

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2018-10 dated November 8,2018 , 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 2021 FORM 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 2021 form.
3. The agency should indicate zero "0" 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 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 the 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. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
  - a. Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before **December 15, 2020.**

Department/Bureau/Office: <u>DEPARTMENT OF AGRARIAN REFORM</u>	Agency Account Code: _____	Contact Person: <u>FLORENTINO D. SILADAN</u>
Region: <u>VI</u>	Organization Type: _____	Position: <u>PARPO II</u>
Address: <u>BINIRAYAN HILLS, SAN JOSE, ANTIQUE</u>		E-mail : <u>antiquedar@yahoo.com</u>
		Telephone/Mobile Nos: <u>(036) 540-7120</u>

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	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	139.36	0.00
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	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	151.43	0.00
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20	20	20	60	2,614.80	20	20	20	60	2,614.80	20	20	20	60	2,614.80	20	20	15	55	2,396.90	235.00	43.58	10241.30
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	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	457.60	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	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	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	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	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	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	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	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	31.52	0.00
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	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	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	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	221.00	0.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	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	208.52	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	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	83.72	0.00
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	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	882.55	0.00
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	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	1029.60	0.00



53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	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	205.82	0.00	
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	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	82.16	0.00	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	2	2	2	6	106.08	2	2	2	6	106.08	2	2	0	4	70.72	0	0	0	0	0.00	16.00	17.68	282.88	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	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	90.22	0.00	
57	47131604-BR-S01	BROOM, soft (tambo)	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	136.24	0.00	
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm 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	18.20	0.00	
59	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	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	41.60	0.00	
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	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	23.92	0.00	
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	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	9.03	0.00	
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	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	37.43	0.00	
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	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	128.96	0.00	
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	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	24.83	0.00	
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	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	131.25	0.00	
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	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	102.96	0.00	
67	47131802-FW-P02	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	309.76	0.00	
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	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	115.53	0.00	
69	47121804-MP-B01	MOP 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	2288.00	0.00	
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	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	145.60	0.00	
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams 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	123.76	0.00	
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	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	53.82	0.00	
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	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	107.12	0.00	
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	0	0	4	4	538.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	134.68	538.72	
75	47121702-WB-P01	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	27.96	0.00	
<b>PERSONAL PROTECTIVE EQUIPMENT</b>																											
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	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	1144.00	0.00	
77	46181702-FSH01	FACE SHIELD, direct splash protection	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	124.80	0.00	
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	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	156.00	0.00	
79	42131601-PA-A01	Polyethylene Apron (50g)	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	15.08	0.00	
80	42131702-SG-01	SURGICAL GOWN	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	299.52	0.00	
81	42131711-HC-H01	HEAD COVER, disposable	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	2.60	0.00	
82	42131609-SC-S01	SHOE COVER, disposable	pair	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	8.32	0.00	
83	42132203-MG-G01	NITRILE GLOVES	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	3.07	0.00	
84	42132203-MG-G02	PREMIUM LATEX GLOVES	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	5.02	0.00	
85	42131713-SM-M01	SURGICAL MASK, 3-ply	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	14.04	0.00	
86	46182008-KN-M01	KN95 FACE MASK	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	104.00	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
87	43211507-DSK001	MITHI DESKTOP, basic	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	24,793.60	0.00	
88	43211507-DSK002	MITHI DESKTOP, mid-range	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	42,390.40	0.00	
89	43211503-LAP001	MITHI LAPTOP, mid-range	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	41,392.00	0.00	
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	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	2650.83	0.00	













