

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 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 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\_APP2021\_DBM\_Region (VA). 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 AQ 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020. Department/Bureau/Office: DEPARTMENT OF EDUCATION Agency Account Code: 1 Organization Type: 070010811002 Region: XI Contact Person: ALDRIN S. GEVILA Address: CAPITOL COMPOUND, BRGY. MANKILAM, TAGUIG CITY, DAVAO DEL NORTE Position: SUPPLY OFFICER E-mail: aldriin.gevila@deped.gov.ph Telephone/Mobile Nos: 9755179081

DEPED DIVISION OF DAVAO DEL NORTE BUDGET SECTION RECEIVED Date: 12/9/2020 Time: 4:04 PM Sign/Print Name: [Signature]

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year									
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	AMOUNT				
<b>PESTICIDES OR PEST REPELLENTS</b>																									
1. 10191509-IN-401 INSECTICIDE, aerosol type, net content: 600ml/min	can	10	3	1	14	1,951.04	8											40.00	139.36	5574.40					
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																									
2. 53131626-HS-501 HAND SANITIZER, 500 ml	bottle				0	0.00													0.00	151.43	0.00				
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																									
3. 12191601-AL-ED1 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle	68	185	25	278	12,115.24	59	38	28	125	5,447.50	55	41	25	121	5,273.18	34	37	3	74	3,224.92	598.00	43.58	26060.94	
4. 12191601-AL-ED2 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	16			16	7,321.60	11			11	5,033.60	16			16	7,321.60	11			11	5,033.60	54.00	457.60	24710.40	
5. 51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle	34		12	46	2,004.68	18		22	40	1,743.20	18		18	35	1,568.88	22			22	956.76	144.00	43.58	6275.52	
6. 51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00	0.00
7. 51471505-RO-P01 Povidone Iodine, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																									
8. 12121203-SI-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	8	1	2	11	346.72	1	1	1	3	94.56	1	1	1	3	94.56	2	1	1	4	126.08	21.00	31.52	661.92	
<b>FILMS</b>																									
9. 13111203-AC-P01 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00	0.00
10. 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	221.00	0.00	0.00
11. 13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																									
12. 14111525-CA-A01 CARTON/INA, assorted colors	pack				0	0.00				0	0.00	3			3	251.16				0	0.00	3.00	83.72	251.16	251.16

13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	5	5	5	15	13,228.25	4			4	3,530.20										0	0.00					0	0.00							19.00	882.55	16,768.45
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00										0	0.00					0	0.00					0.00	1029.60	0.00		
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00										0	0.00					0	0.00					0.00	1528.80	0.00		
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00										0	0.00					0	0.00					0.00	906.36	0.00		
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00										0	0.00					0	0.00					0.00	884.00	0.00		
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00										0	0.00					0	0.00					0.00	1508.00	0.00		
19	1411609-LI-C01	LOOSE LEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00										0	0.00					0	0.00					0.00	794.96	0.00		
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	16			16	592.96	2			2	74.12	7									7	259.42	2			2	74.12					27.00	37.06	1000.62	0.00		
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 109mm (3" x 4") min	pad	17			22	1,304.16	2			5	711.36	7									7	414.96	7			7	414.96					48.00	59.28	2845.44	0.00		
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15			50	2,386.50				5	238.65	5									5	238.65				0	0.00					60.00	47.73	2863.80	0.00		
23	14111514-NP-S01	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece				0	0.00				0	0.00										0	0.00				0	0.00					0.00	12.04	0.00	0.00		
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	56			23	17,567.68	21			13	8,869.12	29									23	12,962.56	8			4	2,558.40					246.00	170.56	41957.76	0.00		
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	39			26	13,969.34	12			6	5,805.44	23									11	8,345.32	17			17	9,071.00					205.00	181.42	37191.10	0.00		
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	198			292	70,420.48	95			28	67	190	25,292.80	36							47	41	124	16,506.88	49		57	31	137	18,237.44	900.00	133.12	138,977.60	0.00			
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	33			80	17,927.13	9			34	15	58	8,060.26	7							25	41	5,697.77	17		9	9	35	4,863.95	263.00	138.97	365,49.11	0.00	0.00	0.00		
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (7 2mm)	pad				0	0.00				0	0.00										0	0.00				0	0.00					0.00	30.68	0.00	0.00		
29	14111503-PP-R01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box				1	98.05				1	0.00										0	0.00				0	0.00					1.00	98.05	98.05	0.00		
30	14111818-TH-R02	PAPER, THERMAL, 55gsm, size: 216mm x 300mm x 300mm	roll				0	0.00				0	0.00										0	0.00				0	0.00					0.00	56.64	0.00	0.00		
31	14111531-RE-R01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	32			11	3,323.84	2			1	3	212.16									0	0.00				0	0.00					50.00	70.72	356,000	0.00		
32	14111531-RE-R02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	9			5	1,426.88				1	101.92										3	305.76	1			1	101.92					19.00	101.92	1986.48	0.00		
33	14111704-TI-F02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	54			72	12,236.80	51			13	12	76	6,642.40	46							12	60	5,244.00	35		11	1	47	4,107.80	323.00	87.40	282,90.20	0.00	0.00	0.00	0.00	
34	14111704-TI-F01	TISSUE, interfolded paper towel	pack				0	0.00				0	0.00										0	0.00				0	0.00					0.00	34.84	0.00	0.00		

