

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 APPR 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 (NGERS).

Instructions:

- Download the worksheet file APP-CSE 2021 FORM at www.philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should revise the template.
- 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.philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in the PART I of the template
- 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 source, 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.
- 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.
- 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.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.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: _____ Agency Account Code: _____ Contact Person: _____
Region: _____ Organization Type: _____ Position: _____
Address: _____ E-mail: _____
Telephone/Mobile Nos: _____

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1 AVERAGE	April	May	June	Q2 AVERAGE	July	Aug	Sept	Q3 AVERAGE	Oct	Nov	Dec	Q4 AVERAGE								
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-01-A01	INSECTICIDE, aerosol type, net content: 600ml mltn	can	275	38	345	658	91,608.68	97	22	23	342	19,780.12	300	322	23	645	89,887.20	97	55	0	152	21,482.72	1,597.00	139.35	222557.92
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-H5-S01	HAND SANITIZER, 500 ml	bottle	356	72	1401	1829	276,965.47	246	76	95	417	63,146.31	1002	76	119	1197	181,261.71	272	145	0	417	63,146.31	3,660.00	151.43	584519.60
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-A1-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1700	110	660	2670	116,358.60	150	400	220	770	33,556.60	672	150	100	922	40,180.76	350		0	350	15,233.00	4,712.00	43.58	205348.36
4	12191601-A1-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	85	32	115	252	115,315.20	20	5	5	30	13,728.00	122	105	5	232	106,163.20	30		0	30	13,728.00	544.00	457.60	248934.40
5	51471501-A1-J01	ALCOHOL, isopropyl, 68%-72%, 500ml (5oz)	bottle	240	100	349	15,209.42	240	0	18	258	11,243.64	250	1160	1468	63,973.44	240	14	4	258		11,243.64	2,333.00	43.58	101672.14	
6	51471501-A1-J02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	36	6	187	229	104,195.00	36	6	7	49	22,295.00	66	156	7	229	104,195.00	36	13	0	49	22,295.00	556.00	455.00	262860.00
7	51471505-00-P01	PCVIDONE IODINE, 10 % solution, 120 ml	gallon	81	5	15	101	20,982.75	6	5	5	16	3,324.00	41	5	5	51	10,595.25	6	10	0	16	3,324.00	184.00	207.75	38226.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-S1-F01	STAMP PAD INK, purple or violet, 50ml (2oz)	bottle	56	22	137	215	6,776.80	16	11	37	64	2,017.28	36	11	37	84	2,647.68	56	6	0	62	1,954.24	425.00	31.52	13396.00
FILMS																										
9	13111203-4C-F01	ACETATE, thickness: 0.075mm miln (Gauge #3)	roll	13	9	31	53	44,934.66	5	7	7	19	16,108.58	8	5	7	20	16,956.40	15	2	0	17	14,412.94	109.09	847.82	92412.38
10	13111201-C1-F01	CARBON FILM, PE, Black, size 210mm x 287mm	box		3	83	86	19,006.00		10	1	11	2,431.00		20	1	21	4,441.00		1	0	1	221.00	119.00	221.00	26290.00
11	13111201-C1-F02	CARBON FILM, PE, Black, size 216mm x 330mm	box	39	2	96	137	28,567.24	9	14	4	27	5,630.04	11	24	4	39	8,132.28	9	8	0	17	3,544.84	220.00	208.52	48974.40
PAPER MATERIALS AND PRODUCTS																										

