

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](http://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](http://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: DSWD Region VI  
 Region: VI - Bacolod  
 Address: M.H. Del Pilar St., Iloilo City

Agency Account Code: No Code  
 Organization Type: National Government Agency (NGA)

Contact Person: Fredilyn Sacote  
 Position: BAC Officer  
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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							
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																												
<b>Pesticides or Pest Repellents</b>																												
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	6	215	0	221	33,167.68	0	6	210	216	32,417.28	0	0	0	0	0.00	0	0	418	418.08	62,745.45	855.08	150.08	128,330.41		
<b>Solvents</b>																												
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	140	25	0	165	7,817.04	130	20	25	175	8,290.80	0	4	0	4	189.50	0	0	182	181.98	8,621.29	525.98	47.38	24,918.64		
<b>Color Compounds and Dispersions</b>																												
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	3	0	0	3	79.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	25	24.627	653.15	27.63	26.52	732.72		
<b>Films</b>																												
4	1311203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00					0	0.00										0	0.00	0.00	793.95	0.00
5	1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00					0	0.00										0	0.00	0.00	224.56	0.00
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00					0	0.00										0	0.00	0.00	224.56	0.00

**Paper Materials and Products**

7	1411525-CA-A01	CARTOLINA, assorted colors	pack	100	0	0	100	7,837.76	0	50	0	50	3,918.88	0	0	0	0	0.00	0	0	73	72.779	5,704.26	222.78	78.38	17,465.90
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	734.72	0.00
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	1,108.80	0.00
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	1,400.00	0.00
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	824.32	0.00
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	642.71	0.00
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	1,114.40	0.00
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00			73	0	0.00	0.00	722.29	0.00
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	25	0	0	25	867.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	32	32.219	1,117.93	57.22	34.70	1,985.37
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	25	0	0	25	1,509.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	56	56.056	3,383.99	81.06	60.37	4,893.19
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	25	0	0	25	1,117.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	41	41.496	1,854.37	66.50	44.69	2,971.57
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	50	0	0	50	648.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	12	12.043	156.20	62.04	12.97	804.68
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	25	0	0	25	3,563.84	10	0	0	10	1,425.54	0	0	0	0	0.00	0	0	132	132.37	18,869.99	167.37	142.55	23,859.37
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	333.31	0	0	200	200	33,331.20	202.00	166.66	33,664.51
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	278	6900	0	7178	885,213.93	0	50	6900	6950	857,096.24	0	2	0	2	246.65	0	0	773	772.57	95,276.05	14,902.57	123.32	1,837,832.87
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	179	6600	0	6779	948,908.15	10	50	6600	6660	932,250.82	0	2	0	2	279.96	0	0	850	849.9	118,966.40	14,290.90	139.98	2,000,405.32
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00			96	0	0.00	0.00	18.68	0.00
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	0	145	0	145	15,022.00	0	0	145	145	15,022.00	0	0	0	0	0.00	0	0	96	96.2	9,966.32	386.20	103.60	40,010.32
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00			96	0	0.00	0.00	52.53	0.00
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	37	10	0	47	3,579.52	0	12	10	22	1,675.52	0	1	0	1	76.16	0	0	272	272.16	20,727.71	342.16	76.16	26,058.91
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	24	0	0	24	2,634.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	102	101.92	11,186.74	125.92	109.76	13,820.98
28	1411704-TT-P01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	50	50	0	100	7,044.80	0	50	50	100	7,044.80	0	2	0	2	140.90	0	0	201	200.83	14,148.21	402.83	70.45	28,378.71

**Batteries and Cells and Accessories**

29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	20	0	20	424.93	0	0	20	20	424.93	0	0	0	0	0.00	0	0	20	19.729	419.17	59.73	21.25	1,269.02
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	20	0	20	420.00	0	0	20	20	420.00	0	0	0	0	0.00	0	0	20	19.5	409.50	59.50	21.00	1,249.50
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00			20	0	0.00	0.00	95.20	0.00

**Manufacturing Components and Supplies**

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	74	3	0	77	3,965.32	0	20	3	23	1,184.44	0	0	0	0	0.00	0	0	143	143.46	7,387.72	243.46	51.50	12,537.48
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00				0	0.00				0	0.00			143	0	0.00	0.00	22.27	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	50	250	0	300	6,478.08	0	20	250	270	5,830.27	0	2	0	2	43.19	0	0	130	130.2	2,811.59	702.20	21.59	15,163.13
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00			130	0	0.00	0.00	19.60	0.00

36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	0	0	0	0	0.00	0	20	0	20	1,187.20	0	0	0	0	0.00	0	0	55	55.12	3,271.92	75.12	59.36	4,459.12
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	20	0	0	20	2,296.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	107	106.6	12,237.68	126.60	114.80	14,539.68
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	375	0	375	7,350.00	0	0	377	377	7,389.20	0	0	0	0	0.00	0	0	18	18.2	356.72	770.20	19.60	15,095.92
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	80	405	0	485	4,753.00	0	20	405	425	4,165.00	0	0	0	0	0.00	0	0	36	36.4	356.72	946.40	9.80	9,274.72
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	30	20	0	50	980.00	0	0	20	20	392.00	0	0	0	0	0.00	0	0	36	36.4	713.44	106.40	19.60	2,085.44
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	8	0	8	439.04	0	0	7	7	384.16	0	0	0	0	0.00	0	0	51	50.96	2,796.68	65.96	54.88	3,619.88