**BATTERIES AND CELLS AND ACCESSORIES**

35	26111702-BI-F02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	46			30	3,156.10	1			6	1	8	290.40	10						6	17	617.10	1		1	1	3	108.90	115.00	36.30	4174.50	0.00	0.00	0.00	0.00		
36	26111702-BI-F01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	50			31	1,834.89	3			3	59.19	14									14	276.22	3			3	59.19					113.00	19.73	2229.49	0.00	0.00	0.00
37	26111702-BI-F03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00										0	0.00				0	0.00					0.00	96.20	0.00	0.00		

**MANUFACTURING COMPONENTS AND SUPPLIES**

38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	9			3	931.50				1	1	2	124.20	7						1	8	496.80	1		2	3	186.30	28.00	62.10	1728.80	0.00	0.00	0.00	0.00		
39	31151804-SM-W01	STAPLE WIRE, for heavy duty staples, (23/13)	box	5			5	98.80				0	0.00										0	0.00				0	0.00				5.00	19.76	98.80	0.00	0.00	0.00
40	31151804-SM-S01	STAPLE WIRE, STANDARD, (23/6)	box	47			42	1,898.10	13			1	10	24	506.16	18							29	611.61	1		1	3	63.27	146.00	21.09	3079.14	0.00	0.00	0.00	0.00		
41	31201503-TA-E01	TAPE, ELECTRICAL, 18mm x 164 mm	roll	11			11	205.37				0	0.00										0	0.00				0	0.00				11.00	18.67	205.37	0.00	0.00	0.00
42	31201503-TA-H01	TAPE, MASKING, width: 24mm (41mm)	roll	15			21	1,965.60				1	1	1	54.60	1							2	109.20	1		1	1	54.60	40.00	54.60	2184.00	0.00	0.00	0.00	0.00		
43	31201503-TA-H02	TAPE, MASKING, width: 48mm (41mm)	roll	10			7	1,812.20				0	0.00										0	0.00				0	0.00				17.00	106.60	1812.20	0.00	0.00	0.00
44	31201517-TA-R01	TAPE, PACKAGING, width: 48mm (41mm)	roll	10			5	299.55				0	0.00										1	19.97				0	0.00				16.00	19.97	319.52	0.00	0.00	0.00
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (41mm)	roll	23			22	474.23	1			1	10.09	3									3	30.27	3		3	30.27	54.00	10.09	544.96	0.00	0.00	0.00	0.00	0.00	0.00	
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (41mm)	roll	19			2	419.37				0	0.00	1									1	19.97	2		2	39.94	24.00	19.97	479.28	0.00	0.00	0.00	0.00	0.00	0.00	
47	31151507-TM-R01	TWINE, plastic, one (1) bob per roll	roll				0	0.00				0	0.00										0	0.00				0	0.00				58.24	0.00	0.00	0.00	0.00	0.00

**HEATING AND VENTILATION AND AIR CIRCULATION**

48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00									0	0.00				0	0.00					0.00	1109.68	0.00	0.00	0.00	0.00	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00										0	0.00				0	0.00					1369.68	0.00	0.00	0.00	0.00	0.00
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00										0	0.00				0	0.00					856.86	0.00	0.00	0.00	0.00	0.00