300	55101524-RA-H01	HANDBOOK (RA 9184), 7th 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	37.21	0.00	
<b>FIRE FIGHTING EQUIPMENT</b>																											
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	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	1144.00	0.00	
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	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	5613.25	0.00	
<b>CONSUMER ELECTRONICS</b>																											
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	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	6415.64	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	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	303.68	0.00	
305	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	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	301.60	0.00	
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	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	1336.40	0.00	
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	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	1315.60	0.00	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
308	60121413-CB-P01	CLEARBOOK, 20 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	0	0	0	0.00	0.00	39.78	0.00	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	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	42.38	0.00	
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	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	4.42	0.00	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	50	50	50	150	5,191.50	50	50	50	150	5,191.50	50	50	50	150	5,191.50	50	50	21	121	4,187.81	571.00	34.61	19762.31	
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	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	34.61	0.00	
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	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	34.61	0.00	
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	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	154.84	0.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	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	0.00	0.00	0.00	0.00	
2	43231602-SFT-002	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	0.00	0.00	0.00	0.00	
3	43232004-SFT-003	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	0.00	0.00	0.00	0.00	
4	43232107-SFT-004	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	0.00	0.00	0.00	0.00	
5	43232202-SFT-005	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	0.00	0.00	0.00	0.00	
6	43232304-SFT-006	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	0.00	0.00	0.00	0.00	
7	43232402-SFT-007	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	0.00	0.00	0.00	0.00	
8	43232505-SFT-008	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	0.00	0.00	0.00	0.00	
9	43232603-SFT-009	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	0.00	0.00	0.00	0.00	
10	43232701-SFT-010	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	0.00	0.00	0.00	0.00	
11	43232802-SFT-011	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	0.00	0.00	0.00	0.00	
12	43232905-SFT-012	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	0.00	0.00	0.00	0.00	
13	43233004-SFT-013	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	0.00	0.00	0.00	0.00	
14	43233205-SFT-014	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	0.00	0.00	0.00	0.00	
15	43233405-SFT-015	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	0.00	0.00	0.00	0.00	
16	43233501-SFT-016	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	0.00	0.00	0.00	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
<b>Common Electrical Supplies</b>																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type	0	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	
2	40101701-AC-S01	Air Conditioning Unit, Split Type	0	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	
3		Adaptor 3 prong	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	65.00	1.00	65.00	65.00	
4		Extension cord (5m 3 prong)	set	1	0	3	4	1,760.00	0	0	0	0	0.00	2	0	0	2	880.00	0	0	0	0	0.00	6.00	440.00	2640.00	

5							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

**Common Office Equipment**

1	44111905-WB-N01	White Board	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00			0	0.00	0.00	0.00	0.00
2	44111911-WB-D01	White Board, Digital	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00			0	0.00	0.00	0.00	0.00
3		Calculator, Casio big	piece	0	0	2	2	1,390.00	0	0	0	0	0.00	1	0	0	1	695.00	0	0	0	0.00	3.00	695.00	2085.00
4							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

**Common Office Supplies**

1		Eraser for Pencil	box	0	0	34	34	170.00	0	0	0	0	0.00	10	0	0	10	50.00	0	0	0	0	0.00	44.00	5.00	220.00
2		Calculator (Casio big)	pieces	0	0	2	2	1,390.00	0	0	0	0	1.00	1	0	0	1	695.00	0	0	0	0	0.00	3.00	695.00	2085.00
3		Paper Fastener (plastic colored)	box	1	1	9	11	440.00	0	0	0	0	2.00	4	2	0	6	240.00	0	0	0	0	0.00	17.00	40.00	680.00
4		Staple wire #10	box	0	0	0	0	0.00	10	0	0	10	150.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	15.00	150.00
5		Sliding Folder white long	piece	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	300.00	0	0	0	0	0.00	20.00	15.00	300.00
6		Sliding Folder yellow long	piece	0	6	0	6	102.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	17.00	102.00
7		Stick on Paper (ark type)	pack	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	540.00	0	0	0	0	0.00	6.00	90.00	540.00
8		Stick on Paper (1/4 size)	pack	2	0	5	7	560.00	0	0	0	0	0.00	6	0	0	6	480.00	0	0	0	0	0.00	13.00	80.00	1040.00
9		Battery Energizer AA	packet	5	5	5	15	900.00	5	5	5	15	900.00	3	3	2	8	480.00	2	2	2	6	360.00	44.00	60.00	2640.00
10		Battery Energizer AAA	packet	5	5	5	15	1,050.00	5	5	5	15	1,050.00	5	5	5	15	1,050.00	2	2	1	5	350.00	50.00	70.00	3500.00
11		Pencil	pieces	25	25	25	75	525.00	25	25	13	63	441.00	0	0	0	0	0.00	0	0	0	0	0.00	138.00	7.00	966.00
12		Record Book (150 pages)	pieces	4	4	4	12	720.00	2	2	2	6	360.00	1	1	1	3	180.00	0	0	0	0	0.00	21.00	60.00	1260.00
13				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	2.00	0.00
14				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

