

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero 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 it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in 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 sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - 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.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:	Philippine Center for Postharvest Development and Mechanization	Agency Account Code: Q027	Contact Person:	RICHELLE ANN L. MOROTA
Region:	III- Pampanga	Organization Type:	Position:	Administrative Officer IV
Address:	CLSU Compound Science City of Muñoz Nueva Ecija		E-mail :	philmech_bac@yahoo.com.ph
			Telephone/Mobile Nos:	(044) 456-0287 loc. 272

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	2	2	3	7	975.52	2	2	3	7	975.52	2	2	2	6	836.16	2	2	2	6	836.16	26.00	139.36	3,623.36
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	67	67	68	202	8,845.58	67	67	68	202	8,845.58	67	67	67	201	8,801.79	67	67	67	201	8,801.79	806.00	43.79	35,294.74
Color Compounds and Dispersions																										
3	12171703-ST-P01	STAMP PAD INK, purple or violet	bottle	2	2	2	6	184.80	1	1	2	4	123.20	1	1	2	4	123.20	2	1	1	4	123.20	18.00	30.8	554.40
Films																										
4	13111203-AC-F01	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
5	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	0.00
6	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
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	1	1	1	3	251.16	1	1	1	3	251.16	1	1	1	3	251.16	1	1	1	3	251.16	12.00	83.72	1,004.64
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00
9	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	1029.6	0.00
10	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	1528.8	0.00

11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00				906.36		0.00		
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00				884		0.00		
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00				1508		0.00		
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00				794.96		0.00		
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	6	6	7	19	704.14	6	6	7	19	704.14	6	6	7	19	704.14	6	6	7	19	704.14	6	6	7	19	704.14	76.00	37.06	2,816.56
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	11	11	32	1,896.96	10	10	11	31	1,837.68	10	11	11	32	1,896.96	10	10	11	31	1,837.68	10	10	11	31	1,837.68	126.00	59.28	7,469.28
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	12	13	13	38	1,813.74	12	13	13	38	1,813.74	12	13	13	38	1,813.74	12	12	13	37	1,766.01	12	12	13	37	1,766.01	151.00	47.73	7,207.23
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	44	45	45	134	1,613.36	44	45	45	134	1,613.36	44	45	45	134	1,613.36	44	44	45	134	1,613.36	44	44	45	134	1,613.36	536.00	12.04	6,453.44
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00				0	0.00				170.56		0.00		
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00				0	0.00				181.42		0.00		
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	498	498	499	1495	192,017.80	498	498	499	1495	192,017.80	498	498	499	1495	192,017.80	498	498	498	1494	191,889.36	498	498	498	1494	191,889.36	5,979.00	128.44	767,942.76
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	139	139	140	418	70,809.20	139	139	140	418	70,809.20	139	139	139	417	70,639.80	139	139	139	417	70,639.80	139	139	139	417	70,639.80	1,670.00	169.4	282,898.00
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00				29.12		0.00		
24	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00				101.71		0.00		
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00				55.64		0.00		
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	9	9	9	27	1,909.44	9	9	9	27	1,909.44	9	9	9	27	1,909.44	9	8	9	26	1,838.72	9	8	9	26	1,838.72	107.00	70.72	7,567.04
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	12	12	12	36	3,669.12	12	11	12	35	3,567.20	11	11	12	34	3,465.28	11	11	12	34	3,465.28	11	11	12	34	3,465.28	139.00	101.92	14,166.88
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	30	31	31	92	8,040.80	30	30	31	91	7,953.40	30	30	31	91	7,953.40	30	30	31	91	7,953.40	30	30	31	91	7,953.40	365.00	87.4	31,901.00

Batteries and Cells and Accessories

29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	27	27	27	81	1,598.13	27	27	27	81	1,598.13	26	27	27	80	1,578.40	26	26	27	79	1,558.67	26	26	27	79	1,558.67	321.00	19.73	6,333.33
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	24	24	24	72	1,420.56	24	24	24	72	1,420.56	23	23	24	70	1,381.10	23	23	24	70	1,381.10	23	23	24	70	1,381.10	284.00	19.73	5,603.32
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10	10	10	30	2,886.00	5	5	5	15	1,443.00	10	10	10	30	2,886.00	10	5	10	25	2,405.00	10	5	10	25	2,405.00	100.00	96.2	9,620.00