ITEM #	DESCRIPTION	UNIT	QTY	PRICE	AMOUNT	TAX	TOTAL	DISCOUNT	NET TOTAL	EST. COST	REMARKS
86	46182008-KM-M01 KN95 FACE MASK	piece	2	208.00		0	0.00		0	0.00	208.00
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>											
87	43211507-DSK001 MITH DESKTOP, basic	unit		0	0.00	0	0.00		0	0.00	24,793.60
88	43211507-DSK002 MITH DESKTOP, mid-range	unit		0	0.00	0	0.00		0	0.00	42,390.40
89	43211503-LAPP01 MITH LAPTOP, mid-range	unit		0	0.00	0	0.00		0	0.00	41,392.00
90	43201827-HD-X02 EXTERNAL HARD DRIVE, 1TB, 2.5"-HDD, USB 3.0	piece	2	2	10,603.32	0	0.00		0	0.00	2650.63
91	43202010-FU-U01 FLASH DRIVE, 16 GB capacity	piece	9	2	1,841.84	1	167.44		1	167.44	1,674.40
92	43211708-MO-C01 MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	3	3	353.90	0	0.00		0	0.00	111.30
93	43211708-MO-C02 MOUSE, WIRELESS, USB	unit		0	0.00	0	0.00		0	0.00	154.00
94	43212102-PR-D02 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit		0	0.00	0	0.00		0	0.00	38100.97
95	43212102-PR-D01 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit		0	0.00	0	0.00		0	0.00	919.52
96	43212105-PR-L01 PRINTER, laser, monochrome	unit		0	0.00	0	0.00		0	0.00	724.88
97	43212105-PR-L02 PRINTER, laser, colored	unit		0	0.00	0	0.00		0	0.00	7899.00
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>											
98	44121710-CN-M01 CHALK, modelled, white, diameter: 78mm min	box		0	0.00		0.00		0	0.00	29.64
99	44122105-BF-C01 CLIP BACKFOLD, all metal, clamping: 19mm (-1mm)	box	15	14	362.00	5	72.40		5	90.50	64.00
100	44122105-BF-C02 CLIP BACKFOLD, all metal, clamping: 25mm (-1mm)	box	11	12	519.18	6	183.24		6	167.97	9.05
101	44122105-BF-C03 CLIP BACKFOLD, all metal, clamping: 32mm (-1mm)	box	31	9	692.00	3	187.20		11	353.60	15.27
102	44122105-BF-C04 CLIP BACKFOLD, all metal, clamping: 50mm (-1mm)	box	27	6	1,626.56	3	239.20		17	478.40	20.80
103	44121801-CT-R01 CORRECTION TAPE, film base type, UL 6m min	piece	102	68	2,747.92	5	1,808.58		10	478.40	47.94
104	44111515-DF-B01 DATA FILE BOX, made of clipboard, with closed ends	piece	35	20	4,554.80	5	386.00		27	2,694.40	14.02
105	44122011-DF-F01 DATA FOLDER, made of clipboard, spiral lock	piece	67	54	8,923.20	5	1,029.60		30	3,020.16	6925.88
106	44121506-EN-H01 ENVELOPE, DOCUMENTARY, for A4 size document	box	1	1	673.09	0	0.00		1	673.09	2.00
107	44121506-EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box	2	2	3,708.64	0	0.00		3	2,791.48	673.09
108	44121506-EN-X01 ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	3	2	4,430.40	0	0.00		0	0.00	7.00
109	44121506-EN-X02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	3	3	91.47	0	0.00		2	60.98	7.00
110	44121506-EN-H02 ENVELOPE, mailing, white, 70gsm	box	4	3	2,647.40	1	378.20		1	378.20	5.00
111	44121504-EN-W02 ENVELOPE, mailing, white, with window	box	1	1	433.68	0	0.00		0	0.00	1.00
112	44111913-ER-B01 ENVELOPE, FELT, for blackboard/whiteboard	piece	1	1	10.30	0	0.00		0	0.00	433.68
113	44122118-FA-H01 FASTENER, METAL, 70mm between prongs	box	4	33	3,169.58	0	0.00		2	166.82	1.00
114	44111515-FO-X01 FILE ORGANIZER, expanding, pockets, 12 pockets	piece	6	6	516.24	0	0.00		2	166.82	83.41
115	44122018-FT-D01 FILE TAB DIVIDER, biroal board, for A4	set		0	0.00	0	0.00		0	0.00	6.00
116	44122018-FT-D02 FILE TAB DIVIDER, biroal board, for legal	set		0	0.00	0	0.00		0	0.00	6.00
117	44122011-FO-R01 FOLDER, FANCY, for A4 size documents	bundle	1	1	270.40	0	0.00		0	0.00	11.13
118	44122011-FO-R02 FOLDER, FANCY, for A4 size documents	bundle	3	3	1,871.28	0	0.00		0	0.00	14.23
119	44122011-FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		0	0.00	0	0.00		0	0.00	270.40
120	44122011-FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		0	0.00	0	0.00		0	0.00	311.88
121	44122027-FO-R01 FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box	3	1	3,810.56	0	0.00		0	0.00	171.43
122	44122011-FO-T03 FOLDER, TAGBOARD, for A4 size documents	pack	4	1	1,953.00	0	0.00		1	279.00	243.24
123	44122011-FO-T04 FOLDER, TAGBOARD, for legal size documents	pack	7	2	3,534.96	7	2,249.52		1	642.72	952.64
124	44122006-IT-T01 INDEX TAB, self-adhesive, transparent	box		0	0.00	0	0.00		0	0.00	279.00

















