

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

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at [www.ps.philgeps.gov.ph](http://www.ps.philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps.philgeps.gov.ph](http://www.ps.philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region WA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: CARLOS HILADO MEMORIAL STATE COLLEGE

Region: VI-BACOLOD

Address: MABINI ST., BRGY. ZONE 1, TALISAY CITY, NEGROS OCCIDENTAL

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Agency Account Code: NO CODE

Organization Type: \_\_\_\_\_

Contact Person: PERLA G. GUILLENA, Ph. D.

Position: HEAD- BAC SECRETARIAL

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year								
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>Pesticides or Pest Repellents</b>																								
1. <u>INSECTICIDE, aerosol type, net content: 600ml min</u>	can	57	5	73	135	18,813.60	2	0	10	12	1,672.32	0	0	0	0	0	0	7	7	975.52	154.00	139.36	21,461.44	
<b>Solvents</b>																								
2. <u>ALCOHOL, ethyl, 68%-70%, scented, 500ml (1.5ml)</u>	bottle	416	136	304	856	37,957.15	51	25	54	130	5,718.96	46	0	0	46	2,023.63	24	0	20	44	1,935.65	1,076.00	43.99	47,335.39
<b>Color Compounds and Dispersions</b>																								
3. <u>STAMP PAD INK, purple or violet</u>	bottle	39	5	42	86	2,117.94	0	0	10	10	248.27	0	1	0	1	24.63	0	0	0	0	0.00	97.00	24.63	2,388.84
<b>Films</b>																								
4. <u>ACETATE, thickness: 0.075mm min (gauge #3)</u>	roll	6	0	4	10	7,372.35	0	0	2	2	1,474.47	0	0	0	0	0.00	0	0	0	0	0.00	12.00	737.24	8,846.82
5. <u>CARBON FILM, PE, black, size 210mm x 297mm</u>	box	0	0	2	2	417.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	208.52	417.04
6. <u>CARBON FILM, PE, black, size 216mm x 330mm</u>	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>																								
7. <u>CARTOLINA, assorted colors</u>	pack	113	18	6	137	9,970.75	1	0	10	11	800.57	2	2	0	4	291.12	0	0	0	0	0.00	152.00	72.78	11,062.44