Manufacturing Components and Supplies

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	4	4	4	12	745.20	4	4	4	12	745.20	3	3	4	10	621.00	3	3	4	10	621.00	3	3	4	10	621.00	44.00	62.1	2,732.40
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	1	0	1	2	39.52	1	0	1	2	39.52	1	0	1	2	39.52	1	1	0	2	39.52	1	1	0	2	39.52	8.00	19.76	158.08
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10	10	10	30	676.50	10	0	0	10	225.50	14	10	10	34	766.70	12	12	12	36	811.80	12	12	12	36	811.80	110.00	22.55	2,480.50
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	9	9	9	27	504.09	9	9	9	27	504.09	9	9	9	27	504.09	9	8	9	26	485.42	9	8	9	26	485.42	107.00	18.67	1,997.69
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	21	22	22	65	3,549.00	21	22	22	65	3,549.00	21	21	22	64	3,494.40	21	21	22	64	3,494.40	21	21	22	64	3,494.40	258.00	54.6	14,086.80
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	23	23	23	69	7,355.40	23	22	23	68	7,248.80	22	22	23	67	7,142.20	22	22	23	67	7,142.20	22	22	23	67	7,142.20	271.00	106.6	28,888.60
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	36	36	37	109	2,176.73	36	36	37	109	2,176.73	36	36	37	109	2,176.73	36	36	36	108	2,156.76	36	36	36	108	2,156.76	435.00	19.97	8,686.95
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	19	20	20	59	595.31	19	19	20	58	585.22	19	19	20	58	585.22	19	19	20	58	585.22	19	19	20	58	585.22	233.00	10.09	2,350.97
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	25	25	26	76	1,517.72	25	25	26	76	1,517.72	25	25	25	75	1,497.75	25	25	25	75	1,497.75	25	25	25	75	1,497.75	302.00	19.97	6,030.94
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00				0	0.00				0	0.00				0	0.00				58.24		0.00	0.00	0.00

Heating and Ventilation and Air Circulation

42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00				1109.68		0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00				1369.68		0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00				856.88		0.00
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00				770.11		0.00