13	Toilet Bowl Cleaner	bot	4	4	1,200.00				0	0.00				0	0.00				0	0.00	4.00	300.00	1200.00
14	Air Freshener(Gel)	pc	3	3	600.00				0	0.00				0	0.00				0	0.00	3.00	200.00	600.00
15	Brush with Stand for Toilet	pc	1	1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00
16	Roll	pc	1	1	234.43				0	0.00				0	0.00				0	0.00	1.00	234.43	234.43
17	Hand Washing Gel	bot	3	3	180.00				0	0.00				0	0.00				0	0.00	3.00	60.00	180.00
18	Hand Sanitizer	bot	20	20	900.00				0	0.00				0	0.00				0	0.00	20.00	45.00	900.00
19	Bath Soap	pack	2	2	70.00			2	70.00					0	0.00				0	0.00	4.00	35.00	140.00
20	Disinfecting Liquid	bot	1	1	45.00				2	70.00				1	45.00				1	45.00	4.00	45.00	180.00
21	Hand Towels, medium	pc	3	3	60.00				0	0.00				0	0.00				0	0.00	3.00	20.00	60.00
22	Toilet Plunger w/ short plastic handle	pc	1	1	125.00				0	0.00				0	0.00				0	0.00	1.00	125.00	125.00
23	Trigger Spray bottle, clear plastic, 500ml	pc	1	1	101.71				0	0.00				0	0.00				0	0.00	1.00	101.71	101.71
24					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
25					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
26					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

**Office Equipment and Accessories**

1	Office Table, small	unit	3	3	12,000.00				0	0.00				0	0.00				0	0.00	3.00	4000.00	12000.00
2					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15					0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

**Office Supplies**

1	Card Board, 2 x 4 ft	pc	1	1	1,400.00				0	0.00				0	0.00				0	0.00	1.00	1400.00	1400.00
2	Self-inking Stamp (S-823) big	pc	2	2	2,200.00				0	0.00				0	0.00				0	0.00	2.00	1100.00	2200.00
3	CRAYERS	pc	3	2	1,200.00			1	600.00					3	600.00				0	0.00	15.00	200.00	3000.00
4	Boosch Stapples	box	2	2	100.00				0	0.00				0	0.00				0	0.00	2.00	50.00	100.00
5	Ink, Self-inking Stamp, Black	bot	1	1	1,600.00				0	0.00				0	0.00				0	0.00	2.00	800.00	1600.00
6	USB Port-4 port	pc	18	18	6,300.00				0	0.00				0	0.00				0	0.00	18.00	350.00	6300.00
7	Self-inking Stamp , small	pc	6	6	3,000.00				0	0.00				0	0.00				0	0.00	6.00	500.00	3000.00
8	Flash Stamp Ink,refill, black	bot	6	6	110.00				0	0.00				1	110.00				0	0.00	2.00	110.00	220.00
9	Flash Stamp Ink,refill, black	bot	1	1	110.00				0	0.00				1	110.00				0	0.00	2.00	110.00	220.00

10	Flash Drive, 32 GB	pc		1	1	500.00			7	7	3,500.00				0	0.00					0	0.00					8.00	500.00	4000.00
11	Flash Drive, 2 GB	pc		30	30	6,000.00				0	0.00				0	0.00					0	0.00					30.00	200.00	6000.00
12	CD-R	pc		20	20	240.00				0	0.00				0	0.00					0	0.00					20.00	12.00	240.00
13	DVD-R	pc		20	20	400.00				0	0.00				0	0.00					0	0.00					20.00	20.00	400.00
14	SSD, 1TB	pc	1	1	12,000.00					0	0.00				0	0.00					0	0.00					2.00	6000.00	12000.00
15	RAM, 8GB	pc		3	3	10,500.00				0	0.00				0	0.00					0	0.00					3.00	3500.00	10500.00
16	RAM, 4GB	pc		4	4	8,000.00				0	0.00				0	0.00					0	0.00					4.00	2000.00	8000.00
17	External DVD Rom	unit	1	1	800.00					0	0.00				0	0.00					0	0.00					1.00	800.00	800.00
18	Flash Drive, 64GB	pc	4	4	6,000.00					0	0.00				0	0.00					0	0.00					4.00	1500.00	6000.00
19	Certificate Frames, A4, glass	pc		5	5	1,100.00				0	0.00				0	0.00					0	0.00					10.00	220.00	2200.00
20	Certificate Holder, plastic, A4	pc		9	9	756.00				0	0.00				0	0.00					0	0.00					18.00	84.00	1512.00
21	Mouse Pad	pc	1	1	150.00					0	0.00				0	0.00					0	0.00					1.00	150.00	150.00
						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
						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
						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
						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
						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
						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
						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
						0	0.00			0	0.00				0	0.00					0	0.00							0.00