**Heating and Ventilation and Air Circulation**

42	40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,049.44	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	1,284.64	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	1,083.80	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	721.17	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	43.68	0.00
47	39101618-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	78.06	0.00

**Measuring and Observing and Testing Equipment**

48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	20	25	0	45	749.95	0	0	25	25	416.64	0	0	0	0	0.00	0	0	46	46.426	773.71	116.43	16.67	1,940.30
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**Cleaning Equipment and Supplies**

49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	156	10	0	166	15,384.88	0	6	10	16	1,482.88	0	0	0	0	0.00	0	0	258	258.18	23,928.12	440.18	92.68	40,795.88
50	47131604-BR-S01	BROOM, soft (tambo)	piece	3	50	0	53	7,420.00	0	3	57	60	8,400.00	0	0	0	0	0.00	0	0	260	260	36,400.00	373.00	140.00	52,220.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	32.93	0.00
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	6	141	0	147	6,585.60	0	6	141	147	6,585.60	0	0	0	0	0.00	0	0	83	83.2	3,727.36	377.20	44.80	16,898.56
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	0	195	0	195	5,023.20	0	0	195	195	5,023.20	0	0	0	0	0.00	0	0	48	47.84	1,232.36	437.84	25.76	11,278.76
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.62	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	100	0	0	100	4,030.88	0	10	0	10	403.09	0	0	0	0	0.00	0	0	75	74.859	3,017.48	184.86	40.31	7,451.45
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	181	0	181	23,971.64	0	6	181	187	24,766.28	0	0	0	0	0.00	0	0	246	245.96	32,574.94	613.96	132.44	81,312.86
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	36	0	37	989.59	0	1	36	37	989.59	0	0	0	0	0.00	0	0	50	49.67	1,328.46	123.67	26.75	3,307.64
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	290.08	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	6	1	0	7	658.56	0	6	1	7	658.56	0	0	0	0	0.00	0	0	175	174.72	16,437.66	188.72	94.08	17,754.78
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	0	0	1	2,058.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1911	1911	3,932,838.00	1,912.00	2,058.00	3,934,896.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1	0	0	1	156.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	146	145.6	22,830.08	146.60	156.80	22,986.88
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	0	0	1	118.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	110	110.24	13,087.69	111.24	118.72	13,206.41
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	3	0	0	3	160.54	0	0	0	0	0.00	0	0	0	0	0.00	0	0	50	49.691	2,659.16	52.69	53.51	2,819.70



64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00	0.00	110.88	0.00			
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	3	355	0	358	53,929.12	0	6	355	361	54,381.04	0	0	0	0	0	0	419.64	63,214.57	1,138.64	150.64	171,344.73
66	47121702-WB-P01	WASTEBASKET, non rigid plastic	piece	0	38	0	38	965.26	0	6	39	45	1,143.07	0	0	0	0	0	0	47.174	1,198.31	130.17	25.40	3,306.64

**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	0.00	42,224.00	0.00				
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0	0.00				0	0.00				0	0.00	0.00	23.46	0.00				
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	10	50	0	60	176,064.00	0	0	50	50	146,720.00	0	0	0	0	0.00	0	0	5449.6	15,991,306.24	5,559.60	2,934.40	16,314,090.24
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	15	117	0	132	39,325.44	0	0	118	118	35,154.56	0	0	0	0	0.00	0	0	553.28	164,833.18	803.28	297.92	239,313.18
71	43211503-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00	0.00	38,679.20	0.00				
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit				0	0.00				0	0.00				0	0.00	0.00	145.38	0.00				
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00	0.00	35,679.84	0.00				
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00	0.00	8,610.56	0.00				
75	43212105-PR-L01	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	8000	6,245,120.00	8,000.00	780.64	6,245,120.00
76	N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00	0.00		0.00				
77	N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00	0.00		0.00				
78	N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00	0.00		0.00				
79	N/A	Hub/Switches	unit				0	0.00				0	0.00				0	0.00	0.00		0.00				
80	N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00	0.00	35.00	0.00				
81	N/A	Wireless Access Point	unit				0	0.00				0	0.00				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	0.00				0	0.00				0	0.00	0.00	27.65	0.00					
83	44121205-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	120	3	0	123	1,002.89	0	0	3	3	24.46	0	0	0	0	0.00	0	0	15	15.142	123.47	141.14	8.15	1,150.82
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	0	3	0	3	43.28	0	0	2	2	28.85	0	0	0	0	0.00	0	0	13	13.395	193.23	18.40	14.43	265.36
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	80	160	0	240	5,311.49	0	0	160	160	3,540.99	0	2	0	2	44.26	0	0	71	71.101	1,573.55	473.10	22.13	10,470.29
86	44121205-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	0	160	0	160	6,809.60	0	0	160	160	6,809.60	0	2	0	2	85.12	0	0	80	79.52	3,384.37	401.52	42.56	17,088.69
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	374	800	0	1174	22,195.17	0	50	800	850	16,069.76	0	2	0	2	37.81	0	0	90	90.221	1,705.68	2,116.22	18.91	40,008.42
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	285	0	285	21,418.32	0	0	285	285	21,418.32	0	0	0	0	0.00	0	0	70	69.784	5,244.41	639.78	75.15	48,081.05
89	44122011-DF-F01	DATA FOLDER, made of chipboard, tag/la lock	piece				0	0.00				0	0.00				0	0.00	0.00	73.92	0.00					
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box				0	0.00				0	0.00				0	0.00	0.00	439.53	0.00					
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	55	1	0	56	31,243.97	0	0	1	1	557.93	0	25	0	25	13,948.20	0	0	1558	1558.2	869,379.03	1,640.23	557.93	915,129.13
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	100	0	0	100	79,520.00	0	100	0	100	79,520.00	0	0	0	0	0.00	0	0	738	738.4	587,175.68	938.40	795.20	746,215.68
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00	0.00	32.84	0.00					