32	14111535-CA-M01	CARTON/M, assorted colors	pack	130	10	436	576	48,222.72	30	10	50	4,186.00	80	10	100	8,372.00	50	0	0	50	4,186.00	775.00	63.72	64956.72
33	14111506-CF-11	CONTINUOUS FORM, 1 R.Y., 280 x 241mm	box	0	0	30	30	26,976.50	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	30.00	882.55	26476.50	
34	14111506-CF-12	CONTINUOUS FORM, 1 R.Y., 280 x 378mm	box	0	0	10	10	10,256.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	100.00	1029.60	10756.00	
35	14111506-CF-122	CONTINUOUS FORM, 2 R.Y., 280 x 378mm carbonless	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1528.80	906.36	0.00	
36	14111506-CF-121	CONTINUOUS FORM, 2 R.Y., 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	906.36	4586.00	0.00	
37	14111506-CF-131	CONTINUOUS FORM, 3 R.Y., 280 x 241mm, carbonless	box	12	2	17	31	27,404.00	0	7	2	9	7,955.00	2	2	6	5,204.00	2	2	2	6	5,204.00	52.00	884.00
38	14111506-CF-132	CONTINUOUS FORM, 3 R.Y., 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	1508.00	0.00	
39	14111609-L-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	10	65	75	59,622.00	0	30	6	36	26,615.56	0	0	5	3,679.80	0	0	0	0	0.00	116.00	794.95
20	14111514-HP-S02	NOTE PAD, stick on, 50mm x 76mm (7" x 3") min	pad	206	30	124	452	16,751.12	40	20	69	129	4,780.74	105	20	69	7,189.64	40	89	0	129	4,780.74	904.00	37.06
21	14111514-HP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	285	20	369	674	39,954.72	40	20	69	129	7,647.12	75	20	69	164	9,721.92	40	89	0	129	7,647.12	1,066.00
22	14111514-HP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	308	15	64	387	18,471.51	50	10	79	139	6,634.47	150	10	79	239	11,407.47	53	89	0	142	6,777.66	907.00
23	14111514-HP-S01	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	350	50	510	910	10,955.40	30	60	130	220	2,646.80	60	260	200	540	6,501.60	30	180	30	240	2,889.60	1,910.00
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	550	50	200	800	136,448.00	150	50	50	250	42,646.00	500	50	600	102,336.00	100	50	50	200	34,112.00	1,850.00	
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 339mm	reams	580	90	280	950	172,349.00	150	50	50	250	45,355.00	500	50	600	125,179.80	150	50	50	280	52,611.80	2,180.00	
26	14111507-PP-C01	PAPER, Multi-Purpose (GPP) 14, 70 gsm	reams	695	380	736	1811	241,080.32	230	350	150	730	97,177.60	800	394	175	1369	182,241.28	245	135	100	480	63,897.60	
27	14111507-PP-C02	PAPER, Multi-Purpose (GPP) Legal, 70 gsm	reams	700	460	774	1934	268,767.88	260	350	150	760	105,617.20	830	344	155	1309	189,691.13	210	135	120	465	64,621.05	
28	14111531-PP-R01	PAPER, PLO, ruled, size: 216mm x 339mm (7/32mm)	pad	20	10	30	60	1,840.80	20	30	10	60	1,840.80	20	10	40	1,227.20	20	10	10	40	1,227.20		
29	14111503-PP-R01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	6	0	55	61	5,981.05	0	0	2	2	196.10	4	0	2	6	588.30	0	2	0	2	186.10	
30	14111818-TH-M02	PAPER, THERMAL, 55gsm, size: 216mm/71mm x 300-0.3m	roll	0	0	50	50	2,782.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	50.00		
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm m1	book	350	60	338	746	52,898.56	80	50	55	185	13,083.20	280	50	55	385	27,227.20	80	55	50	185	13,083.20	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm m1	book	325	65	176	568	57,080.56	75	50	52	177	18,039.84	275	50	51	376	36,321.92	75	51	50	176	17,937.92	