Lighting and Fixtures and Accessories																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	39.39	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	10	5	10	25	2,054.00	20	25	5	50	4,108.00	5	5	10	20	1,643.20	5	5	10	20	1,643.20	115.00	82.16	9,448.40
Measuring and Observing and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	17.68	0.00	
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	15	16	15	46	3,958.76	15	15	15	45	3,872.70	15	15	15	45	3,872.70	15	15	15	45	3,872.70	181.00	86.06	15,576.86
50	47131604-BR-S01	BROOM, soft (tambo)	piece	6	6	7	19	2,588.56	6	6	6	18	2,452.32	6	6	6	18	2,452.32	6	6	6	18	2,452.32	73.00	136.24	9,945.52
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	3	3	4	10	182.00	3	3	4	10	182.00	3	3	3	9	163.80	3	3	3	9	163.80	38.00	18.2	691.60
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	120.00	41.6	4,992.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	3	3	3	9	215.28	3	3	3	9	215.28	3	3	3	9	215.28	3	3	3	9	215.28	36.00	23.92	861.12
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	15	20	15	50	451.50	20	5	25	50	451.50	10	10	5	25	225.75	10	10	10	30	270.90	155.00	9.03	1,399.65
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	41	41	41	123	4,603.89	41	41	41	123	4,603.89	41	41	41	123	4,603.89	40	40	41	121	4,529.03	490.00	37.43	18,340.70
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	6	6	6	18	2,321.28	6	6	6	18	2,321.28	5	5	6	16	2,063.36	5	5	6	16	2,063.36	68.00	128.96	8,769.28
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	9	10	10	29	720.07	9	9	10	28	695.24	9	9	10	28	695.24	9	9	10	28	695.24	113.00	24.83	2,805.79
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	309.76	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	1	0	0	1	115.53	1	0	0	1	115.53	1	0	0	1	115.53	1	0	0	1	115.53	4.00	115.53	462.12
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2288	0.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	2	2	2	6	873.60	2	2	2	6	873.60	2	2	1	5	728.00	1	1	1	3	436.80	20.00	145.6	2,912.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	1	2	4	495.04	1	1	2	4	495.04	1	1	1	3	371.28	1	1	1	3	371.28	14.00	123.76	1,732.64
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	4	4	4	12	645.84	4	4	4	12	645.84	4	4	4	12	645.84	4	4	4	12	645.84	48.00	53.82	2,583.36
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	1	1	0	2	214.24	1	1	0	2	214.24	1	1	0	2	214.24	1	1	0	2	214.24	8.00	107.12	856.96
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	5	5	5	15	2,020.20	5	5	5	15	2,020.20	5	5	5	15	2,020.20	5	5	5	15	2,020.20	60.00	134.68	8,080.80
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	2	0	2	4	94.36	2	0	0	2	47.18	1	0	0	1	23.59	0	0	0	0	0.00	7.00	23.59	165.13
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	43211507-DCT-03	Desktop Computer, branded	unit	1	1	1	3	117,624.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	39208	117,624.00
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	1	1	1	3	8,142.00	1	1	0	2	5,428.00	1	1	1	3	8,142.00	1	0	0	1	2,714.00	9.00	2714	24,426.00
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	50	10	10	70	11,720.80	50	10	50	110	18,418.40	50	25	25	100	16,744.00	25	25	25	75	12,558.00	355.00	167.44	59,441.20
70	43211503-LCT-03	Laptop Computer, branded	unit	5	5	10	20	914,950.40				0	0.00				0	0.00				0	0.00	20.00	45747.52	914,950.40
71	43211708-MO-001	MOUSE, optical, USB connection type	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	111.3	0.00
72	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	38100.97	0.00
73	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9191.52	0.00
74	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88	0.00
Office Equipment and Accessories and Supplies																										
75	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29.64	0.00
76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	27	27	27	81	733.05	27	27	27	81	733.05	27	26	27	80	724.00	26	26	27	79	714.95	321.00	9.05	2,905.05
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	25	25	26	76	1,160.52	25	25	26	76	1,160.52	25	25	25	75	1,145.25	25	25	25	75	1,145.25	302.00	15.27	4,611.54
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	25	25	26	76	1,580.80	25	25	26	76	1,580.80	25	25	25	75	1,560.00	25	25	25	75	1,560.00	302.00	20.8	6,281.60