94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	0	559	0	559	197,841.28	0	0	559	559	197,841.28	0	0	0	0	0.00	0	0	657	657.28	232,624.54	1,775.28	353.92	628,307.10
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	100	0	0	100	44,240.00	0	50	0	50	22,120.00	0	0	0	0	0.00	0	0	411	410.8	181,737.92	560.80	442.40	248,287.92
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.96	0.00
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	45	0	0	45	3,824.35	0	25	0	25	2,124.64	0	2	0	2	169.97	0	0	218	217.83	18,512.45	289.83	84.99	24,631.41
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	76.04	0.00
99	44122018-F-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13.44	0.00
100	44122018-F-T-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	17.92	0.00
101	44122011-F-O-F01	FOLDER, FANCY, for A4 size documents	bundle	75	0	0	75	20,458.20	0	25	0	25	6,819.40	0	0	0	0	0.00	0	0	253	253.29	69,091.98	353.29	272.78	96,369.58
102	44122011-F-O-F02	FOLDER, FANCY, for legal size documents	bundle	75	0	0	75	23,520.00	0	25	0	25	7,840.00	0	25	0	25	7,840.00	0	0	297	297.2	93,201.92	422.20	313.60	132,401.92
103	44122011-F-O-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	184.24	0.00
104	44122011-F-O-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	230.16	0.00
105	44122027-F-O-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	804.16	0.00
106	44122011-F-O-T03	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	234.08	0.00
107	44122011-F-O-T04	FOLDER, TAGBOARD, for legal size documents	pack	62	5	0	67	20,176.76	0	0	5	5	1,505.73	0	0	0	0	0.00	0	0	839	838.91	252,632.73	910.91	301.15	274,315.21
108	44122008-IT-F01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55.87	0.00
109	44111515-MI-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	44.80	0.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	0	6	0	6	240.58	0	0	6	6	240.58	0	2	0	2	80.19	0	0	77	77.232	3,096.69	91.23	40.10	3,658.04
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	65	0	65	721.45	0	0	60	60	665.95	0	2	0	2	22.20	0	0	56	55.613	617.26	182.61	11.10	2,026.86
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	11.10	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	11.10	0.00
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	80	11	0	91	945.82	0	0	10	10	103.94	0	2	0	2	20.79	0	0	69	68.954	716.68	171.95	10.39	1,787.22
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.39	0.00
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.39	0.00
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	30	230	0	260	1,674.40	0	0	230	230	1,481.20	0	0	0	0	0.00	0	0	12	11.96	77.02	501.96	6.44	3,232.62
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	84	0	0	84	1,152.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	25	25.48	349.59	109.48	13.72	1,502.07
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	316	1897	0	2213	49,546.41	0	100	1897	1997	44,710.43	0	0	0	0	0.00	0	0	118	118.16	2,645.42	4,328.16	22.39	96,902.27
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	217.15	0.00
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	17	10	0	27	2,812.32	0	0	10	10	1,041.60	0	0	0	0	0.00	0	0	290	290.16	30,223.07	327.16	104.16	34,076.99
122	44121505-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	5	0	10	297.92	0	0	5	5	148.96	0	0	0	0	0.00	0	0	55	55.328	1,648.33	70.33	29.79	2,095.21
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	0	5	0	5	63.39	0	0	5	5	63.39	0	0	0	0	0.00	0	0	12	11.773	149.26	21.77	12.68	276.04
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	10	25	0	35	1,032.92	0	0	25	25	737.80	0	0	0	0	0.00	0	0	55	54.808	1,617.49	114.81	29.51	3,388.21
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	515.18	0.00