33	14111704-TF-P02	TOILET TISSUE PAPER, 2-PLY, 100% recycled	pack	276	91	240	607	53,051.05	121	56	199	376	32,862.40	332	56	199	587	51,303.80	121	179	76	376	32,862.40	
34	14111704-TP-P01	TISSUE, interfolded paper towel	pack	621	86	109	815	28,429.44	106	56	109	271	9,411.64	411	156	109	676	23,551.84	106	109	56	271	9,411.64	

BATTERIES AND CELLS AND ACCESSORIES

35	26111702-0T-M02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	145	17	171	333	12,067.90	55	5	60	2,178.00	70	50	5	125	4,157.50	50	5	0	55	1,996.50	573.00	36.30	20799.90
36	26111702-0T-M01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	180	25	50	255	5,031.15	65	10	85	1,677.05	70	60	10	140	2,762.20	60	10	10	80	1,578.40	560.00	19.73	11048.80
37	26111702-0T-M03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	25	5	40	70	6,734.00	5	0	5	481.80	10	0	0	10	902.00	0	0	0	0	0.00	85.00	96.20	8177.00

MANUFACTURING COMPONENTS AND SUPPLIES

38	31201610-GJ-M01	GLUE, all purpose, gross weight: 200 grams min	jar	153	12	159	324	20,120.40	25	0	18	43	2,670.30	54	0	18	72	4,471.20	25	18	0	43	2,670.30	482.00	62.18	28932.26
39	31151801-SW-M01	STAPLE WIRE, for heavy duty staples, (23/13)	box	135	10	169	314	6,204.64	10	10	20	40	790.40	25	100	20	145	2,665.20	10	30	0	40	790.40	539.00	19.76	10650.66
40	31151804-SW-M01	STAPLE WIRE, STANDARD, (26/6)	box	171	96	158	425	8,563.25	46	26	46	118	2,488.62	71	136	36	243	5,124.87	56	61	0	117	2,467.53	903.00	21.09	19044.27
41	31010302-FA-M01	TAPE, ELECTRICAL, 18mm x 164 mm	roll	180	30	115	355	6,259.45	90	0	40	130	2,427.10	100	0	20	110	2,240.40	80	20	0	100	1,867.00	665.00	18.67	12786.95
42	31010303-FA-M01	TAPE, MASKING, width: 24mm (3/4mm)	roll	228	100	115	443	24,167.80	110	0	40	150	8,190.00	125	83	35	243	13,267.80	110	35	0	145	7,917.00	881.00	54.60	53560.60
43	31010303-FA-M02	TAPE, MASKING, width: 48mm (3/4mm)	roll	195	80	133	408	43,492.80	80	0	50	130	13,665.00	95	60	45	220	23,452.00	85	40	0	125	11,325.00	883.00	106.63	94122.86
44	31201517-FA-P01	TAPE, PACKAGING, width: 48mm (3/4mm)	roll	218	100	196	514	10,264.58	83	3	43	129	2,576.13	108	186	28	302	6,630.94	83	41	0	124	2,476.28	1,060.00	19.97	21347.93
45	31201512-FA-T01	TAPE, THOMPSON/RENT, width: 24mm (3/4mm)	roll	174	104	136	414	4,117.26	54	4	34	92	928.28	69	104	29	202	2,038.18	54	33	0	87	977.83	795.00	10.09	8021.55
46	31010312-FA-T02	TAPE, THOMPSON/RENT, width: 48mm (3/4mm)	roll	173	133	192	488	9,916.66	38	3	53	94	1,877.18	53	103	33	189	3,774.33	38	41	0	79	1,577.63	860.00	19.97	17174.20
47	31151507-WF-P01	TYNNE, plastic, one (1) kilo per roll	roll	21	67	41	129	7,517.96	1	1	21	23	1,339.52	1	1	21	23	1,339.52	1	22	0	23	1,339.52	198.00	58.24	11531.52

HEATING AND VENTILATION AND AIR CIRCULATION

48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	10	0	19	29	32,180.72	0	0	10	10	11,996.80	0	4	4	4,438.72	0	0	0	0	0.00	43.00	1109.68	47716.24
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49	40101604-EF-C01	ELECTRIC PVA, ORBIT type, ceiling, metal blade	unit	10	0	20	30	41,090.40	0	0	20	20	22,393.60	0	0	0	0	0.00	0	0	0	0.00	50.00	1369.68	68984.00	
50	40101604-EF-S01	ELECTRIC PVA, STAND type, plastic blade	unit	15	0	19	34	29,133.24	0	0	20	20	17,137.20	5	4	0	9	7,711.74	0	0	0	0.00	63.00	856.85	53982.16	
51	40101604-EF-W01	ELECTRIC PVA, WALL type, plastic blade	unit	10	0	25	35	23,623.60	0	0	20	20	13,499.20	0	0	0	0	0.00	0	0	0	0.00	55.00	674.95	37122.60	