15				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	
<b>Common Janitorial Supplies</b>																											
1		Bagio Broom		0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	500.00	0	0	0	0	0.00	2.00	250.00	500.00	
2		Glass cleaner		0	0	7	7	1,610.00	0	0	0	0	0.00	2	0	0	2	460.00	0	0	0	0	0.00	9.00	230.00	2070.00	
3		Liquid Hand Soap		0	0	5	5	750.00	1	0	0	1	150.00	5	0	0	5	750.00	0	0	0	0	0.00	11.00	150.00	1650.00	
4		Strawlace		1	0	0	1	110.00	0	0	0	0	0.00	2	0	0	2	220.00	0	0	0	0	0.00	3.00	110.00	330.00	
5		Toilet Duck Cleaner		1	0	0	1	150.00	0	0	0	0	0.00	4	0	0	4	600.00	0	0	0	0	0.00	5.00	150.00	750.00	
6		Waste can		0	0	3	3	1,050.00	0	0	0	0	0.00	2	0	0	2	700.00	0	0	0	0	0.00	5.00	350.00	1750.00	
7		Zonrox		0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	342.00	0	0	0	0	0.00	6.00	57.00	342.00	
8						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
15						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Office Equipment and Accessories</b>																											
1		Laptop Bag	piece	0	0	1	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1500.00	1500.00	
2		Packing Tape 2"	roll	5	5	5	15	600.00	5	5	2	12	480.00	2	2	0	4	160.00	0	0	0	0	0.00	31.00	40.00	1240.00	
3		Stapler HD 50	piece	0	0	1	1	450.00	0	0	1	1	450.00	0	0	1	1	450.00	0	0	0	0	0.00	3.00	450.00	1350.00	
4		Stapler (small)	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	190.00	0	0	0	0	0.00	2.00	95.00	190.00	
5		Stapler Remover (clip type)	piece	0	0	2	2	56.00	2	0	0	2	56.00	2	0	0	2	56.00	2	0	0	2	56.00	8.00	28.00	224.00	
6						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
7						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
15						0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Office Supplies</b>																											
1		Ballpen-Mygel colored (Brown, Blue, Red)	pieces	0	0	24	24	984.00	0		0	0	0.00	24	0	0	24	984.00	4	0	0	4	164.00	52.00	41.00	2132.00	
2		Ballpen ordinary black	pieces	125	0	619	744	5,952.00	12		375	387	3,096.00	20	0	12	32	256.00	0	0	0	0	0.00	1,163.00	8.00	9304.00	
3		Ballpen - Mygel Black	pieces	12	8	38	58	1,624.00	7	2	7	16	448.00	52	2	2	56	1,568.00	2	2	5	9	252.00	139.00	28.00	3892.00	
4		Envelope plastic w/ handle long	pieces	50	7	32	89	8,455.00	2	0	4	6	570.00	5	2	0	7	665.00	1	0	0	1	95.00	103.00	95.00	9785.00	
5		Envelope plastic w/ handle lshort	pieces	0	0	15	15	1,395.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	93.00	1395.00	
6		Stabilo boss	pieces	3	0	8	11	440.00	0	0	0	0	0.00	6	0	0	6	240.00	0	0	0	0	0.00	17.00	40.00	680.00	
7		Dataman	pieces	5	0	14	19	3,800.00	5	0	0	5	1,000.00	0	0	50	50	10,000.00	0	0	0	0	0.00	74.00	200.00	14800.00	
8		Glue	can	1	0	11	12	540.00	0	0	0	0	0.00	2	0	0	2	90.00	0	0	0	0	0.00	14.00	45.00	630.00	