126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	3	0	3	604.80	0	0	2	2	403.20	0	0	0	0	0.00	0	0	187	187.2	37,739.52	192.20	201.60	38,747.52
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	22	5	0	27	3,836.85	0	10	5	15	2,131.58	0	0	0	0	0.00	0	0	396	395.87	56,254.72	437.87	142.11	62,223.15
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	6	5	0	11	184.80	0	0	5	5	84.00	0	0	0	0	0.00	0	0	31	31.2	524.16	47.20	16.80	792.96
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	64	245	0	309	27,340.32	0	0	240	240	21,235.20	0	0	0	0	0.00	0	0	329	328.64	29,078.07	877.64	88.48	77,653.59
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	946.40	0.00
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	0	10	0	10	195.78	0	0	10	10	195.78	0	0	0	0	0.00	0	0	18	18.179	355.91	38.18	19.58	747.46
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	0	0	6	360.73	0	0	0	0	0.00	0	0	0	0	0.00	0	0	56	55.827	3,356.42	61.83	60.12	3,717.15
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	11,200.00	0.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	8	0	0	8	1,164.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	135	135.2	19,685.12	143.20	145.60	20,849.92
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,073.60	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	8,710.24	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	6,137.60	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	7,392.00	0.00
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	50	0	50	53,928.00	0	0	50	50	53,928.00	0	0	0	0	0.00	0	0	1002	1001.5	1,080,199.41	1,101.52	1,078.56	1,188,055.41
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,108.80	0.00
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	50	0	50	40,600.00	0	0	50	50	40,600.00	0	0	0	0	0.00	0	0	754	754	612,248.00	854.00	812.00	693,448.00
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	840.00	0.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	24	0	0	24	6,585.60	0	24	0	24	6,585.60	0	0	0	0	0.00	0	0	255	254.8	69,917.12	302.80	274.40	83,088.32
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	12	0	0	12	3,292.80	0	12	0	12	3,292.80	0	0	0	0	0.00	0	0	255	254.8	69,917.12	278.80	274.40	76,502.72
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	12	0	0	12	3,292.80	0	12	0	12	3,292.80	0	0	0	0	0.00	0	0	255	254.8	69,917.12	278.80	274.40	76,502.72
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	274.40	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	0.00	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	708.96	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	803.04	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	1,607.20	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	2,150.40	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	2,150.40	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	2,150.40	0.00





189	44103105-HP-Y50	INK CART, HP L0S57AA (HP955) Yellow Original	cart
190	44103105-HP-B50	INK CART, HP L0S60AA (HP955) Black Original	cart
191	44103105-HX-C48	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart
192	44103105-HX-M48	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart
193	44103105-HX-Y48	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart
194	44103105-HX-B48	INK CART, HP L0S72AA (HP955XL) Black Original	cart
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart
203	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart
204	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart
205	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart
211	44103103-HP-B12	TONER CART, HP CB435A, Black	cart
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart
217	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart
218	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart
219	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart
220	44103103-HP-B24	TONER CART, HP CE320A, Black	cart

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285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart					0	0.00					0	0.00					0	0.00	0.00	10,192.00	0.00
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart					0	0.00					0	0.00					0	0.00	0.00	9,912.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart					0	0.00					0	0.00					0	0.00	0.00	5,454.40	0.00
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart					0	0.00					0	0.00					0	0.00	0.00	4,692.80	0.00
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW	cart					0	0.00					0	0.00					0	0.00	0.00	6,536.32	0.00
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart					0	0.00					0	0.00					0	0.00	0.00	14,430.08	0.00

**Audio and Visual Equipment and Supplies**

291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	1	0	0	1	31,080.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1	0	0	1	20,048.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00

**Flag or Accessories**

293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00					0	0.00						0	0.00	0.00	343.84	0.00
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**Printed Publications**

294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00					0	0.00						0	0.00	0.00	49.84	0.00
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**Fire Fighting Equipment**

295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00					0	0.00						0	0.00	0.00	1,232.00	0.00
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00					0	0.00						0	0.00	0.00	5,376.00	0.00

**Consumer Electronics**

297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00					0	0.00						0	0.00	0.00	7,353.38	0.00
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**Furniture and Furnishings**

298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00					0	0.00						0	0.00	0.00	282.80	0.00
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00					0	0.00						0	0.00	0.00	282.80	0.00
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00					0	0.00						0	0.00	0.00	1,428.00	0.00
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00					0	0.00						0	0.00	0.00	1,428.00	0.00

**Arts and Crafts Equipment and Accessories and Supplies**

302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00					0	0.00						0	0.00	0.00	42.84	0.00				
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00					0	0.00						0	0.00	0.00	45.64	0.00				
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	9	0	9	42.84	0	0	8	8	38.08	0	0	0	0	0	0	0	0	0	4	4.42	21.04	21.42	4.76	101.96
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	280	1230	0	1510	56,283.14	0	0	1230	1230	45,846.53	0	5	0	5	186.37	0	0	0	173	173.44	6,464.91	2,918.44	37.27	108,780.94	
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	60	0	60	2,236.42	0	0	60	60	2,236.42	0	0	0	0	0.00	0	0	0	35	34.611	1,290.08	154.61	37.27	5,762.92	
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	30	0	40	1,490.94	0	0	30	30	1,118.21	0	0	0	0	0.00	0	0	0	69	69.222	2,580.17	139.22	37.27	5,189.32	
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	50	0	0	50	6,982.08	0	25	0	25	3,491.04	0	0	0	0	0.00	0	0	0	130	129.67	18,106.94	204.67	139.64	28,580.06	

**SOFTWARE**

1	43230000-SFT-001	Business function specific software	license			0	0.00					0	0.00					0	0.00					0.00
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license			0	0.00					0	0.00					0	0.00					0.00
3	43230000-SFT-003	Computer game or entertainment software	license			0	0.00					0	0.00					0	0.00					0.00
4	43230000-SFT-004	Content authoring and editing software	license			0	0.00					0	0.00					0	0.00					0.00
5	43230000-SFT-005	Content management software	license			0	0.00					0	0.00					0	0.00					0.00
6	43230000-SFT-006	Data management and query software	license			0	0.00					0	0.00					0	0.00					0.00
7	43230000-SFT-007	Development software	license			0	0.00					0	0.00					0	0.00					0.00
8	43230000-SFT-008	Educational or reference software	license			0	0.00					0	0.00					0	0.00					0.00
9	43230000-SFT-009	Industry specific software	license			0	0.00					0	0.00					0	0.00					0.00
10	43230000-SFT-010	Network applications software	license			0	0.00					0	0.00					0	0.00					0.00
11	43230000-SFT-011	Network management software	license			0	0.00					0	0.00					0	0.00					0.00
12	43230000-SFT-012	Networking software	license			0	0.00					0	0.00					0	0.00					0.00
13	43230000-SFT-013	Operating environment software	license			0	0.00					0	0.00					0	0.00					0.00
14	43230000-SFT-014	Security and protection software	license			0	0.00					0	0.00					0	0.00					0.00
15	43230000-SFT-015	Utility and device driver software	license			0	0.00					0	0.00					0	0.00					0.00
16	43230000-SFT-016	Information exchange software	license			0	0.00					0	0.00					0	0.00					0.00