40	310912-1A-102	TAPE, TRANSPARENT, width: 48mm (41mm)	roll	211	58	122	431	7,844.20	0	0	15	273.00	0	0	0	0	0	0	0	0.00	476.00	18.20	8,663.20
41	3105507-1W-P01	TWINE, plastic, one (1) kilo per roll	roll	27	0	0	27	1,375.92	0	0	10	509.60	0	0	0	0	0	0	0	0.00	37.00	50.96	1,885.52
<b>Heating and Ventilation and Air Circulation</b>																							
42	4001604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	7	0	7	6,821.36	0	0	0	0.00	0	0	0	0	0	0	0	0.00	7.00	974.48	6,821.36
43	4001604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	14	0	0	14	16,700.32	30	0	2	38,172.16	0	0	0	0	0	0	0	0.00	46.00	1,92.88	54,872.48
44	4001604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	47	1	3	51	51,335.75	5	0	15	20,127.74	0	0	0	0	0	0	0	0.00	71.00	1,006.39	71,453.49
45	4001604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	5	0	0	5	3,348.28	15	0	0	10,044.84	0	0	0	0	0	0	0	0.00	30.00	669.66	13,393.12
<b>Lighting and Fixtures and Accessories</b>																							
46	3901605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	12	50	0	62	2,514.72	0	0	0	0.00	0	0	0	0	0	0	0	0.00	62.00	40.56	2,514.72
47	3901628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	72.49	0.00
<b>Measuring and Observing and Testing Equipment</b>																							
48	4116004-RL-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	12	2	6	20	309.50	0	0	27	417.83	0	0	0	0	0	0	0	0.00	47.00	15.48	727.33
<b>Cleaning Equipment and Supplies</b>																							
49	4731802-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	150	61	107	318	27,367.08	13	0	6	1,633.14	4	0	10	14	1,204.84	0	0	0.00	351.00	86.06	30,207.06
50	4731804-BR-S01	BROOM, soft (tambo)	piece	74	5	59	138	17,940.00	12	0	38	6,500.00	0	0	0	0	0	0	0	0.00	188.00	130.00	24,440.00
51	4731804-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	29	3	8	40	1,223.04	5	0	16	642.10	0	0	0	0	0	0	0	0.00	61.00	30.58	1,865.14
52	4731809-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml/300ml cap	bottle	56	0	63	119	4,950.40	7	0	5	499.20	0	0	0	0	0	0	3	134.80	134.00	41.60	5,574.40
53	4731805-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can	35	0	25	60	1,435.20	9	0	5	334.88	0	0	0	0	0	0	0	0.00	74.00	23.92	1,770.08
54	4731810-DE-B02	DETERGENT BAR, 140 grams as packed	bar	10	0	0	10	80.08	18	67	0	85	680.68	10	15	25	200.20	0	0	0.00	120.00	8.01	960.96
55	4731810-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	60	5	66	131	4,903.28	3	0	10	486.58	0	0	0	0	0	0	0	0.00	144.00	37.43	5,389.86
56	4731803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	119	15	61	195	23,981.10	16	0	10	26	3,197.48	2	0	2	245.96	0	10	1,229.80	233.00	122.98	28,654.34
57	4731604-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	11	6	5	22	546.37	5	0	5	248.35	0	1	0	1	24.84	0	0	0.00	33.00	24.84	819.56
58	4731802-FW-P02	FLOOR WAX, PASTE, RED	can	3	15	8	26	7,003.36	0	0	5	1,346.80	0	0	0	0	0.00	0	0	0.00	31.00	269.36	8,350.16
59	4731830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	46	10	57	113	9,871.68	31	0	7	38	3,319.68	0	0	0	0.00	0	0	0.00	151.00	87.36	13,191.36
60	4731804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	0	0	1	1,911.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	1.00	1,911.00	1,911.00
61	4731613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	2	6	8	1,164.80	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	8.00	145.60	1,164.80
62	4731619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	6	2	22	30	3,307.20	0	8	0	881.92	0	0	0	0	0.00	0	0	0.00	38.00	110.24	4,189.12
63	4731504-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	22	3	38	63	3,130.55	10	0	0	496.91	0	0	0	0	0.00	0	0	0.00	73.00	49.69	3,627.46
64	4731602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	15	2	0	17	1,750.32	1	0	0	102.96	0	0	0	0	0.00	0	0	0.00	18.00	102.96	1,853.28
65	4731701-TB-P02	TRASHBAG, plastic, transparent	roll	83	12	135	230	32,172.40	17	0	13	30	4,196.40	15	0	5	20	2,797.60	15	2,098.20	295.00	139.88	41,264.60
66	4731702-WB-P01	WASTEBASKET, non-rigid plastic	piece	8	5	9	22	518.92	0	0	5	117.94	0	0	0	0	0.00	0	0	0.00	27.00	23.59	636.85
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																							
67	4321507-DCT-03	Desktop Computer, branded	unit	15	4	50	69	2,705,352.00	0	0	11	431,288.00	0	0	0	0	0	0	0	0.00	80.00	39,208.00	3,136,640.00
68	4320203-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	0	0	0	0	0.00	0	0	10	217.88	0	0	0	0	0.00	0	0	0.00	10.00	217.79	217.88