9		Mechanical pencil (Staedler)	piece	0	0	0	0	0.00	2	0	0	2	500.00	2	2	0	4	1,000.00	0	0	0	0	0.00	6.00	250.00	1500.00
10		Paper Fastener (metal-Pan-O))	box	0	0	6	6	1,110.00	0	0	0	0	0.00	2	0	0	2	370.00	0	0	0	0	0.00	8.00	185.00	1480.00
11		Push pin	box	0	0	8	8	320.00	0	0	0	0	0.00	1	0	0	1	40.00	0	0	0	0	0.00	9.00	40.00	360.00
12		Drafting Film	piece	0	0	0	0	0.00	0	8	0	8	2,000.00	0	10	0	10	2,500.00	0	0	0	0	0.00	18.00	250.00	4500.00
13		Staedler	piece	0	0	0	0	0.00	0	2	0	2	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	900.00	1800.00
14		Ringbinder	roll	10	0	0	10	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	100.00	1000.00
15		Rat Glue (big)	can	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	600.00	0	0	0	0	0.00	2.00	300.00	600.00
16		PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	1	1	450.00	0	1	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	450.00	900.00
17		Pentel pen (black)	pieces	10	10	10	30	1,290.00	10	10	5	25	1,075.00	5	5	5	15	645.00	5	5	0	10	430.00	80.00	43.00	3440.00
18		Pentel pen (blue & red)	pieces	5	5	5	15	645.00	2	2	2	6	258.00	2	2	1	5	215.00	0	0	0	0	0.00	26.00	43.00	1118.00
19		Stamping Pad	piece	0	0	1	1	32.00	0	0	1	1	32.00	0	0	1	1	32.00	0	0	0	0	0.00	3.00	32.00	96.00
20																										
21																										
								0.00	0	0	0	0	0.00	2	0	0	2	600.00	0	0	0	0	0.00	2.00	300.00	600.00

**Audio and visual presentation and composing equipment**

1	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	52161520-MC-M01	Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	52161512-SP-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

**Photographic or filming or video equipment**

1	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	45121506-VC-C01	Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

9								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
10								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
11								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
12								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
13								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
14								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00
15								0	0.00							0	0.00							0	0.00					0.00	0.00		0.00

**Cleaning Equipment and Supplies**

1	Dishwashing paste	can	0	0	9	9	630.00	0	0	1	1	70.00	12	0	0	12	70.00	0	0	0	0	0.00	22.00	70.00		1540.00	
2	Doormat (cloth)		0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	130.00	0	0	0	0	0.00	2.00	65.00		130.00	
3	Dustpan		0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	110.00	0	0	0	0	0.00	2.00	55.00		110.00	
4	Air freshener (for car)	can	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	304.00	0	0	0	0	0.00	2.00	152.00		304.00	
5	Feather Duster		0	0	1	1	60.00	0	0	0	0	0.00	2	0	0	2	120.00	0	0	0	0	0.00	3.00	60.00		180.00	
6	Muriatic Acid		0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	800.00	0	0	0	0	0.00	5.00	160.00		800.00	
7	Air freshener spray type	can	1	1	1	3	840.00	1	1	1	3	840.00	1	0	0	1	280.00	0	0	0	0	0.00	7.00	280.00		1960.00	
8							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
9							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
10							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
11							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
12							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
13							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
14							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00
15							0	0.00				0	0.00			0	0.00					0	0.00	0.00	0.00		0.00