**OTHER SOFTWARE**

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

**PASSENGER AIR TRANSPORTATION**

1	7811501-GFA-001	* Airline Ticket	ticket			0	0.00					0	0.00					0	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**

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

**COMMON OFFICE EQUIPMENT**

1						0	0.00					0	0.00					0	0.00					0.00
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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
						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

**COMMON OFFICE SUPPLIES**

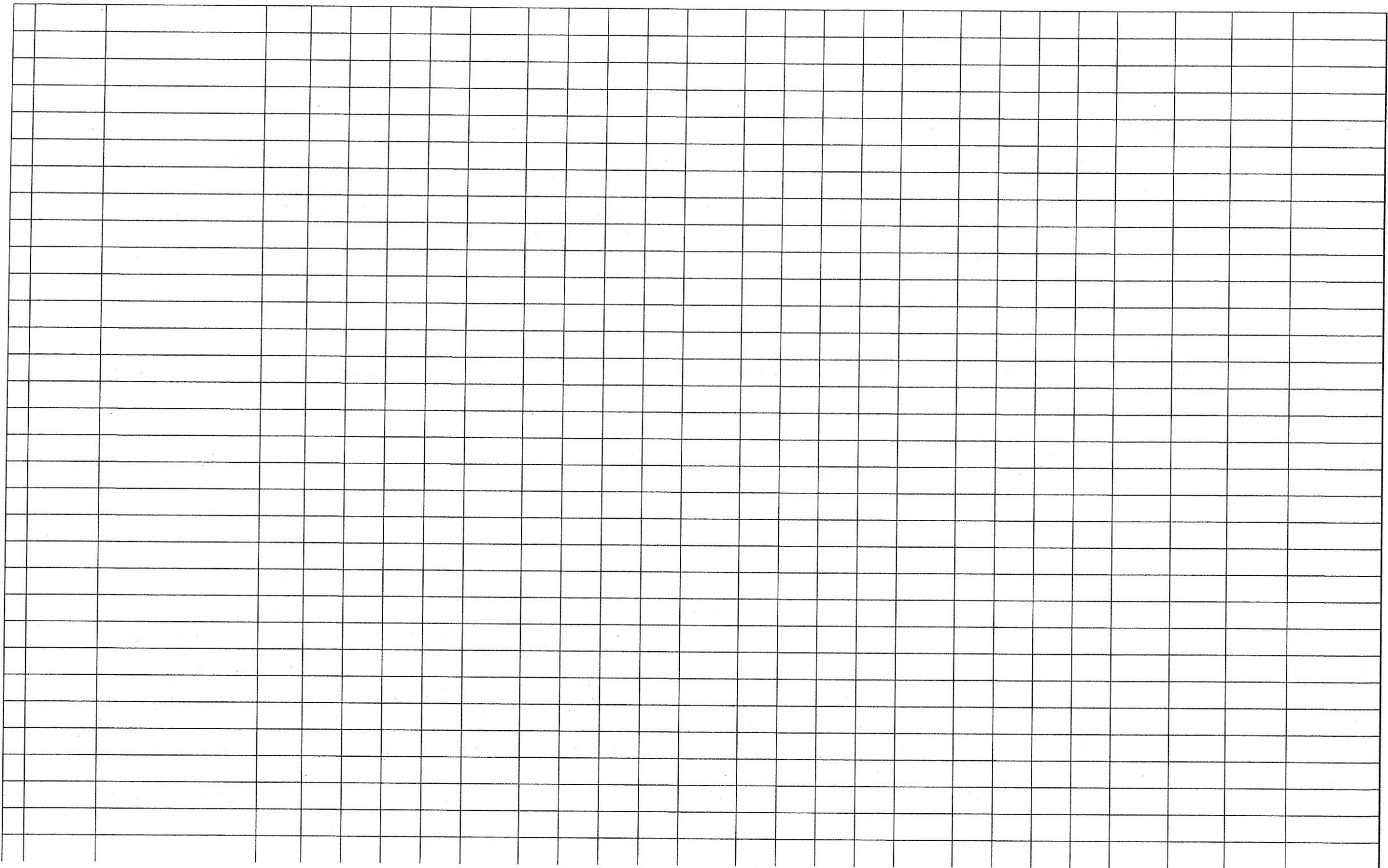
1	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-.5ml)	100		50	150	7,459.50				0	0.00	0	0.00			0	0.00	150.00	49.73		7,459.50
2	CARTOLINA, assorted colors	55.00		55	110	7,376.51				0	0.00			0	0.00			110.00	67.0592		7,376.51
3	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	20.00		11	31	20,702.92				0	0.00			0	0.00			31.00	667.836		20,702.92
	GLUE, all purpose, gross weight: 200 grams min	15.00			15	745.99	15.00			15	745.99			0	0.00			30.00	49.7328		1,491.98
	MARKER, FLUORESCENT, 3 assorted colors per set	50.00			50	1,848.60				0	0.00			0	0.00			50.00	36.972		1,848.60
	MARKER, PERMANENT, bullet type, black	100.00		75	175	1,756.30				0	0.00			0	0.00			175.00	10.036		1,756.30
	MARKER, PERMANENT, bullet type, blue	50.00			50	501.80				0	0.00			0	0.00			50.00	10.036		501.80
	MARKER, PERMANENT, bullet type, red	50.00			50	501.80				0	0.00			0	0.00			50.00	10.036		501.80
	MARKER, whiteboard, black, felt tip, bullet type	100.00		75	175	1,902.69				0	0.00			0	0.00			175.00	10.8725		1,902.69
	MARKER, whiteboard, blue, felt tip, bullet type	50.00			50	543.63				0	0.00			0	0.00			50.00	10.8725		543.63
	MARKER, whiteboard, red, felt tip, bullet type	50.00			50	543.63				0	0.00			0	0.00			50.00	10.8725		543.63
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	200.00			200	6,489.60				0	0.00			0	0.00			200.00	32.448		6,489.60
	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	300.00			300	17,846.40				0	0.00			0	0.00			300.00	59.488		17,846.40
	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	200.00			200	8,864.96				0	0.00			0	0.00			200.00	44.3248		8,864.96
	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	800.00		300	1100	13,773.76				0	0.00			0	0.00			1,100.00	12.5216		13,773.76
	PAPER CLIP, vinyl/plastic coat, length: 48mm min	100.00			100	1,404.00				0	0.00			0	0.00			100.00	14.04		1,404.00
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	55.00			55	10,450.00				0	0.00			0	0.00			55.00	190		10,450.00
	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	460.00		30	490	98,000.00				0	0.00			0	0.00			490.00	200		98,000.00
	PAPER, Multi-Purpose (COPY) A4, 70 gsm	120.00		30	150	17,863.56	500.00			500	59,545.20			0	0.00			650.00	119.0904		77,408.76
	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	50.00		2	52	6,400.37	500.00			500	61,542.00			0	0.00			552.00	123.084		67,942.37
	PENCIL SHARPENER, manual, single cutter head				0	0.00	5.00			5	973.45			0	0.00			5.00	194.69		973.45
	PUNCHER, paper, heavy duty, with two hole guide				0	0.00	20.00			20	2,468.40			0	0.00			20.00	123.42		2,468.40
	SCISSORS, symmetrical, blade length: 65mm min			36	36	520.97	20.00			20	289.43			0	0.00			56.00	14.4713		810.39
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	142.00		50	192	6,917.52				0	0.00			0	0.00			192.00	36.0287662		6,917.52
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	30.00			30	1,079.83				0	0.00			0	0.00			30.00	35.9944		1,079.83
	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	30.00			30	1,079.83				0	0.00			0	0.00			30.00	35.9944		1,079.83
	STAPLE REMOVER, PLIER-TYPE				0	0.00	30.00			30	567.30			0	0.00			30.00	18.91		567.30