MEDICAL THERMOMETERS AND ACCESSORIES																										
52	41112224-IG-T01	TI-THERMOMETER	piece	15	0	10	25	76,700.00	0	0	0	0	0.00	11	0	0	11	33,746.80	0	0	0	0.00	36.00	3068.00	110448.00	
LIGHTING AND FIXTURES AND ACCESSORIES																										
53	390101628-T-L01	LED LINEAR TUBE, 18 WATTS R80 SERIES	piece	45	0	40	85	17,494.70	15	0	0	15	3,087.20	15	0	0	15	3,087.20	15	0	0	15	3,087.20	120.60	205.82	26756.60
54	390101628-B-L01	LIGHT BLUE, Light Emitting Diode (LED), 6W	piece	65	0	40	105	8,626.80	35	0	0	35	2,875.60	35	0	0	35	2,875.60	35	0	0	35	2,875.60	210.00	82.16	17253.60
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
55	41111604-RU-F02	RULER, plastic, 450mm (18"), width: 38mm min	piece	55	17	110	182	3,217.76	25	0	1	26	459.66	25	0	1	26	459.66	25	1	0	26	459.66	260.00	17.68	4596.80
CLEANING EQUIPMENT AND SUPPLIES																										
56	47131812-VF-A01	AIR FRESHENER, aerosol, 260ml/5.9oz min	can	188	12	202	402	36,268.44	80	2	106	188	16,661.36	83	6	105	156	17,889.12	52	117	0	169	15,247.18	955.00	90.22	86160.10
57	47131604-AR-S01	BROOM, soft (bambo)	piece	150	0	45	195	26,566.80	50	0	20	70	9,536.80	50	0	20	70	9,536.80	50	25	0	75	10,218.00	410.00	136.24	55868.40
58	47131604-AR-T01	BROOM, STICK (TIG-TING), usable length: 760mm min	piece	160	0	10	170	3,094.00	60	0	10	70	1,274.00	60	5	10	75	1,565.00	60	0	0	60	1,092.00	375.00	18.20	6825.00
59	47131825-IB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1,000ml cap	bottle	60	0	40	100	4,160.00	35	0	10	45	1,672.00	35	0	5	40	1,664.00	35	0	0	35	1,456.00	220.00	41.60	9152.00
60	47131805-C-F01	CLEANSER, SCOURING POWDER, 350g min/1can	can	290	0	30	320	7,664.40	90	0	10	100	2,397.00	140	0	0	140	3,746.80	90	0	0	90	2,152.80	650.00	23.92	15598.00
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	1610	0	50	1660	14,989.80	330	0	50	380	3,431.40	380	0	0	380	3,431.40	330	0	0	330	2,879.50	2,750.00	9.03	24832.50
62	47131811-DE-F02	DETERGENT POWDER, all purpose, 1kg	pack	1575	0	120	1695	63,443.85	350	0	50	400	14,972.00	375	0	0	375	14,036.25	350	0	0	350	11,100.50	2,820.00	37.43	105552.40
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1644	62	307	2033	282,175.68	402	2	105	509	65,646.64	476	2	15	493	63,577.28	402	5	2	409	52,744.64	3,444.00	128.95	444158.24
64	47131610-DU-F01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	60	0	45	105	2,607.15	25	0	25	50	1,241.50	30	0	0	30	744.90	35	0	0	35	969.05	220.00	24.83	5452.60
65	51241552-SH-S01	SCUMM HYPOCHLORITE, 3.785 liters	gallon	50	0	20	70	9,187.50	0	0	20	20	2,652.00	0	0	0	0	0.00	0	0	0	0	0.00	90.00	131.25	11812.50
66	73101612-HS-I01	HAND SOAP, Liquid, 900ml	bottle	495	0	99	594	60,128.64	160	0	59	219	22,546.24	165	0	9	194	19,974.24	160	9	0	169	17,400.24	1,166.00	102.85	120081.36
67	47131802-FV-F02	FLOOR WAX, PASTE, RED	can	10	0	30	40	12,390.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	309.75	12390.40
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	130	0	102	232	26,802.56	50	0	100	150	17,320.50	52	0	0	52	6,007.56	50	0	0	50	5,776.50	464.00	115.53	55916.52
69	47121804-HH-B01	MOP BUCKET, heavy duty, hard plastic	unit	35	0	24	59	134,592.00	10	0	0	10	22,880.00	10	0	0	10	22,880.00	20	0	0	20	45,760.00	99.00	2288.00	226512.00
70	47131613-HH-F02	MOPHANDLE, heavy duty, aluminum, screw type	piece	80	0	15	95	13,832.00	80	0	0	80	11,646.80	80	0	0	80	11,646.80	80	0	0	80	11,646.00	355.00	145.60	48716.00