69	4320827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	21	4	4	29	79,019.20	3	0	9	12	32,697.60	0	0	0	0	0	0	0	0	0.00	0	0.00	41.00	2,724.80	111,716.80
70	4320205-FDU-01	FLASH DRIVE, 16 GB capacity	piece	36	14	9	59	16,321.76	20	8	56	84	23,237.76	0	0	0	0	0	0	0	0	0.00	0	0.00	143.00	276.64	39,559.52
71	4321903-LCI-F02	Laptop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	35,916.40	0.00
72	4321708-MO-O01	MOUSE, optical, USB connection type	unit	15	2	104	121	16,334.03	11	0	22	33	4,454.74	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	134.99	20,788.77
73	4321202-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	33,131.28	0.00
74	4321202-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	1	1	7,995.52	0	0	0	0	0	0	0	0	0.00	0	0.00	1.00	7,995.52	7,995.52
75	4321205-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	1	1	1	3	2,174.64	0	0	1	1	724.88	0	0	0	0	0	0	0	0	0.00	0	0.00	4.00	724.88	2,899.52
76	N/A	PRINTER, LASER, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00
78	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00
79	N/A	Hub/Switches	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00
80	N/A	Network Routers	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00
81	N/A	Wireless Access Point	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00

**Office Equipment and Accessories and Supplies**

82	4412700-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	255	0	63	318	8,165.48	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	318.00	25.68	8,165.48	
83	4412205-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	78	15	29	122	933.69	10	0	0	10	75.71	14	0	0	0	0	0	0	0	0.00	0	0.00	146.00	7.57	1,105.40
84	4412205-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box	92	18	49	159	2,129.84	10	0	0	10	133.95	14	0	0	0	0	0	0	0	0.00	0	0.00	183.00	13.40	2,451.32
85	4412205-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box	78	18	19	115	2,563.30	10	0	14	24	493.21	14	0	0	0	0	0	0	0	0.00	0	0.00	153.00	20.55	3,144.21
86	4412205-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	63	28	27	118	4,663.36	10	0	14	24	948.48	14	0	0	0	0	0	0	0	0.00	0	0.00	156.00	39.52	6,165.12
87	4412200-CR-R01	CORRECTION TAPE, film base type, UL 6m min	piece	468	184	241	893	15,676.79	59	20	102	181	3,177.49	87	0	0	0	0	0	0	0	1,233.53	64	17.56	1,235.00	69.78	21,505.12
88	4412105-OF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	342	64	105	511	35,659.62	19	0	80	99	6,908.62	4	0	0	0	0	0	0	0	0.00	0	0.00	614.00	68.64	42,847.38
89	4412201-OF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	211	10	80	301	20,660.64	0	50	20	70	4,804.80	0	0	0	0	0	0	0	0	0.00	0	0.00	371.00	68.64	25,465.44
90	4412106-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	23	3	8	34	13,876.68	1	2	21	24	9,795.30	0	0	0	0	0	0	0	0	0.00	0	0.00	58.00	408.14	23,671.98
91	4412106-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	30	9	43	82	42,482.23	1	4	1	6	3,108.46	0	0	1	1	518.08	0	0	0	0.00	0	0.00	89.00	518.08	46,108.76
92	4412106-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	19	10	43	72	53,164.80	1	2	2	5	3,692.00	1	0	1	2	1,476.80	0	0	0	0.00	0	0.00	79.00	738.40	58,333.60
93	4412106-EN-X02	ENVELOPE, EXPANDING, 0.50mm thickness min	piece	180	20	8	208	6,342.50	0	0	25	25	762.32	0	0	0	0	0	0	0	0	0.00	0	0.00	333.00	30.49	7,104.82
94	4412106-EN-M01	ENVELOPE, MAILING, white, 80gsm (52)	box	12	5	8	25	8,216.00	1	0	1	2	657.28	0	0	1	1	328.64	0	0	0	0.00	0	0.00	28.00	328.64	9,201.92
95	4412104-EN-W01	ENVELOPE, mailing, white, with window	box	6	1	7	14	5,751.20	0	0	1	1	410.80	0	0	0	0	0	0	0	0	0.00	0	0.00	15.00	410.80	6,162.00
96	4412104-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	201	112	64	377	4,187.41	0	0	5	5	55.54	0	0	0	0	0	0	0	0	0.00	0	0.00	382.00	11.11	4,242.95
97	4412208-FA-P01	FASTENER, METAL, 70mm between prongs	box	69	33	71	173	13,652.33	0	0	10	10	789.15	0	0	0	0	0	0	0	0	0.00	0	0.00	183.00	78.92	14,441.48
98	4412105-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	27	30	30	87	6,442.69	3	0	20	23	1,633.93	0	0	0	0	0	0	0	0	0.00	0	0.00	110.00	70.61	7,766.62
99	4412208-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	11	20	0	31	386.88	0	0	20	20	249.60	0	0	0	0	0	0	0	0	0.00	0	0.00	51.00	12.48	636.48
100	4412208-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	11	20	0	31	515.84	8	0	20	28	465.92	0	0	0	0	0	0	0	0	0.00	0	0.00	59.00	16.64	981.76
101	4412204-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	14	5	25	44	11,144.85	0	6	2	8	2,026.34	0	0	7	7	1,773.04	0	0	0	0.00	0	0.00	59.00	253.29	14,944.23

