

December 1 , 2020

**HON. WENDEL ELLIOT AVISADO**

Secretary/Chairperson  
Government Procurement Policy Board  
Unit 2506, Raffle Corporate Center  
F. Ortigas Jr. Road, Ortigas Center 1605

Dear Secretary Avisado:

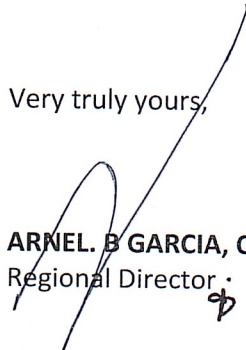
Greeting!

We are respectfully submitting herewith the **DSWD Field Office V Supplemental Annual Procurement Plan –Non-CSE and Updated Annual Procurement Plan – CSE as of November 2020.**

We shall appreciate the acknowledgement receipt of this letter.

Thank you.

Very truly yours,

  
**ARNEL B. GARCIA, CESO II**  
Regional Director

cc: **DSWD-Procurement Service**  
**BP Complex , Quezon City**

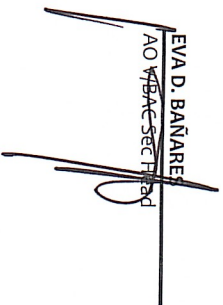
# Department of Social Welfare and Development

Office/Bureau/Service/Unit/Project : **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Region: **FIELD OFFICE NO. V**  
Address: **Magnolia St. PBN Buraguis, Legazpi City**

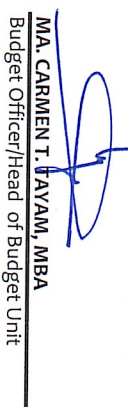
Designated Supply Officer (DSO): **EVA D. BANARES**  
Position: **Head, BIDS AND AWARDS COMMITTEE**  
E-mail : **fospacsec@gmail.com**  
Telephone/Mobile Nos: **(052) 480-5670/ 480-5753**

| Code (PAP)                                                                                 | Procurement Program/Project                       | PMO/End-User    | Mode of Procurement | Advertisement/Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | Source of Funds | Estimated Budget (Php) | MOOE                | CO | Remarks (brief description of Program/Project)    |
|--------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------|---------------------|---------------------------------|----------------------------|-----------------|------------------|-----------------|------------------------|---------------------|----|---------------------------------------------------|
| <b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>                                     |                                                   |                 |                     |                                 |                            |                 |                  |                 |                        |                     |    |                                                   |
| <b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES</b> |                                                   |                 |                     |                                 |                            |                 |                  |                 |                        |                     |    |                                                   |
|                                                                                            | <b>TOILETRIES</b>                                 | PWD             | Shopping            | November, 2020                  | November, 2020             | November, 2020  | November, 2020   | GOP             | 18,900.00              | 18,900.00           |    |                                                   |
| <b>FOOD &amp; OTHER GROCERY ITEMS:</b>                                                     |                                                   |                 |                     |                                 |                            |                 |                  |                 |                        |                     |    |                                                   |
|                                                                                            | -Food Consumption for Clients                     | PWD             | BIDDING             | November, 2020                  | September, 2020            | September, 2020 | September, 2020  | GOP             | 12,800.00              | 12,800.00           |    |                                                   |
|                                                                                            | PRINTING & BINDING                                | DRMD, 4Ps & PSU | NP-SVP              | November, 2020                  | November, 2020             | November, 2020  | November, 2020   | GOP             | 1,772,400.00           | 1,772,400.00        |    | Consolidated requirement of the various divisions |
|                                                                                            | REPAIR, IMPROVEMENT AND MAINTENANCE OF FACILITIES | RSCC & RRCY     | NP-SVP              | November, 2020                  | November, 2020             | November, 2020  | November, 2020   | GOP             | 841,302.29             | 841,302.29          |    |                                                   |
| <b>GRAND TOTAL</b>                                                                         |                                                   |                 |                     |                                 |                            |                 |                  |                 | <b>2,645,402.29</b>    | <b>2,645,402.29</b> |    |                                                   |

Prepared by:

  
**EVA D. BANARES**  
**AO FOSBAC SEC Head**

Subject to Availability of Funds:

  
**MA. CARMEN T. TAYAM, MBA**  
**Budget Officer/Head of Budget Unit**

Approved By:

  
**ARNEL B. GARCIA, CESO II**  
**Regional Director**







SUPPLEMENTAL 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-

Instructions:

1. Download the worksheet file APP-CSE 2020 template at [www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 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-phillips.gov.ph](http://www.ps-phillips.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 under the PS under the PART I of the template
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2020\_ Name of Agency\_ Main or Regional Office (e.g. APP2020\_DBM\_Central Office, APP2020\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at [phillips.gov.ph](http://phillips.gov.ph) 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
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.