	STAPLE WIRE, for heavy duty staplers, (23/13)
	STAPLE WIRE, STANDARD, (26/6)
	STAPLER, STANDARD TYPE, load cap: 200 staples min
	TAPE, MASKING, width: 24mm (±1mm)
	TAPE, MASKING, width: 48mm (±1mm)
	TOILET TISSUE PAPER 2-plys sheets, 150 pulls
	Ballpen Black 0.55mm, 12s'
	Ballpen Blue 0.55mm, 12s'
	Special paper cardboard A4, 20s
	Photopaper, A4, 10/pack
	Ballpen
	Paper-Multipurpose (Short)
	Sticker Paper (A4) assorted color
	Dental Supplies Earloop Face Mask
	Ballpen, Black Fine Point

			0	0.00	100.00			100	2,150.72
1.00			1	19.12	100.00			100	1,911.68
			0	0.00	50.00			50	4,272.50
25.00		20	45	2,579.62				0	0.00
25.00		20	45	4,915.87				0	0.00
350.00			350	24,606.40	350.00			350	24,606.40
180.00		100	280	47,600.00				0	0.00
170.00		30	200	34,000.00				0	0.00
5.00		55	60	6,000.00				0	0.00
		20	20	3,000.00				0	0.00
250.00			250	2,000.00				0	0.00
	50		50	9,000.00		50		50	9,000.00
	65		65	8,450.00		60		60	7,800.00
	10		10	1,350.00		10		10	1,350.00
	300		300	6,000.00		300		300	6,000.00