71	47131615-HH-F01	MOPHEAD, piece of rayon, weight: 400 grams min	piece	100	0	10	110	13,613.60	60	0	0	80	9,900.80	80	0	0	80	9,900.80	80	0	0	80	9,900.80	350.00	123.75	43413.56
72	47131501-HG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	140	8	30	178	9,579.56	160	0	0	160	8,611.20	160	0	0	160	8,611.20	160	0	0	160	6,611.20	658.00	53.62	43316.00
73	47131602-SG-A01	SCOURING PAD, 5 pieces per pack	pack	130	0	10	140	14,995.80	30	0	0	30	3,213.60	30	0	0	30	3,213.60	30	0	0	30	3,213.60	239.00	107.12	24637.60
74	47121701-TB-F04	THICKENING GEL, 800 specs, black, 940mmx1016mm	pack	1410	0	115	1525	205,587.00	410	0	0	410	55,218.80	410	0	0	410	55,218.80	410	0	0	410	55,218.80	2,755.00	134.63	371043.40
75	47121702-VH-F01	WASTEBASKET, non-rigid plastic	piece	1420	6	230	1656	46,301.76	70	0	0	70	1,957.20	70	0	0	70	1,957.20	70	0	0	70	1,957.20	1,064.00	27.96	52173.36
PERSONAL PROTECTIVE EQUIPMENT																										
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	300	0	125	425	486,200.00	150	0	0	150	171,600.00	250	0	0	250	286,000.00	200	100	0	300	343,200.00	1,125.00	1144.60	1287000.00
77	46181702-FH-S01	FACE SHIELD, direct splash protection	piece	956	177	1720	2853	356,054.40	666	20	20	646	80,620.80	1205	6	20	1231	153,628.80	666	570	0	1126	140,524.80	5,656.00	124.83	728028.80
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece	900	0	120	1020	159,120.00	600	0	0	600	93,600.00	600	0	0	600	93,600.00	600	0	0	600	93,600.00	2,820.00	156.03	439920.00
79	42131601-PH-A01	Polychlorine Acene (50g)	piece	900	0	0	900	13,572.00	600	0	0	600	9,048.00	600	0	0	600	9,048.00	600	0	0	600	9,048.00	2,700.60	15.08	40716.00
80	42131702-SG-F01	SURGICAL GOWN	piece	513	0	50	563	166,629.76	360	0	50	410	122,803.20	360	0	50	410	122,803.20	360	0	0	360	107,827.20	1,743.00	299.52	522083.36
81	42131711-HH-H01	HEAD COVER, disposable	piece	1653	0	250	1903	4,947.80	600	0	50	650	1,600.00	650	400	50	1100	2,860.00	600	0	0	600	1,560.00	4,253.00	2.60	11053.80
82	42131609-SG-S01	SHOE COVER, disposable	pair	1680	0	170	1820	15,142.40	600	0	50	650	5,408.00	650	300	50	1000	8,300.00	600	0	0	600	4,992.00	4,070.00	8.32	33892.40

112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	15	0	1	16	164.80	0	0	1	1	10.30	0	0	0	1	1	10.30	0	0	0	1	1	10.30	19.00	10.30	195.70
113	4412211B-FA-F01	FASTENER, METAL, 70mm between prongs	box	136	30	50	216	18,016.55	36	26	0	62	5,171.42	36	0	0	36	3,002.76	30	6	0	36	3,002.76	350.00	83.41	2919.50		
114	44111515-F0-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	150	0	26	126	15,143.04	50	0	0	50	4,302.00	56	0	0	56	4,818.24	50	6	0	56	4,818.24	338.00	86.04	2961.52		
115	44122018-FT-D01	FILE TAB DIVIDER, bristled board, for A4	set	200	10	10	220	2,448.60	0	0	10	10	111.30	0	0	0	0	0.00	0	10	0	10	111.30	240.00	11.13	2671.20		
116	44122018-FT-D02	FILE TAB DIVIDER, bristled board, for legal	set	200	0	10	210	2,688.30	0	0	10	10	142.30	0	0	0	0	0.00	0	10	0	10	142.30	230.00	14.23	3272.90		
117	44122011-F0-H01	FOLDER, PAPER, for A4 size documents	bundle	10	0		10	2,704.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	270.40	2704.00		
118	44122011-F0-H02	FOLDER, PAPER, for legal size documents	bundle	20	0	10	30	9,356.40	0	0	0	0	0.00	2	0	10	12	3,742.56	0	0	0	0	0.00	42.00	311.68	1348.96		