Department/Bureau/Office:  
Region:  
Address:

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.

Agency Account Code:  
Organization Type:

Contact Person:  
Position:  
E-mail:  
Telephone/Mobile Nos:

END BUREAU  
ADMINISTRATIVE  
OFFICE  
002150107

| Item & Specifications                           |               | Unit of Measure                                    | Monthly Quantity Requirement |     |      |           |           |            |      |           |      |          |            |           | Total Quantity for the | 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 |           |            |            |           |            |            |
| PART I. AVAILABLE AT PROCUREMENT SERVICE STORES |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| Peripherals or Print Reproductors               |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 1                                               | 109109-01-001 | INSECTICIDE, aerosol type, net content: 600ml/min  | can                          | 26  |      | 1         | 27        | 3,762.22   | 31   | 1         |      | 32       | 4,495.92   | 26        |                        | 49              | 75                        | 10,452.00 | 31  | 5   | 30        | 66        | 9,197.76   | 200        | 139.36    | 27,872.00  |            |
| 2                                               | 121910-01-001 | ALCOHOL, ethyl, 68%-70%, scented, 500ml (5ml)      | bottle                       | 338 | 119  | 66        | 523       | 22,902.17  | 348  | 25        | 78   | 451      | 19,749.29  | 341       | 295                    | 181             | 817                       | 35,776.43 | 338 | 120 | 181       | 639       | 27,991.81  | 2430       | 43.79     | 106,409.20 |            |
| 3                                               | 121703-01-001 | STAMP PAD INK, purple or violet                    | bottle                       | 69  | 1    | 24        | 94        | 2,895.20   | 54   | 1         | 4    | 59       | 1,817.20   | 52        | 7                      | 1               | 60                        | 1,818.00  | 2   | 3   | 1         | 6         | 184.80     | 219        | 30.8      | 6,745.20   |            |
| 4                                               | 121123-01-001 | CARBON PAPER, PE, black, size 210mm x 297mm        | box                          | 6   |      |           | 6         | 1,326.00   | 6    |           | 6    | 1,326.00 | 6          |           | 6                      | 6               | 1,326.00                  | 6         |     |     | 6         | 1,326.00  | 24         | 221        | 5,394.00  |            |            |
| Paper Materials and Products                    |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 7                                               | 141101-01-001 | CONTAINER, assorted colors                         | pack                         | 103 | 30   | 203       | 426       | 33,664.22  | 77   | 46        | 4    | 127      | 10,632.44  | 70        | 12                     | 84              | 166                       | 13,997.52 | 56  | 1   | 50        | 107       | 8,954.04   | 846        | 83.72     | 69,159.22  |            |
| 14                                              | 141101-01-002 | LOOSE-LEAF COVER, made of chipboard, for legal     | bundle                       | 105 | 2    | 23        | 151       | 81,880.88  | 14   | 13        | 11   | 30       | 1,408.32   | 13        | 2                      | 17              | 32                        | 2,394.88  | 3   | 13  | 2         | 17        | 32         | 2,394.88   | 112       | 794.56     | 89,033.52  |
| 16                                              | 141101-01-003 | NOTE PAD, stick-on, 50mm x 76mm (2" x 3") mm       | pad                          | 126 | 3    | 210       | 12,448.80 | 120        | 2    | 22        | 28   | 136      | 6,535.32   | 80        | 2                      | 6               | 88                        | 7,934.52  | 20  | 2   | 24        | 24        | 1,455.52   | 512        | 59.28     | 30,351.36  |            |
| 17                                              | 141101-01-004 | NOTE PAD, stick-on, 76mm x 76mm (3" x 3") mm       | pad                          | 80  | 2    | 12        | 94        | 4,468.62   | 20   | 2         | 6    | 28       | 1,336.44   | 80        | 2                      | 6               | 88                        | 7,934.52  | 20  | 2   | 24        | 24        | 1,455.52   | 512        | 59.28     | 30,351.36  |            |
| 18                                              | 141101-01-005 | NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves          | piece                        | 172 | 261  | 405       | 838       | 10,095.52  | 291  | 266       | 5    | 562      | 6,766.46   | 251       | 261                    | 102             | 608                       | 11,932.86 | 235 | 1   | 23        | 23        | 667        | 113,765.52 | 5367      | 170.56     | 915,395.52 |