**Audio and visual presentation and composing equipment**

1	SMART Television			0	0	0.00				0	0.00				0	0.00					0	0.00					0.00	0.00	0.00
2	Microphone			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
3	Speakers			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
4	Amplifier			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
5	Equalizer			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
6				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
7				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
8				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
9				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
10				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
11				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
12				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
13				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
14				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
15				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00

**Photographic or filming or video equipment**

1	HD Camera			0	0	0.00				0	0.00				0	0.00					0	0.00					0.00	0.00	0.00
2	DSLR Camera			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
3	HD Video Camera			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
4	Video Conference Equipment			0	0	0.00				0	0.00				0	0.00					0	0.00							0.00
5				0	0	0.00				0	0.00				0	0.00					0	0.00							0.00

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

**Cleaning Equipment and Supplies**

**Paper Materials and Products**

1	Handbook, RA 9194, 8th Edition	book	1	1	39.00			0	0.00					0	0.00			0	0.00							39.00
2	Construction Paper,assst color, LEGAL	pack	5	3	2,800.00			0	0.00					0	0.00			0	0.00							2,800.00
3	Specialty Paper, A4, non-scented	pack	60	60	4,200.00			0	0.00					0	0.00			0	0.00							4,200.00
4	Folder, legal, white	pack	1	1	380.00			0	0.00					0	0.00			0	0.00							380.00
5	Data Folder/envelop (15.6 in x 3)	pc	15	15	5,250.00			0	0.00					0	0.00			0	0.00							5,250.00
6	Manila Paper, 10s	pack		0	0.00			2	120.00					2	120.00			0	0.00							240.00
7	Paper, multi-purpose, A3	ream		4	1,000.00			0	0.00					3	750.00			3	750.00							2,500.00
8	Specialty Paper, A4, 80gsm	ream	1	1	400.00			0	0.00					1	400.00			1	400.00							1,600.00
9	Specialty Paper, Legal, 80gsm, 30s	pack	3	3	336.00			0	0.00					3	168.00			3	168.00							840.00
10	Photopaper, A4	pack	7	5	750.00			10	500.00					11	550.00			5	500.00							2,300.00
11	Folder, Morocco, blue, letter size	pc	30	30	420.00			0	0.00					0	0.00			0	0.00							420.00
12	Paper, multi-purpose, letter size, 80gsm	ream	7	7	1,400.00			0	0.00					0	0.00			0	0.00							1,400.00
13	Photopaper, A4, glossy, 50s	pack	8	3	2,200.00			4	800.00					0	0.00			0	0.00							3,000.00

14					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
15					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
16					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
<b>Lighting and fixtures and accessories</b>																											
1	39112102-LB-B01	LED bulb			0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
2	39111501-FF-C01	FLUORESCENT LIGHTING FIXTURE, 1X18W,CLOSED TYPE	SET	10		3,282.50				10	3,282.50				10	3,282.50			10	3,282.50			0	0,00	30,00	328,25	9847,50
3		LED BULB, 18WATTS	PC			0,00				6	2,100,00				6	2,100,00			6	2,100,00			0	0,00	6,00	350,00	2100,00
4					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
5					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
6					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
7					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
8					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
9					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
10					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
11					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
12					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
13					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00

<b>Electrical equipment and components and supplies</b>																											
1					0	0,00				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	0,00	0,00		0,00
3					0	0,00				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	0,00	0,00		0,00
5					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
6					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
7					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
8					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
9					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
10					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
11					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
12					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
13					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
14					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
15					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00

<b>Computer Supplies</b>																											
1					0	0,00				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	0,00	0,00		0,00
3					0	0,00				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	0,00	0,00		0,00
5					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00
6					0	0,00				0	0,00				0	0,00			0	0,00			0	0,00	0,00		0,00