119	44122011-F0-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	60	0	11	71	12,171.53	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	71.00	171.43	12171.53		
120	44122011-F0-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	80	5	11	96	23,351.04	5	0	0	5	1,216.20	5	0	0	5	1,216.20	5	0	0	5	1,216.20	111.00	243.24	26699.64		
121	44122027-F0-F01	FOLDER, PRESBOARD, size: 240mm x 370mm (5mm)	box	5	0	0	5	4,763.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	952.64	4763.20		
122	44122011-F0-T03	FOLDER, TAGBOARD, for A4 size documents	pack	50	0	0	50	13,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	279.00	13950.00		
123	44122011-F0-T04	FOLDER, TAGBOARD, for legal size documents	pack	50	0	21	71	22,816.55	0	10	0	10	3,213.60	0	0	0	0	0.00	0	0	0	0	0.00	81.00	321.36	26630.16		
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	50	0	0	50	2,834.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	56.68	26630.16		
125	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of clipboard	piece	75	0	0	75	3,120.00	0	0	0	0	0.00	17	0	0	17	707.20	0	5	0	5	208.00	97.00	41.60	4055.20		
126	44121716-NA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	75	10	4	89	4,154.52	0	0	0	0	0.00	59	0	0	59	2,754.12	0	0	0	0	0.00	148.00	46.68	6608.64		
127	44121708-NA-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	70	0	127	197	2,635.86	20	12	5	37	493.06	20	0	5	25	334.50	20	3	0	23	307.74	282.00	13.38	3773.16		
128	44121708-NA-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	66	0	127	193	2,582.34	16	12		28	374.64	10	6	16	214.08	16	20	0	36	481.68	272.00	13.38	3652.74			
129	44121708-NA-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	45	0	115	160	2,140.80	20	12	3	35	468.30	20	0	3	23	307.74	20	20	0	40	535.20	258.00	13.38	3452.84		
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	288	23	195	506	4,574.88	43	12	33	68	790.24	45	153	33	231	2,074.38	43	13	3	59	529.82	884.00	8.98	7593.32		
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	280	20	202	502	4,507.96	40	12	30	62	736.36	42	150	30	222	1,993.56	40	13	0	53	475.94	859.00	8.98	7713.82		
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	130		172	302	2,711.96	18	12		22	197.56	12	150		162	1,454.76	10	3	0	13	116.74	499.00	8.98	4491.02		
133	44122104-PC-G01	PAPER CLIP, any/plastic coat, length: 30mm min	box	1174	10	87	1271	9,882.86	55	0	23	78	605.20	59	0	23	82	658.32	55	23	0	78	605.28	1,569.00	7.76	11709.84		
134	44122104-PC-X02	PAPER CLIP, any/plastic coat, length: 50mm min	box	117	10	177	304	5,210.56	55	0	23	78	1,336.92	59	100	23	102	3,119.48	55	23	0	78	1,336.92	642.00	17.14	11010.68		
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood casing, handless: 113	box	316	51	126	493	10,249.47	12	0	22	34	706.86	12	0	22	34	706.86	12	22	0	34	706.86	595.00	20.79	12230.05		
136	44120377-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	25	0	2	27	6,474.33	10	0	2	12	2,877.48	10	0	2	12	2,877.48	10	2	0	12	2,877.48	63.00	239.79	15106.77		
137	44122101-RB-D01	RUBBER BAND, 20mm min lay flat length (48)	box	25	15	16	56	6,132.00	13	8	3	24	2,620.60	13	3	3	19	2,080.50	13	3	3	19	2,080.50	118.00	109.50	12921.00		
138	44121905-SP-F01	STAMP PAD, FELT, lead dimension: 60mm x 100mm min	piece	21	110	72	203	7,097.85	0	26	2	28	978.60	5	0	2	7	244.65	11	2	0	13	454.35	251.00	34.95	8772.45		