**Paper Materials and Products**

1	Bookpaper short	ream	10	15	15	40	8,000.00	2	1	1	4	800.00	5	10	8	23	4,600.00	0	0	0	0	0.00	67.00	200.00		13400.00										
2	Bookpaper A3	ream	0	0	4	4	2,200.00	0	0	0	0	0.00	3	2	0	5	2,750.00	0	0	0	0	0.00	9.00	550.00		4950.00										
3	Brown Envelopw short	pieces	0	0	250	250	750.00	0	0	0	0	0.00	67	0	0	67	201.00	0	0	0	0	0.00	317.00	3.00		951.00										
4	Brown Envelopw long	pieces	37	24	335	396	1,584.00	10	15	10	35	140.00	60	25	15	100	400.00	10	0	0	10	40.00	541.00	4.00		2164.00										
5	Folder Green	pieces	0	0	370	370	3,700.00	0	0	0	0	0.00	30	0	0	30	300.00	0	0	0	0	0.00	400.00	10.00		4000.00										
6	Folder Pink	pieces	0	0	150	150	1,500.00	0	0	0	0	0.00	30	0	0	30	300.00	0	0	0	0	0.00	180.00	10.00		1800.00										
7	Folder Yellow	pieces	10	10	255	275	2,750.00	5	0	5	10	100.00	30	0	0	30	300.00	0	0	0	0	0.00	315.00	10.00		3150.00										
8	Folder Orange	pieces	0	0	150	150	1,500.00	0	0	0	0	0.00	30	0	0	30	300.00	0	0	0	0	0.00	180.00	10.00		1800.00										
9	Folder Red	pieces	0	0	200	200	2,000.00	0	0	0	0	0.00	30	0	0	30	300.00	0	0	0	0	0.00	230.00	10.00		2300.00										
10	Folder White	pieces	112	20	390	522	3,654.00	0	0	30	30	210.00	50	0	0	50	350.00	0	0	2	2	14.00	604.00	7.00		4228.00										
11	Special Paper long	pack	0	0	6	6	348.00	0	0	0	0	0.00	7	0	0	7	406.00	0	0	0	0	0.00	13.00	58.00		754.00										
12	Special Paper short	pack	5	0	3	8	440.00	0	0	0	0	0.00	5	0	0	5	275.00	0	0	0	0	0.00	13.00	55.00		715.00										
13	Manila Paper	pieces	60	0	50	110	330.00	0	20	0	20	60.00	0	0	0	0	0.00	0	0	0	0	0.00	130.00	3.00		390.00										
14	Notebook (80 leaves)	pieces	50	50	50	150	3,000.00	20	20	20	60	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	210.00	20.00		4200.00										
15	Bookpaper A4	ream	10	10	10	30	6,600.00	10	10	5	25	5,500.00	5	5	5	15	3,300.00	2	2	2	6	1,320.00	76.00	220.00		16720.00										
16	Daizo Paper		0	0	0	0	0.00	0	1	0	1	4,000.00	0	0	0	0	0.00	1	0	0	1	4,000.00	2.00	4000.00		8000.00										

Lighting and fixtures and accessories																											
1	39112102-LB-B01	Bulb - LED 13 w	-	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	440.00	0	0	0	0	0.00	2.00	220.00	440.00	
2		Bulb - LED 15 w	-	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	1,300.00	0	0	0	0	0.00	2.00	650.00	1300.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13							0	0.00				0	0.00				0	0.00				0	0.00	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	0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
Computer Supplies																											
1		Canon Ink 303		1	0	2	3	12,894.00	0	1	0	1	4,298.00	5	0	0	5	21,490.00	0	0	0	0	0.00	9.00	4298.00	38682.00	
2		Canon Ink 35 black		0	0	0	0	0.00	0	0	0	0	0.00	32	0	0	32	27,200.00	0	0	0	0	0.00	32.00	850.00	27200.00	
3		Canon Ink 36 colored		0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	6,990.00	0	0	0	0	0.00	6.00	1165.00	6990.00	
4		HP Toner Lazerjet 85 A		0	0	1	1	3,900.00	1	0	0	1	3,900.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	3900.00	7800.00	
5		HP Toner Lazerjet 48 A		0	0	2	2	9,600.00	1	0	0	1	4,800.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	4800.00	14400.00	
6		95 colored		0	0	1	1	2,250.00	1	0	0	1	2,250.00	1	0	0	1	2,250.00	0	0	0	0	0.00	3.00	2250.00	6750.00	
7		HP 678 black		0	0	2	2	1,392.00	2	2	2	6	4,176.00	2	0	0	2	1,392.00	0	0	0	0	0.00	10.00	696.00	6960.00	
8		HP 678 colored		0	0	2	2	1,392.00	2	2	2	6	4,176.00	2	0	0	2	1,392.00	0	0	0	0	0.00	10.00	696.00	6960.00	
9		HP 680 black		11	9	40	60	41,760.00	5	3	6	14	9,744.00	37	6	2	45	31,320.00	11	2	9	22	15,312.00	141.00	696.00	98136.00	