	0	0.00				0	0.00	100.00	21,507.2	2,150.72
	0	0.00				0	0.00	101.00	19,116.8	1,930.80
	0	0.00				0	0.00	50.00	85.45	4,272.50
	0	0.00				0	0.00	45.00	57,324.8	2,579.62
	0	0.00				0	0.00	45.00	109,241.6	4,915.87
	0	0.00				0	0.00	700.00	70,304	49,212.80
	0	0.00				0	0.00	280.00	170	47,600.00
	0	0.00				0	0.00	200.00	170	34,000.00
	0	0.00				0	0.00	60.00	100	6,000.00
	0	0.00				0	0.00	20.00	150	3,000.00
	0	0.00				0	0.00	250.00	8	2,000.00
	0	0.00				0	0.00	100.00	180	18,000.00
	0	0.00				0	0.00	125.00	130	16,250.00
	0	0.00				0	0.00	20.00	135	2,700.00
	0	0.00				0	0.00	600.00	20	12,000.00







						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

**Office Supplies**

1	Computer Ink, colored, EPSON L360			8	8	3,200.00						0	0.00											
2	Special Paper		25		25	2,125.00					7	7	2,800.00					0	0.00	15.00		400	6,000.00	
3						0	0.00						0	0.00					0	0.00	50.00		85	4,250.00
						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

**Audio and visual presentation and composing equipment**

1	Microphone (for Audio & Video Conferencing) USB & XLR			2	2	25,000.00							0	0.00					0	0.00	2.00		12500	25,000.00	
2	Portable PA system (for Audio & Video Conferencing)			1	1	14,500.00								0	0.00					0	0.00	1.00		14500	14,500.00
3						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
						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	0.00			0.00
2						0	0.00							0	0.00					0	0.00	0.00			0.00
3						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
						0	0.00							0	0.00					0	0.00	0.00			0.00

**Cleaning Equipment and Supplies**

1	Mop with Squeezer			23	23	69,000.00								0	0.00										
2						0	0.00								0	0.00					23.00		3000	69,000.00	
3						0	0.00								0	0.00					0.00				0.00
						0	0.00								0	0.00					0.00				0.00
						0	0.00								0	0.00					0.00				0.00

**Paper Materials and Products**

1	BOND PAPER, 8.5 in x 11.5 in, Substance 20, 70 lb		54		54	10,260.00								0	0.00										
2						0	0.00								0	0.00					54.00		190	10,260.00	
3						0	0.00								0	0.00					0.00				0.00
						0	0.00								0	0.00					0.00				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				0.00
2					0	0.00				0	0.00				0	0.00				0.00
3					0	0.00				0	0.00				0	0.00				0.00
					0	0.00				0	0.00				0	0.00				0.00
					0	0.00				0	0.00				0	0.00				0.00

**Electrical equipment and components and supplies**

1	Generator Battery				0	0.00			2	2	15,000.00				0	0.00			0	0.00	2.00	7500	15,000.00
2					0	0.00				0	0.00				0	0.00				0	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00		0.00

**Computer Supplies**

1	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless				0	0.00			20	20	48,563.80				0	0.00				0	0.00	20.00	2428.19	48,563.80
2	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless				0	0.00			10	10	6,206.70				0	0.00				0	0.00	10.00	620.67	6,206.70
3					0	0.00				0	0.00				0	0.00				0	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00		0.00	

**Common ICT Equipment**

1	Thermal printer	unit			3	3	42,000.00			0	0.00				0	0.00				0	0.00	3.00	14000	42,000.00
2	Web Camera	unit			6	6	4,800.00			0	0.00				0	0.00				0	0.00	6.00	800	4,800.00
3	Scanner	unit			2	2	11,700.00			0	0.00				0	0.00				0	0.00	2.00	5850	11,700.00
						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

**CONSUMABLES**

1	Ink Toner, Plotter Printer HP Design Jet-T520 CZ129A HP711 38-ml Black Ink				2	2	5,880.00			0	0.00				0	0.00				0	0.00	2.00	2940	5,880.00
2	Ink Toner, Plotter Printer HP Design Jet-T520 CZ130A HP711 29-ml Cyan Ink				2	2	5,052.00			0	0.00				0	0.00				0	0.00	2.00	2526	5,052.00
	Ink Toner, Plotter Printer HP Design Jet-T520 CZ131A HP711 29-ml Magenta Ink				2	2	5,052.00			0	0.00				0	0.00				0	0.00	2.00	2526	5,052.00
	Ink Toner, Plotter Printer HP Design Jet-T520 CZ132A HP711 29-ml Magenta Ink				2	2	5,052.00			0	0.00				0	0.00				0	0.00	2.00	2526	5,052.00
	Ink Toner, Plotter Printer HP Design Jet-T520 C1Q10A HP711 Printhead				1	1	13,824.75			0	0.00				0	0.00				0	0.00	1.00	13824.75	13,824.75
	Inkcart Epson L565 Black				103	20	123	35,670.00			0	0.00			0	0.00				0	0.00	123.00	290	35,670.00
	Inkcart Epson L565 Cyan				31	5	36	10,440.00			0	0.00			0	0.00				0	0.00	36.00	290	10,440.00