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	60	0	82	142	2,104.44	20	10	5	35	518.70	20	0	5	25	370.50	20	5	0	25	370.50	227.00	14.82	3364.14		
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	45	0	35	80	2,674.40	10	0	5	15	501.45	10	0	5	15	501.45	10	5	0	15	501.45	125.00	33.43	4178.75		
141	44103002-DS-H01	GLUING AND STAMPING MACHINE, heavy duty	piece	25	8	5	38	17,250.49	0	5	0	5	2,669.00	2	0	0	2	907.92	0	0	0	0	0.00	45.00	453.96	20402.20		
142	44121619-F5-H01	PENCIL SHARPENER, manual, single cutter head	piece	25	6	7	38	7,706.40	0	0	1	1	202.80	10	0	1	11	2,230.80	0	1	0	1	202.80	51.00	202.80	10432.80		
143	44101602-FL-P01	FLANCHER, paper, heavy duty, with two hole guide	piece	55	34	152	241	31,882.36	0	0	2	2	263.97	40	0	2	42	5,542.32	0	2	0	2	263.92	287.00	131.56	37672.52		
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	73	21	107	201	8,152.56	10	20	3	33	1,338.48	20	10	3	33	1,338.48	0	3	0	3	121.68	270.00	40.56	10651.20		
145	44121615-ST-S01	STAPLER, STANDARD TYPE, lead cap: 200 staples min	piece	113	21	118	252	44,553.60	5	20	2	27	4,773.60	80	5	2	87	15,391.60	5	2	5	12	2,121.60	378.00	176.80	66830.40		
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	21	11	59	82	74,961.12	0	0	0	0	0.00	10	0	10	9,141.60	0	0	0	0	0.00	92.60	914.16	84102.72			
147	44121613-SR-F01	STAPLE REMOVER, PILE-TYPE	piece	45	11	70	126	3,137.40	0	10	2	12	298.80	40	0	2	42	1,045.80	0	2	0	2	49.80	182.00	24.90	4131.80		
148	44121605-TD-T01	TAPE DISPENSER, TAPE TOP, for 24mm width tape	piece	50	8	25	83	5,320.60	0	10	0	10	642.00	10	0	10	642.00	0	0	0	0	0.00	103.00	64.20	642.60			
149	44101602-PB-H01	FINISHING AND PUNCHING MACHINE, binding cap: 50mm	unit	3	12	0	15	143,000.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	9534.72	143020.80		
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	30	25	58	113	39,194.05	0	5	3	8	2,774.80	1	0	1	2	693.70	0	1	0	1	346.85	124.00	346.85	4309.40		
151	44101714-FX-H01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	10	10	56,420.00	0	10	0	10	56,420.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	5642.00	112810.00		
152	44101601-PT-H01	PAPER TRIMMER/CUTTER MACHINE, max paper size: B4	unit	6	1	0	7	65,083.20	0	0	0	0	0.00	2	0	0	2	18,995.20	0	0	0	0	0.00	9.00	9297.60	83478.40		
153	44101603-PS-H01	PAPER SHREDDER, cutting width: 30mm (Entry Level)	unit	7	0	0	7	39,894.40	0	0	0	0	0.00	3	0	0	3	17,097.60	0	0	0	0	0.00	10.00	5699.20	36992.00		

211	44103105-HP-Y50	Ink Cartridge, HP U0557AA (HP955A) Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	995.75		0.00
212	44103105-HP-B50	Ink Cartridge, HP U0560AA (HP955A) Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	-4956.60		0.00	
213	44103105-HP-C48	Ink Cartridge, HP U0563AA (HP955A) Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64		0.00	
214	44103105-HP-M48	Ink Cartridge, HP U0564AA (HP955A) Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64		0.00	
215	44103105-HP-Y48	Ink Cartridge, HP U0569AA (HP955A) Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1212.64		0.00	
216	44103105-HP-B48	Ink Cartridge, HP U0572AA (HP955A) Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1644.24		0.00	
217	44103105-HP-C51	Ink Cartridge, HP T6189AA (HP905) Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62		0.00	
218	44103105-HP-M51	Ink Cartridge, HP T6193AA (HP905) Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62		0.00	