10		HP 680 colored					11	5	25	41	28,536.00	7	5	5	17	11,832.00	10	4	1	15	10,440.00	10	2	2	14	9,744.00	87.00	696.00	60552.00
11		Canon 810 black					2	0	4	6	6,300.00	2	0	3	5	5,250.00	1	0	0	1	1,050.00	1	0	0	1	1,050.00	13.00	1050.00	13650.00
12		Canon 811 colored					2	1	2	5	6,700.00	0	0	2	2	2,680.00	0	0	0	0	0.00	1	0	0	1	1,340.00	8.00	1340.00	10720.00
13		Refill Ink Black					0	0	1	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	4.00	250.00	1000.00
14		Refill Ink Yellow					0	0	1	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	4.00	250.00	1000.00
15		Refill Ink Magenta					0	0	1	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	0	0	0	0	0.00	3.00	250.00	750.00
16		Refill Ink Cyan					0	0	1	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	0	0	0	0	0.00	3.00	250.00	750.00

**Common ICT Equipment**

1	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
2	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
3	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
4	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
5	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
6	43222609-NR-001	Network Routers					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
7	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
8	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
9	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
10	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
11	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
12	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
13	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
16							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
17							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
18							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
19							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
20							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
21							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
22							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00
23							0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00	0.00

24							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
25							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
26							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
27							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
28							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
29							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00

**OTHER SOFTWARE**

1							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
2							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
3							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
4							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
5							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
9							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00			0.00	0.00	0.00

**Consumables**

1							0	0	0	0	0.00	0	0	0	0	0.00	4	0	0	4	10,840.00	0	0	0	0	0.00	4.00	2710.00	10840.00
2							0	0	0	0	0.00	0	0	0	0	0.00	4	0	0	4	10,840.00	0	0	0	0	0.00	4.00	2710.00	10840.00
3							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
4							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
5							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
6							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
7							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
8							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
9							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
10							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
11							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
12							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
13							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
14							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
15							0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00

**Other Categories**

1	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
2	60104701-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00					0.00




5	46181502-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7	40161513-FF-001	Fuel Filters					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8	48101710-DW-F01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9	26111729-AB-001	Auto Battery					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
16							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
17							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
18							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
19							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
20							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
21							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
22							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
23							0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

<b>A. TOTAL</b>								<b>P</b>	<b>611,461.98</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>								<b>P</b>	<b>61,146.20</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>								<b>P</b>	<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>								<b>P</b>	<b>672,608.18</b>	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>		Six Hundred Eleven Thousand Four Hundred Ninety Five and 60/100							<b>611,495.60</b>	
<b>F. MONTHLY CASH REQUIREMENTS</b>								<b>P</b>	<b>-</b>	
G.1 Available at Procurement Service Stores		40,078.05		34,782.90		27,010.68		19,143.35	P	121,014.98
G.2 Other Items not available at PS but regular purchased from other sources		198,930.00		82,295.00		173,363.00		35,092.00	P	489,680.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		<b>239,008.05</b>		<b>117,077.90</b>		<b>200,373.68</b>		<b>54,235.35</b>	<b>P</b>	<b>610,694.98</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:

  
 MARIGOLD G. GELITO  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 RHODA BERNADETTE B. CASTILLON  
 Accountant / Local Budget Officer

Approved by:

  
 FLORENTINO D. SILADAN  
 Head of Office/Agency

Date Prepared: DECEMBER 15, 2020