| 20                                              | 141101-01-006 | PAPER, MULTICOPIER, 80gsm, size: 210mm x 297mm     | ream                         | 875 | 2038 | 204       | 3117      | 551,635.52 | 661  | 42        | 182  | 865      | 150,957.28 | 454       | 27                     | 76              | 565                       | 10,920.86 | 559 | 85  | 23        | 667       | 113,765.52 | 5367       | 170.56    | 915,395.52 |            |
| 21                                              | 141101-01-007 | PAPER, MULTICOPIER, 80gsm, size: 210mm x 330mm     | ream                         | 298 | 474  | 79        | 851       | 151,398.42 | 142  | 33        | 84   | 259      | 46,997.28  | 462       | 22                     | 76              | 565                       | 10,920.86 | 559 | 85  | 23        | 667       | 113,765.52 | 5367       | 170.56    | 915,395.52 |            |
| 22                                              | 141101-01-008 | PAPER, MULTICOPIER (COPI) 64g, 70 gsm              | ream                         | 1   | 12   | 11        | 34        | 3,000.56   | 6    | 11        | 1    | 18       | 2,211.92   | 11        | 1                      | 21              | 103                       | 13,729.32 | 140 | 62  | 14        | 216       | 39,065.52  | 1891       | 181.42    | 343,065.52 |            |
| 24                                              | 141101-01-009 | PAPER, MULTICOPIER, 80gsm, multi-purpose           | ream                         | 1   | 1    | 31        | 31        | 5,950.20   | 1    | 11        | 1    | 13       | 2,202.20   | 1         | 1                      | 21              | 103                       | 13,729.32 | 140 | 62  | 14        | 216       | 39,065.52  | 1891       | 181.42    | 343,065.52 |            |
| 26                                              | 141101-01-010 | RECORD BOOK, 300 PAGES, size: 210mm x 270mm        | book                         | 306 | 50   | 50        | 356       | 25,176.32  | 300  | 2         |      | 310      | 21,923.40  | 301       | 10                     | 6               | 311                       | 21,993.92 | 307 |     |           | 317       | 21,711.04  | 1284       | 70.72     | 90,800.48  |            |
| 27                                              | 141101-01-011 | RECORD BOOK, 300 PAGES, size: 210mm x 270mm        | book                         | 40  | 5    | 350       | 35,672.80 | 12         |      |           | 12   | 12       | 1,223.04   | 3         |                        | 3               | 305.76                    | 12        |     |     | 317       | 21,711.04 | 1284       | 70.72      | 90,800.48 |            |            |
| 28                                              | 141101-01-012 | TOLLET TISSUE PAPER 2-PHYS sheets, 150 rolls       | pack                         | 22  | 10   | 10        | 42        | 3,670.80   | 17   | 10        | 40   | 67       | 5,855.80   | 10        | 60                     | 20              | 90                        | 7,866.00  | 10  | 10  | 10        | 30        | 2,852.80   | 229        | 87.4      | 20,014.60  |            |
| Batteries and Cells and Accessories             |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 29                                              | 261120-01-001 | BATTERY, dry cell, AA, 2 pieces per blister pack   | pack                         | 44  | 23   | 3         | 80        | 1,578.40   | 33   | 3         | 39   | 769.47   | 54         | 3         | 3                      | 60              | 1,183.80                  | 3         | 3   | 3   | 9         | 172.52    | 188        | 19.73      | 3,709.24  |            |            |
| 30                                              | 261120-01-002 | BATTERY, dry cell, AAA, 2 pieces per blister pack  | pack                         | 31  | 6    | 6         | 43        | 848.99     | 12   | 6         | 6    | 24       | 473.52     | 24        | 6                      | 6               | 18                        | 355.14    | 6   | 106 | 6         | 118       | 2,338.14   | 203        | 19.73     | 4,005.19   |            |
| 31                                              | 261120-01-003 | BATTERY, dry cell, D, 1.5 volts, alkaline          | pack                         | 24  | 6    |           | 24        | 2,308.80   | 6    |           | 6    | 577.20   | 24         |           | 24                     | 24              | 2,308.80                  | 24        |     |     | 24        | 2,308.80  | 78         | 96.2       | 7,503.60  |            |            |
| Manufacturing Components and Supplies           |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 32                                              | 311040-01-001 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 68  | 112  | 55        | 225       | 17,077.50  | 64   | 25        | 19   | 100      | 6,706.80   | 64        | 4                      | 22              | 50                        | 5,589.00  | 60  | 13  | 1         | 74        | 4,595.40   | 547        | 42.1      | 33,966.20  |            |