	PAPER, COLORED LETTER	pack	3	0	0.00	2	3	268.80	2	369.60	0	0.00	0	0.00	0	0.00	6.00	89.60	537.60
	PAPER, COLORED LETTER	box	1	1	7.39		0	0.00	1	7.39	0	0.00	0	0.00	0	0.00	2.00	184.80	369.60
	PAPER CLIP, 30mm	box	1	1	16.87		0	0.00	1	16.87	0	0.00	0	0.00	0	0.00	2.00	16.87	14.78
	PAPER CLIP, 50mm	box	1	1	16.87		0	0.00	1	16.87	0	0.00	0	0.00	0	0.00	2.00	16.87	33.74
	PAPER PCL, A4, 80gsm	ream	8	8	1,618.16		8	1,618.16	5	1,011.35	4	899.08	4	899.08	0	0.00	25.00	202.27	5056.75
	PAPER PCL, LETTER, 80gsm	ream	5	5	980.00		5	980.00	0	0.00	0	0.00	0	0.00	0	0.00	10.00	196.00	1960.00
	PAPER PCL, LEGAL, 80gsm	ream	8	8	1,645.28		5	1,153.20	1	230.66	1	230.66	1	230.66	1	230.66	15.00	230.66	3459.90
	PHOTOPAPER, A4	pack	2	2	190.40		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	95.20	190.40
	PHOTOPAPER, LEGAL	pack	2	2	224.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	112.00	224.00
	PAPER STICKER, A4	pack	2	2	112.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	56.00	112.00
	PAPER STICKER, LEGAL	pack	2	2	156.80		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	78.40	156.80
	PENCIL, LEAD	box		0	0.00	1	1	28.00	0	0.00	0	0.00	0	0.00	0	0.00	1.00	28.00	28.00
	PENCIL, SHARPER, HEAVY DUTY	pc	1	1	200.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1.00	280.00	280.00
	PUSHER, PIN	box	1	1	56.00		0	0.00	1	56.00	1	56.00	0	0.00	0	0.00	2.00	56.00	112.00
	RING BINDER, PLASTIC, 30mm	bundle	3	3	638.40		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3.00	212.80	638.40
	RING BINDER, PLASTIC, 30mm	bundle	3	3	677.52		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3.00	225.84	677.52
	RECORD BOOK, 300 PAGES	book		0	0.00	2	2	168.00	1	84.00	1	84.00	1	84.00	1	84.00	3.00	84.00	252.00
	RUBBER BAND	box		1	135.44		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1.00	125.44	125.44
	RULER, PLASTIC	pc	5	5	112.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5.00	22.40	112.00
	SIGN PEN, BLACK	pc	1	1	26.76		1	26.76	1	26.76	1	26.76	1	26.76	1	26.76	4.00	26.76	107.04
	SIGN PEN, BLUE	pc	1	1	40.63		1	40.63	1	40.63	1	40.63	1	40.63	1	40.63	4.00	40.63	162.52
	SIGN PEN, RED	pc	1	1	40.63		1	40.63	1	40.63	1	40.63	1	40.63	1	40.63	4.00	40.63	162.52
	SIGN PEN, GEL, BLACK	box	1	1	336.00		1	336.00	1	336.00	0	0.00	0	0.00	0	0.00	2.00	336.00	672.00
	SIGN PEN, GEL, BLUE	box	1	1	336.00		1	336.00	1	336.00	0	0.00	0	0.00	0	0.00	2.00	336.00	672.00
	STAMP PAD, INK	bot		2	72.32		0	0.00	1	36.16	0	0.00	0	0.00	0	0.00	3.00	36.16	108.48
	STAMP PAD, FELT PAD	pc		1	40.06		0	0.00	1	40.06	0	0.00	0	0.00	0	0.00	2.00	40.06	80.12
	STAMP REMOVER, PIER TYPE	pc		0	0.00	2	2	54.80	0	0.00	0	0.00	0	0.00	0	0.00	2.00	27.40	54.80
	STAPLE WIRE, STANDARD 815	box		1	28.56		0	0.00	1	28.56	0	0.00	0	0.00	0	0.00	2.00	28.56	57.12
	STAPLE WIRE, HEAVY DUTY	box		1	28.56		0	0.00	1	28.56	0	0.00	0	0.00	0	0.00	2.00	28.56	57.12
	TAPE, DOUBLE SIDED, 19mm	roll		2	324.80		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	162.40	324.80
	TAPE, DOUBLE SIDED, 19mm	roll		2	324.80		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2.00	162.40	324.80
	PVC COVER, CLEAR LETTER	pack	3	3	672.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3.00	224.00	672.00
	AIR FRESHENER	can	2	2	202.04		2	202.04	2	202.04	2	202.04	2	202.04	2	202.04	8.00	101.02	808.16
	BROOM, SOFT	pc	1	1	159.93		0	0.00	1	159.93	0	0.00	0	0.00	0	0.00	2.00	159.93	319.86
	GLASSER, SCUMING POWDER	can		1	31.37		1	62.74	1	31.37	1	31.37	1	31.37	1	31.37	5.00	31.37	156.85
	TOILET BOWL CLEANER	bot	1	1	56.00		0	0.00	1	56.00	0	0.00	0	0.00	0	0.00	2.00	56.00	112.00