79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	25	25	26	76	3,635.84	25	25	26	76	3,635.84	25	25	25	75	3,588.00	25	25	25	75	3,588.00	302.00	47.84	14,447.68
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	191	191	192	574	8,047.48	191	191	191	573	8,033.46	191	191	191	573	8,033.46	191	191	191	573	8,033.46	2,293.00	14.02	32,147.86
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	2	2	4	8	617.60	2	2	2	6	463.20	2	4	4	10	772.00	2	2	2	6	463.20	30.00	77.2	2,316.00
82	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	5	2	5	12	823.68	5	2	5	12	823.68	2	2	2	6	411.84	2	2	2	6	411.84	36.00	68.64	2,471.04
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1	1	1	3	2,019.27	0	0	0	0	0.00	1	1	1	3	2,019.27	0	0	0	0	0.00	6.00	673.09	4,038.54
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1	2	4	3,708.64	1	1	2	4	3,708.64	1	1	2	4	3,708.64	1	1	2	4	3,708.64	16.00	927.16	14,834.56
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	11	12	12	35	25,844.00	11	12	12	35	25,844.00	11	11	12	34	25,105.60	11	11	12	34	25,105.60	138.00	738.4	101,899.20
86	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.4928	0.00
87	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	0	0	1	1	362.44	0	0	1	1	362.44	0	0	1	1	362.44	0	0	1	1	362.44	4.00	362.44	1,449.76
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	414.13	0.00
89	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	3	2	1	6	61.80	3	2	1	6	61.80	1	2	1	4	41.20	1	2	1	4	41.20	20.00	10.3	206.00
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	27	27	28	82	6,839.62	27	27	28	82	6,839.62	27	27	28	82	6,839.62	27	27	28	82	6,839.62	328.00	83.41	27,358.48
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	1	0	0	1	86.04	1	0	0	1	86.04	1	0	0	1	86.04	1	0	0	1	86.04	4.00	86.04	344.16
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.13	0.00
93	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14.23	0.00
94	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	3	3	3	9	2,433.60	3	2	3	8	2,163.20	3	2	3	8	2,163.20	3	2	3	8	2,163.20	33.00	270.4	8,923.20
95	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	3	3	3	9	2,806.92	3	2	3	8	2,495.04	3	2	2	7	2,183.16	3	2	3	8	2,495.04	32.00	311.88	9,980.16
96	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1	0	0	1	187.08	1	0	0	1	187.08	1	0	0	1	187.08	1	0	0	1	187.08	4.00	187.08	748.32
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	1	0	0	1	243.24	1	0	0	1	243.24	0	0	0	0	0.00	0	0	0	0	0.00	2.00	243.24	486.48
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	19	20	20	59	56,205.76	19	19	20	58	55,253.12	19	19	20	58	55,253.12	19	19	20	58	55,253.12	233.00	952.64	221,965.12
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	24	24	24	72	20,088.00	23	24	24	71	19,809.00	23	24	24	71	19,809.00	23	23	24	70	19,530.00	284.00	279	79,236.00
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	19	19	19	57	18,317.52	19	19	19	57	18,317.52	19	19	19	57	18,317.52	19	19	18	56	17,996.16	227.00	321.36	72,948.72
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	1	0	2	3	159.42	1	0	0	1	53.14	2	0	0	2	106.28	2	1	0	3	159.42	9.00	53.14	478.26
102	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	28	28	29	85	3,536.00	28	28	29	85	3,536.00	28	28	29	85	3,536.00	28	28	29	85	3,536.00	340.00	41.6	14,144.00
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	24	24	24	72	3,197.52	23	24	24	71	3,153.11	23	24	24	71	3,153.11	23	23	24	70	3,108.70	284.00	44.41	12,612.44
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	27	27	27	81	1,083.78	27	26	27	80	1,070.40	27	26	27	80	1,070.40	27	26	27	80	1,070.40	321.00	13.38	4,294.98
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	30	50	25	105	1,404.90	50	50	25	125	1,672.50	25	50	10	85	1,137.30	25	25	60	110	1,471.80	425.00	13.38	5,686.50
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	10	10	10	30	401.40	10	10	25	45	602.10	10	25	10	45	602.10	25	10	25	60	802.80	180.00	13.38	2,408.40
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	74	74	74	222	1,993.56	74	74	74	222	1,993.56	74	74	74	222	1,993.56	74	74	74	222	1,993.56	888.00	8.98	7,974.24
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	50	50	60	160	1,436.80	50	60	60	170	1,526.60	75	75	50	200	1,796.00	50	50	50	150	1,347.00	680.00	8.98	6,106.40
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	25	50	50	125	1,122.50	50	50	50	150	1,347.00	50	25	50	125	1,122.50	25	50	25	100	898.00	500.00	8.98	4,490.00
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	32	32	32	96	744.96	32	31	31	94	729.44	31	32	31	94	729.44	32	31	31	94	729.44	378.00	7.76	2,933.28
111	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10	25	25	60	842.40	10	25	25	60	842.40	50	25	20	95	1,333.80	75	25	20	120	1,684.80	335.00	14.04	4,703.40
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	30	30	30	90	1,871.10	30	25	50	105	2,182.95	25	25	50	100	2,079.00	25	35	25	85	1,767.15	380.00	20.79	7,900.20
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1	1	0	2	479.58	1	2	0	3	719.37	1	0	2	3	719.37	1	1	1	3	719.37	11.00	239.79	2,637.69
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	0	0	1	1	109.50	2	2	0	4	438.00	2	2	0	4	438.00	2	2	0	4	438.00	13.00	109.5	1,423.50
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	0	0	1	34.13	2	0	0	2	68.26	2	1	0	3	102.39	1	0	0	1	34.13	7.00	34.13	238.91
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	5	5	5	15	222.30	5	5	5	15	222.30	5	10	5	20	296.40	5	10	10	25	370.50	75.00	14.82	1,111.50
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	5	5	5	15	501.45	5	25	25	55	1,838.65	5	15	5	25	835.75	15	10	5	30	1,002.90	125.00	33.43	4,178.75