102	441220H-F02	FOLDER, FANCY, for legal size documents	bundle	27	16	48	91	26,499.20	0	6	2	8	2,329.60	7	7	2,038.40	0	0	0	0	0.00	106.00	291.20	30,867.20
103	441220H-F0101	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0.00	171.08	0.00
104	441220H-F0402	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0.00	213.72	0.00
105	44122027-F0-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box	36	6	19	61	45,549.92	0	3	4	7	5,227.04	1	1	746.72	0	0	0	0	0.00	69.00	746.72	51,523.68
106	441220H-F0103	FOLDER, TAGBOARD, for A4 size documents	pack	27	9	26	62	13,476.32	0	2	3	5	1,086.80	6	6	1,304.16	0	0	0	0	0.00	73.00	217.36	15,867.28
107	441220H-F0104	FOLDER, TAGBOARD, for legal size documents	pack	48	19	39	106	29,641.33	0	5	4	9	2,516.72	2	2	559.27	0	0	0	0	0.00	117.00	279.64	32,717.32
108	44122008-11-T01	INDEX TAB, self-adhesive, transparent	box	161	50	5	216	11,205.04	0	0	10	10	518.75	0	0	0.00	0	0	0	0	0.00	36.00	41.60	1,497.60
109	4410153-MF-802	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	24	5	2	31	1,289.60	0	5	0	5	208.00	0	0	0.00	0	0	0	0	0.00	191.00	37.23	7,111.31
110	4412176-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	78	34	58	170	6,329.44	10	0	11	21	781.87	0	0	0.00	0	0	0	0	0.00	1,257.00	10.31	12,955.14
111	44121708-MW-801	MARKER, whiteboard, black, felt tip, bullet type	piece	635	161	379	1175	12,110.02	0	30	42	72	742.06	10	0	103.06	0	0	0	0	0.00	477.00	9.65	4,916.15
112	44121708-MW-802	MARKER, whiteboard, blue, felt tip, bullet type	piece	85	65	135	285	2,937.32	0	110	42	152	1,586.57	10	0	412.26	0	0	0	0	0.00	338.00	10.31	3,483.56
113	44121708-MW-803	MARKER, whiteboard, red, felt tip, bullet type	piece	45	46	135	226	2,329.35	0	30	42	72	742.06	10	0	412.26	0	0	0	0	0.00	585.00	9.65	5,645.95
114	44121708-MP-801	MARKER, PERMANENT, bullet type, black	piece	142	75	214	431	4,159.67	24	70	50	144	1,389.77	10	0	96.51	0	0	0	0	0.00	477.00	9.65	4,603.62
115	44121708-MP-802	MARKER, PERMANENT, bullet type, blue	piece	85	65	135	285	2,750.59	0	110	42	152	1,466.98	10	0	386.05	0	0	0	0	0.00	338.00	9.65	3,262.11
116	44121708-MP-803	MARKER, PERMANENT, bullet type, red	piece	45	46	135	226	2,181.17	0	30	42	72	694.89	10	0	386.05	0	0	0	0	0.00	366.00	5.98	2,188.68
117	4412104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	103	68	81	252	1,506.96	20	20	20	60	358.80	4	0	322.92	0	0	0	0	0.00	338.00	9.65	3,262.11
118	4412104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	144	68	117	329	4,191.46	30	20	23	73	930.02	19	0	242.06	0	0	0	0	0.00	421.00	12.74	5,363.54