DETERGENT POWDER	pack	1		1	67.20	1		1	67.20	1		1	67.20	1		1	67.20	1	67.20	4.00	67.20	268.80	
DETERGENT BAR	pack	1		1	62.40	1		1	62.40	1		1	62.40	1		1	62.40	1	62.40	4.00	62.40	249.60	
DISINFECTANT SPRAY	can	1		1	140.00	1		1	140.00	1		1	140.00	1		1	140.00	1	140.00	4.00	140.00	560.00	
DISHWASHING LIQUID	bot	2		2	134.40	2		2	134.40	2		2	134.40	2		2	134.40	2	134.40	8.00	67.20	537.60	
DISINFECTANT	pc	1		1	39.20			0	0.00	1		1	39.20	1		1	0.00	0	0.00	2.00	39.20	78.40	
FURNITURE CLEANER	can	1		1	156.80			0	0.00	1		1	156.80	1		1	0.00	0	0.00	2.00	156.80	313.60	
INSECTICIDE	can	1		1	162.40	1		1	162.40	1		1	162.40	1		1	162.40	1	162.40	4.00	162.40	649.60	
MOPEHEAD	pc	2		2	207.38	1		1	143.69	1		1	143.69	1		1	143.69	1	143.69	5.00	143.69	718.45	
SCOURING PAD	pc	1		1	67.20	1		1	67.20	1		1	67.20	1		1	67.20	1	67.20	12.00	22.40	268.80	
WASHING PLASTIC BLACKSMALL	pack	1		1	89.60	1		1	44.80	1		1	89.60	1		1	89.60	2	89.60	7.00	44.80	313.60	
WASHING PLASTIC BLACKMEDIUM	pack	1		1	112.00	1		1	56.00	1		1	112.00	1		1	56.00	1	56.00	6.00	56.00	336.00	
RUG	pc	2		2	100.00	2		2	100.00	2		2	100.00	2		2	100.00	2	100.00	6.00	50.00	300.00	
LIQUID SOAP	bot	1		1	212.80	1		1	106.40	1		1	212.80	1		1	106.40	1	106.40	6.00	106.40	638.40	
TOILET BRUSH	pc				0.00			0	0.00				0.00			0	0.00	0	0.00	1.00	56.00	56.00	
TOILET DEODORANT CAKE	pc	2		2	201.60	1		1	201.60	1		1	151.20	2		1	201.60	1	201.60	15.00	50.40	756.00	
TOILET TISSUE PAPER	pack	1		1	300.72	1		1	300.72	1		1	300.72	1		1	300.72	3	300.72	12.00	100.24	1202.88	
ELECTRIC FAN STAND TYPE	unit	1		1	898.05	1		0	0.00				0.00			0	0.00	0	0.00	1.00	898.05	898.05	
PAPER SCANNER	UNIT	1		1	9400.00	1		0	0.00				0.00			0	0.00	0	0.00	1.00	9400.00	9400.00	
DVD REWRITABLE	pc	10		10	168.00			0	0.00				0.00			0	0.00	0	0.00	10.00	16.80	168.00	
WASHING, 32G	pc	3		3	509.62			0	0.00	2		2	393.08			0	0.00	0	0.00	5.00	196.54	982.70	
WASHING, 64G	pc			2	662.68			0	0.00				0.00			0	0.00	0	0.00	2.00	331.34	662.68	
MOUSE OPTICAL USB TYPE	pc	2		2	336.20			0	0.00				0.00			0	0.00	0	0.00	2.00	168.10	336.20	
EXTERNAL HARD DRIVE/DISK, 7TB	pc	1		1	5400.00			0	0.00				0.00			0	0.00	0	0.00	1.00	5000.00	5000.00	
MOUSE PAD RUBBER	pc	5		5	280.00			0	0.00				0.00			0	0.00	0	0.00	5.00	56.00	280.00	
TONER, TK-1147	pc	1		1	6400.00			0	0.00				0.00			0	0.00	0	0.00	1.00	6600.00	6600.00	
TONER, EPSON	pc	5		5	3420.00			0	0.00				0.00			0	0.00	0	0.00	5.00	784.00	3920.00	
TRAINING/CONFERENCE/TRAVELING EXPENSES		1		1	12799.58			0	0.00				0.00			0	0.00	0	0.00	1.00	12799.58	12799.58	
REPAIRS AND MAINTENANCE BUILDING				1	37500.00			1	37500.00			1	37500.00			1	37500.00		37500.00	4.00	37500.00	150000.00	
REPAIRS AND MAINTENANCE EQUIPMENT				1	75000.00			1	75000.00			1	75000.00			1	75000.00		75000.00	4.00	75000.00	300000.00	
REPAIRS AND MAINTENANCE MOTOR VEHICLE				1	75000.00			1	75000.00			1	75000.00			1	75000.00		75000.00	4.00	75000.00	300000.00	
TAXES AND DUTIES																							