219	44103105-HP-Y51	Ink Cartridge, HP T6197AA (HP905) Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	453.62		0.00	
220	44103105-HP-B51	Ink Cartridge, HP T6190AA (HP905) Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	741.28		0.00	
221	44103112-EP-R05	RIBBON CART, EPSON C13015516 (R793), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	77.43		0.00	
222	44103112-EP-R07	RIBBON CART, EPSON C13015531 (S015R6), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	736.32		0.00	
223	44103112-EP-R13	RIBBON CART, EPSON C13015632, Black, for L15400H	cart	10	5	25	40	3,117.60	5	25	5	35	2,727.90	15	5	5	25	1,948.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	100.63	77.94	7794.00		0.00	
224	44103103-BK-B03	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2605.28		0.00	
225	44103103-BK-B04	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1892.80		0.00	
226	44103103-BK-B05	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2685.28		0.00	
227	44103103-BK-B09	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3567.20		0.00	
228	44103103-BK-B11	TONER CART, BROTHER TN-3350, Black, for L15400H	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	5002.40		0.00	
229	44103103-HP-B12	TONER CART, HP CE935A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3380.60		0.00	
230	44103103-HP-B14	TONER CART, HP CE950A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3337.36		0.00	
231	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	7332.00		0.00	
232	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3952.80		0.00	
233	44103103-HP-B22	TONER CART, HP CE285A (HP95A), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3452.40		0.00	
234	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2360.80		0.00	
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2542.80		0.00	
236	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2542.80		0.00	
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2542.80		0.00	
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2916.16		0.00	
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3072.16		0.00	
240	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3072.16		0.00	
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	3072.16		0.00	
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	7856.16		0.00	
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6960.40		0.00	
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	10193.04		0.00	
245	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	10193.04		0.00	
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	10193.04		0.00	
247	44103103-HP-B27	TONER CART, HP CE410A (HP905), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4801.60		0.00	
248	44103103-HP-C27	TONER CART, HP CE411A (HP905), Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6011.20		0.00	
249	44103103-HP-Y27	TONER CART, HP CE412A (HP905), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6011.20		0.00	
250	44103103-HP-M27	TONER CART, HP CE413A (HP905), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	6011.20		0.00	
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	4466.80		0.00	
252	44103103-HP-B28	TONER CART, HP CE505A, Black, high cap	cart	0	0	0	0	0	0.00	0	0																														