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	120	16	103	239	4,968.71	2	0	10	12	249.48	1	0	20.79	0	0	0	0	0.00	168.00	201.64	33,874.71
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 112mm	bundle	116	0	47	163	32,866.54	0	0	5	5	1,008.18	0	0	0.00	0	0	0	0	0.00	252.00	30.79	5,238.98
121	44121014-RU-801	RUBBER BAND, 70mm min lay flat length (#18)	box	7	3	55	65	6,286.80	3	0	5	8	773.76	0	0	0.00	0	0	0	0	0.00	73.00	96.72	7,060.56
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	31	9	18	58	1,604.51	10	0	0	10	276.64	0	0	0.00	0	0	0	0	0.00	68.00	27.66	1,881.15
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	38	18	22	78	918.28	0	0	35	35	412.05	0	0	0.00	0	0	0	0	0.00	113.00	11.77	1,330.33
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	47	20	37	104	2,850.02	16	0	26	42	1,500.97	0	0	657.70	0	0	0	0	0.00	170.00	27.40	4,658.68
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	25	3	12	40	19,135.17	0	14	0	14	6,697.31	0	0	0.00	0	0	0	0	0.00	54.00	478.38	25,832.48
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	2	0	3	561.60	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	3.00	187.20	561.60
127	44101602-RU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	27	12	29	68	8,972.95	2	5	3	10	1,319.55	0	0	0.00	0	0	0	0	0.00	78.00	191.96	10,292.51
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	52	25	18	95	1,483.00	2	0	0	2	312.00	0	0	31.20	0	0	0	0	0.00	99.00	15.60	1,544.40
129	44121619-S1-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	26	4	19	49	4,025.84	2	0	12	14	1,500.24	0	0	164.32	0	0	0	0	0.00	65.00	82.16	5,340.40
130	44121619-ST-801	STAPLER, BINDER TYPE, heavy duty, desktop	unit	3	3	0	6	5,272.80	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	6.00	878.80	5,272.80
131	44121619-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	5	7	8	20	363.58	0	0	11	11	199.97	0	0	0.00	0	0	0	0	0.00	31.00	18.18	563.56
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	22	4	9	35	1,953.95	0	0	2	2	111.65	0	0	0.00	0	0	0	0	0.00	37.00	55.83	2,065.61
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	2	1	5	52,000.00	0	0	1	1	10,400.00	0	0	0.00	0	0	0	0	0.00	6.00	10,400.00	62,400.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	10	4	11	25	3,380.00	0	3	2	5	676.00	0	0	0.00	0	0	0	0	0.00	30.00	135.20	4,056.00
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	1	1	1	3	14,133.60	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	3.00	4,711.20	14,133.60