118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	453.96	0.00	
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	202.80	5	0	0	5	1,014.00	5	10	0	15	3,042.00	0	0	0	0	0.00	21.00	202.8	4,258.80
120	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5	0	0	5	659.80	5	0	0	5	659.80	2	0	0	2	263.92	0	0	0	0	0.00	12.00	131.96	1,583.52
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	10	10	15	35	1,419.60	10	10	15	35	1,419.60	10	10	25	45	1,825.20	10	15	25	50	2,028.00	165.00	40.56	6,692.40
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	0	0	1	176.80	2	0	0	2	353.60	2	0	0	2	353.60	2	0	0	2	353.60	7.00	176.8	1,237.60
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	914.16	0.00
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	2	0	0	2	49.80	1	0	0	1	24.90	1	0	0	1	24.90	1	0	0	1	24.90	5.00	24.9	124.50
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	0	2	4	223.32	2	2	2	6	334.98	1	2	0	3	167.49	1	0	1	2	111.66	15.00	55.83	837.45
126	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9534.72	0.00
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	1	0	0	1	346.85	1	0	0	1	346.85	0	0	0	0	0.00	0	0		0	0.00	2.00	346.85	693.70
128	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5642	0.00
129	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9297.6	0.00
130	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5699.2	0.00
131	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00

Printer or Facsimile or Photocopier Supplies

132	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6947.2	0.00
133	44103105-CA-CD4	INK CART, CANON CL-741, Col.	cart	1	0	0	1	989.04	0	1	0	1	989.04	0	0	1	1	989.04	0	0	0	0	0.00	3.00	989.04	2,967.12
134	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	3	0	0	3	3,088.80	2	0	0	2	2,059.20	2	0	0	2	2,059.20	1	0	0	1	1,029.60	8.00	1029.6	8,236.80
135	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	2	0	0	2	1,508.00	1	0	1	2	1,508.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	754	3,016.00
136	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	1	1	1	3	2,340.00	2	0	0	2	1,560.00	0	1	1	2	1,560.00	2	0	0	2	1,560.00	9.00	780	7,020.00
137	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	44	44	44	132	32,947.20	8	9	9	26	6,489.60	39	38	38	115	28,704.00	17	17	16	50	12,480.00	323.00	249.6	80,620.80
138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	31	31	31	93	23,212.80	5	5	5	15	3,744.00	24	23	23	70	17,472.00	13	12	12	37	9,235.20	215.00	249.6	53,664.00
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	31	31	31	93	23,212.80	5	5	5	15	3,744.00	23	22	22	67	16,723.20	14	14	13	41	10,233.60	216.00	249.6	53,913.60
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	31	31	31	93	23,212.80	5	5	5	15	3,744.00	22	21	21	64	15,974.40	15	15	13	43	10,732.80	215.00	249.6	53,664.00
141	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	773.76	0.00
142	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	950.56	0.00
143	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	3	0	0	3	2,386.80	0	3	0	3	2,386.80	3	0	0	3	2,386.80	3	0	0	3	2,386.80	12.00	795.6	9,547.20
144	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	2	0	0	2	1,840.80	0	2	0	2	1,840.80	0	0	0	0	0.00	4.00	920.4	3,681.60
145	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1492.4	0.00
146	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
147	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
148	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
149	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
150	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00
151	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3016	0.00
152	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	769.6	0.00
153	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	915.2	0.00
154	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
155	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00

156	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
157	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
158	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
159	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00	0.00	1269.84	0.00
160	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00	0.00	656.24	0.00
161	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	821.6	0.00
162	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00	0.00	1944.8	0.00
163	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
164	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
165	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00
166	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00	0.00	1570.4	0.00
167	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
168	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
169	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
170	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
171	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
172	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
173	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
174	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
175	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
176	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
177	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00
178	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	405.6	0.00
179	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00	0.00	405.6	0.00
180	44103105-HP-C50	INK CART, HP L0551AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
181	44103105-HP-M50	INK CART, HP L0554AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
182	44103105-HP-Y50	INK CART, HP L0557AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
183	44103105-HP-B50	INK CART, HP L0560AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	4956.6	0.00
184	44103105-HX-C48	INK CART, HP L0563AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
185	44103105-HX-M48	INK CART, HP L0566AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
186	44103105-HX-Y48	INK CART, HP L0569AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
187	44103105-HX-B48	INK CART, HP L0572AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	1644.24	0.00
188	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
189	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
190	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.6168	0.00
191	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	741.28	0.00
192	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	0	0.00
193	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	0	0.00
194	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	0	0.00