	Inkcart Epson L565 Magenta		31		5	36	10,440.00				0	0.00			0	0.00			0	0.00	36.00	290	10,440.00
	Inkcart Epson L565 Yellow		31		5	36	10,440.00				0	0.00			0	0.00			0	0.00	36.00	290	10,440.00
	Ink Cartridge HP CP2525		5			5	27,500.00				0	0.00			0	0.00			0	0.00	5.00	5500	27,500.00
	Toner Cart Sharp PR5731		3			3	5,460.60				0	0.00			0	0.00			0	0.00	3.00	1820.2	5,460.60
	INK JET, Brother DCP-T500W Black			75		75	45,000.00				0	0.00	75		75	45,000.00			0	0.00	150.00	600	90,000.00
	INK JET, Brother DCP-T500W Magenta			20		20	12,000.00				0	0.00	20		20	12,000.00			0	0.00	40.00	600	24,000.00
	INK JET, Brother DCP-T500W Yellow			20		20	12,000.00				0	0.00	20		20	12,000.00			0	0.00	40.00	600	24,000.00
	INK JET, Brother DCP-T500W Cyan			15		15	12,000.00				0	0.00	15		15	12,000.00			0	0.00	30.00	800	24,000.00
	Drinking Water 1 gallon/ container			300		300	9,000.00				0	0.00	300		300	9,000.00			0	0.00	600.00	30	18,000.00
	SHARP MX 312FT Toner Black			60		60	660,000.00				0	0.00	60		60	660,000.00			0	0.00	120.00	11,000.00	1,320,000.00
	SHARP MX-181OU Black Toner			30		30	330,000.00				0	0.00	30		30	330,000.00			0	0.00	60.00	11,000.00	660,000.00
	EPSON 664 bottled ink- CYAN			70		70	56,000.00				0	0.00	70		70	56,000.00			0	0.00	140.00	800.00	112,000.00
	EPSON 664 bottled Ink- YELLOW			70		70	56,000.00				0	0.00	70		70	56,000.00			0	0.00	140.00	800.00	112,000.00
	EPSON 664 bottled ink- MAGENTA			70		70	56,000.00				0	0.00	70		70	56,000.00			0	0.00	140.00	800.00	112,000.00
	EPSON 664 bottled ink- BLACK			70		70	56,000.00				0	0.00	70		70	56,000.00			0	0.00	140.00	800.00	112,000.00
	HP 98 Black Original Ink Cartridges			40		40	60,000.00				0	0.00	40		40	60,000.00			0	0.00	80.00	1,500.00	120,000.00
	HP 95 Tri-color Original Ink Cartridges			40		40	80,000.00				0	0.00	40		40	80,000.00			0	0.00	80.00	2,000.00	160,000.00
	HP 85A BLACK			20		20	80,000.00				0	0.00	20		20	80,000.00			0	0.00	40.00	4,000.00	160,000.00
	Brother TN 1000			30		30	105,000.00				0	0.00	30		30	105,000.00			0	0.00	60.00	3,500.00	210,000.00
	HP 704 Black			10		10	7,000.00				0	0.00	10		10	7,000.00			0	0.00	20.00	700.00	14,000.00
	HP 704 Tri color			10		10	9,000.00				0	0.00	10		10	9,000.00			0	0.00	20.00	900.00	18,000.00
	DUPLO Ink DA14 Black			20		20	60,000.00				0	0.00	20		20	60,000.00			0	0.00	40.00	3,000.00	120,000.00
	Duplo DRA 12 Master Roll			15		15	67,500.00				0	0.00	15		15	67,500.00			0	0.00	30.00	4,500.00	135,000.00
	Develop TN 513			20		20	80,000.00				0	0.00	20		20	80,000.00			0	0.00	40.00	4,000.00	160,000.00
	Develop TN 217			20		20	80,000.00				0	0.00	20		20	80,000.00			0	0.00	40.00	4,000.00	160,000.00
	FUJI Xerox bLack Toner CT 202137			60		60	240,000.00				0	0.00	60		60	240,000.00			0	0.00	120.00	4,000.00	480,000.00
	PC-210E (Pantum M6600NW)			28		28	224,000.00				0	0.00	28		28	224,000.00			0	0.00	56.00	8,000.00	448,000.00
						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
						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
						0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
Other Categories						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	0.00			0.00					
<b>Other Categories</b>																												
1						0	0.00					0	0.00					0	0.00	0.00			0.00					
2						0	0.00					0	0.00					0	0.00	0.00			0.00					
3						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					
						0	0.00					0	0.00					0	0.00	0.00			0.00					
<b>A. TOTAL</b>																				<b>P</b>	<b>1,353,546,183.34</b>							
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				<b>P</b>	<b>135,354,618.33</b>							
<b>C. GRAND TOTAL (A + B)</b>																				<b>P</b>	<b>1,488,900,801.68</b>							
<b>D. APPROVED BUDGET BY THE AGENCY HEAD</b>																				<b>P</b>	<b>-</b>							
<b>In Figures and Words:</b>																				<b>P</b>	<b>-</b>							
<b>G. MONTHLY CASH REQUIREMENTS</b>																				<b>P</b>	<b>-</b>							
G.1 Available at Procurement Service Stores						4,071,294.52						3,758,479.07										24,614.36			1,339,615,330.32	<b>P</b>	<b>1,347,469,718.26</b>	
G.2 Other Items not available at PS but regularly purchased from other sources						3,390,846.51						255,118.57											2,430,500.00				<b>P</b>	<b>6,076,465.08</b>
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						<b>7,462,141.03</b>						<b>4,013,597.63</b>											<b>2,455,114.36</b>			<b>1,339,615,330.32</b>	<b>P</b>	<b>1,353,546,183.34</b>

\*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:

  
 Fredyln P. Sacote  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 Darryl Clarence Alfuentes  
 Accountant / Local Budget Officer

Approved by:

  
 Rebecca P. Geamala  
 Head of Office/Agency

Date Prepared: August 23, 2018