136	4410105-PT-Mon	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	3	0	1	4	33,323.32	0	0	0	1	1	8,088.08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5.00	8,088.08	40,440.40
137	4410105-PS-Mon	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	4	1	3	8	45,593.60	2	0	0	1	3	17,097.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	11.00	5,659.20	62,691.20
138	4410105-PS-Mid	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0	0.00	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	0.00	0.00	

**Printer or Facsimile or Photocopier Supplies**

139	4410105-BH-D05	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0.00	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	6,884.00	0.00	
140	4410105-CK-C04	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	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	1,001.52	0.00	
141	4410105-CK-C02	INK CART, CANON CL-811, Colored	cart	4	3	20	27	27,799.20	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	27.00	1,029.60	27,799.20
142	4410105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	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	754.00	0.00
143	4410105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	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	780.00	0.00
144	4410105-EP-B7	INK CART, EPSON C131664100 (T6641), Black	cart	0	0	0	0	0.00	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	254.80	0.00
145	4410105-EP-C7	INK CART, EPSON C131664200 (T6642), Cyan	cart	0	0	0	0	0.00	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	254.80	0.00
146	4410105-EP-M7	INK CART, EPSON C131664300 (T6643), Magenta	cart	0	0	0	0	0.00	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	254.80	0.00
147	4410105-EP-Y7	INK CART, EPSON C131664400 (T6644), Yellow	cart	0	0	0	0	0.00	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	254.80	0.00
148	4410105-HP-B40	INK CART, HP CP964AA (HP62) Black	cart	0	0	0	0	0.00	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	0.00	0.00
149	4410105-HP-L40	INK CART, HP CP966AA (HP62) Tri-color	cart	0	0	0	0	0.00	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	0.00	0.00
150	4410105-HP-B09	INK CART, HP G9351AA (HP71), Black	cart	0	0	0	0	0.00	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	658.32	0.00
151	4410105-HP-T10	INK CART, HP G9352AA (HP72), Tri-color	cart	0	0	0	0	0.00	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	745.68	0.00
152	4410105-HP-T30	INK CART, HP G9363WA (HP97), Tri-color	cart	0	0	0	0	0.00	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	1,491.40	0.00
153	4410105-HP-P48	INK CART, HP G937A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	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	1,996.80	0.00
154	4410105-HP-C48	INK CART, HP G938A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	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	1,996.80	0.00
155	4410105-HP-M48	INK CART, HP G939A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	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	1,996.80	0.00
156	4410105-HP-Y48	INK CART, HP G940A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	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	1,996.80	0.00
157	4410105-HP-C48	INK CART, HP G940A (HP72) 69ml Gray	cart	0	0	0	0	0.00	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	1,996.80	0.00
158	4410105-HP-B48	INK CART, HP G9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	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	3,016.00	0.00
159	4410105-HP-B7	INK CART, HP CC640WA (HP60), Black	cart	0	0	0	0	0.00	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	650.00	0.00
160	4410105-HP-T17	INK CART, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	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	766.48	0.00
161	4410105-HP-B35	INK CART, HP CD887AA (HP703), Black	cart	0	0	0	0	0.00	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	339.04	0.00
162	4410105-HP-T35	INK CART, HP CD888AA (HP703), Tri-color	cart	0	0	0	0	0.00	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	339.04	0.00
163	4410105-HP-KC40	INK CART, HP CD972AA (HP 920XL), Cyan	cart	0	0	0	0	0.00	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	639.20	0.00
164	4410105-HP-KM40	INK CART, HP CD973AA (HP 920XL), Magenta	cart	0	0	0	0	0.00	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	639.20	0.00
165	4410105-HP-KY40	INK CART, HP CD974AA (HP 920XL), Yellow	cart	0	0	0	0	0.00	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	639.20	0.00
166	4410105-HP-KB40	INK CART, HP CD975AA (HP 920XL), Black	cart	0	0	0	0	0.00	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	1,242.80	0.00
167	4410105-HP-B10	INK CART, HP CH516WA (HP61), Black	cart	0	0	0	0	0.00	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	644.80	0.00
168	4410105-HP-T20	INK CART, HP CH5163WA (HP61), Tri-color	cart	0	0	0	0	0.00	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	836.80	0.00













PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

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

COMMON OFFICE EQUIPMENT

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

COMMON OFFICE SUPPLIES

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

COMMON JANITORIAL SUPPLIES

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

Office Equipment and Accessories

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

Office Supplies

1			0	0.00			0	0.00				0	0.00				0	0.00				0.00
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