or filming or video equipment

1						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
2						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
3						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Cleaning Equipment and Supplies

1						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
2						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
3						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

Paper Materials and Products

1		Construction Paper Legal, Yellow, 1/8"	pack	0	0	3	3	540.00	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	9.00	170.00	1,530.00
2		Construction Paper Legal, Blue, 1/8"	pack	0	0	3	3	510.00	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	9.00	170.00	1,530.00
3		Construction Paper Legal, Green, 1/8"	pack	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	8.00	170.00	1,360.00
		Construction Paper Legal/Pink, 1/8"	pack	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	0	0	3	3	340.00	8.00	170.00	1,360.00
		Photo Paper	box	0	0	3	3	700.00	0	0	0	0	0.00	0	0	1	1	340.00	0	0	0	0	0.00	6.00	240.00	960.00

Lighting and fixtures and accessories

1		Emergency Lights, Automatic	unit	0	0	6	6	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1,500.00	15,000.00
2						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
3						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00
						0	0	0.00			0	0	0.00			0	0	0.00			0	0	0.00	0.00		0.00

C. GRAND TOTAL (A + B)									P	378,995.93
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									P	
G. MONTHLY CASH REQUIREMENTS									P	
G.1 Available at Procurement Service Stores		179,625.34		64,861.41		17,916.39		24,343.42	P	295,886.96
G.2 Other Items not available at PS but regularly purchased from other sources		34,437.30		3,494.10		3,289.30		3,444.10	P	48,654.80
TOTAL MONTHLY CASH REQUIREMENTS		214,062.64		68,355.51		21,205.69		27,787.52	P	344,541.76

*Agency must post the monthly requirement for all invoices both local and international.

We hereby warrant that the total amount requested 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:

RODEL P. DELACERO
Property/Supply Officer

Certified Funds Available / Certified Appropriation Funds Available

JEAN MARY R. DION
Accountant / Local Budget Officer

Approved by:

MA. IRENE C. CAMBALING
Head of Office/Agency

Date Prepared: _____