	ELECTRIC BILL	MONTH	1	1	1	3	30,000.00	1	1	1	3	30,000.00	1	1	1	3	30,000.00	12.00	10000.00	120000.00
	INTERNET BILL	MONTH	1	1	1	3	5,124.00	1	1	1	3	5,124.00	1	1	1	3	5,124.00	12.00	1708.00	20496.00
	WATER BILL	MONTH	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4800.00
	DRINKING WATER (CONTAINER)	CONT	4	4	4	12	300.00	4	4	4	12	300.00	4	4	4	17	425.00	53.00	25.00	1325.00
	BOND PAPER, PFC, A4, 70GSM	REAM	30			30	6,600.00				0	0.00				0	0.00	30.00	220.00	6600.00
	FOLDER, WITH TAB, A4	PACK	1			1	292.12				0	0.00				0	0.00	1.00	292.12	292.12
	FOLDER, WITH TAB, LEGAL	PACK	1			1	336.81				0	0.00				0	0.00	1.00	336.81	336.81
	TAPE, TRANSPARENT, 24MM	ROLL	50			50	528.50				0	0.00				0	0.00	50.00	10.57	528.50
	TAPE, TRANSPARENT, 48MM	ROLL	20			20	418.60				0	0.00				0	0.00	20.00	20.93	418.60
	SIGN PEN, BLACK	PC	24			24	870.72				0	0.00				0	0.00	24.00	36.28	870.72
	STAPLE WIRE #35	BOX	5			5	110.55				0	0.00				0	0.00	5.00	22.11	110.55
	DATA FILE BOX	PC	5			5	404.55				0	0.00				0	0.00	5.00	80.91	404.55
	INK, PRINTER, 664, BLACK	BOT	6			6	2,100.00				0	0.00				0	0.00	6.00	350.00	2100.00
	INK, PRINTER, 664, YELLOW	BOT	6			6	2,100.00				0	0.00				0	0.00	6.00	350.00	2100.00
	INK, PRINTER, 664, BLACK	BOT	6			6	2,100.00				0	0.00				0	0.00	6.00	350.00	2100.00
	INK, PRINTER, 664, BLACK	BOT	6			6	2,100.00				0	0.00				0	0.00	6.00	350.00	2100.00
	INK, PRINTER, 664, BLACK	BOT	6			6	2,100.00				0	0.00				0	0.00	6.00	350.00	2100.00
	TOILET BOWL CLEANER	BOT	10			10	2,580.00				0	0.00				0	0.00	10.00	258.00	2580.00
	TWINE, PLASTIC, 1 KG PER ROLL	ROLL	2			2	122.08				0	0.00				0	0.00	2.00	61.04	122.08
	TRASH BAG, BLACK	PACK	36			36	5,081.76				0	0.00				0	0.00	36.00	141.16	5081.76
	MOP	PC	1			1	600.00				0	0.00				0	0.00	1.00	600.00	600.00
	BROOM, SOFT	PC	3			3	240.00				0	0.00				0	0.00	3.00	80.00	240.00
	INSECTICIDE	CAN	5			5	720.30				0	0.00				0	0.00	5.00	146.06	720.30
	ALCOHOL	GAL	10			10	4,796.00				0	0.00				0	0.00	10.00	479.60	4796.00
	MONITOR FILTER GLASS	PC	2			2	184.80				0	0.00				0	0.00	2.00	92.40	184.80
	DETERGENT POWDER, 1 KG	PACK	30			30	1,176.90				0	0.00				0	0.00	30.00	39.23	1176.90
	COVER CELLPHONE THICK	ROLL	5			5	9,900.00				0	0.00				0	0.00	5.00	1980.00	9900.00

A. TOTAL																11,090,867.69
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																1,109,086.77
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																-
D. GRAND TOTAL (A + B + C)																12,199,954.46
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																
F. MONTHLY CASH REQUIREMENTS																
G.1 Available at Procurement Service Stores				338,283.38					111,208.32			79,508.72				634,996.96
G.2 Other Items not available at PS but regularly purchased from other sources				3,382,459.09					2,401,597.18			2,289,073.86				10,455,916.73
TOTAL MONTHLY CASH REQUIREMENTS				3,720,742.47		2,488,740.14			2,512,802.50			2,368,582.58				11,090,867.69

\*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:

  
ADRIN S. GENILA  
Property/Supplier Officer

Date Prepared: 12-9-2020

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

LILL ANN R. SASON  
Accountant / Local Budget Officer

  
DEE D. SILVA, DPA, CSO V  
Head of Office/Agency