| 33                                              | 311040-01-002 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 175 | 1    | 20        | 3         | 86.80      | 170  |           | 20   | 0        | 0.00       | 134       | 6                      | 6               | 156                       | 1,156.60  | 130 | 4   |           | 0         | 0.00       | 11         | 0.00      | 21,286.20  |            |
| 34                                              | 311040-01-003 | GLUE, all purpose, gross weight: 200 grams         | box                          | 10  | 10   | 10        | 166       | 9,863.60   | 13   | 13        | 13   | 13       | 242.71     | 13        | 13                     | 13              | 13                        | 242.71    | 13  | 3   | 3         | 3         | 3          | 3          | 3         | 15,153.60  |            |
| 35                                              | 311040-01-004 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 128 | 1    | 37        | 166       | 9,863.60   | 13   | 13        | 13   | 13       | 242.71     | 13        | 13                     | 13              | 13                        | 242.71    | 13  | 3   | 3         | 3         | 3          | 3          | 3         | 15,153.60  |            |
| 36                                              | 311040-01-005 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 5   | 2    | 10        | 746.70    | 17         | 17   | 17        | 48   | 5,118.86 | 22         | 17        | 54                     | 93              | 9,913.80                  | 110       | 9   | 1   | 120       | 6,552.00  | 608        | 54.6       | 33,156.80 |            |            |
| 37                                              | 311040-01-006 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 132 | 10   | 142       | 2,835.74  | 54         | 2    | 2         | 119  | 5,118.86 | 58         | 2         | 2                      | 60              | 9,913.80                  | 54        | 3   | 8   | 11        | 11        | 11         | 11         | 11        | 1,118.32   |            |
| 38                                              | 311040-01-007 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 146 | 51   | 53        | 250       | 2,835.74   | 109  | 3         | 2    | 119      | 5,118.86   | 111       | 9                      | 4               | 125                       | 1,260.71  | 111 | 9   | 4         | 125       | 1,260.71   | 109        | 615       | 6,306.52   |            |
| 40                                              | 311040-01-008 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 14  | 50   | 64        | 64        | 3,919.68   | 31   | 2         | 2    | 57       | 1,260.71   | 4         | 2                      | 4               | 10                        | 1,260.71  | 4   | 2   | 2         | 4         | 4          | 4          | 4         | 79.88      |            |
| 41                                              | 311040-01-009 | GLUE, all purpose, gross weight: 200 grams         | jar                          | 34  | 21   | 2         | 57        | 3,919.68   | 31   | 1         | 1    | 33       | 1,260.71   | 4         | 2                      | 4               | 10                        | 1,260.71  | 4   | 2   | 2         | 4         | 4          | 4          | 4         | 79.88      |            |
| Resistor and Variation and Air Circulation      |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 42                                              | 411040-01-001 | ELECTRIC PEN, INDUSTRIAL, ground type, metal blade | unit                         | 12  |      | 12        | 13,316.16 |            |      |           |      | 0        | 0.00       |           |                        |                 | 0                         | 0.00      |     |     | 0         |           | 12         | 1109.68    | 13,316.16 |            |            |
| 43                                              | 411040-01-002 | ELECTRIC PEN, STENO TYPE, plastic blade            | unit                         | 3   |      | 3         | 2,102.33  |            |      |           |      | 3        | 2,102.33   |           |                        |                 | 3                         | 2,102.33  |     |     | 3         |           | 3          | 3          | 11,200.00 |            |            |
| Lighting and Accessories                        |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 46                                              | 111040-01-001 | FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)    | piece                        |     |      |           | 0         | 0.00       | 78   |           | 78   |          |            |           |                        |                 |                           |           |     |     |           |           |            | 12         | 770.11    | 9,241.32   |            |
| Measuring and Other Tools                       |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 48                                              | 411040-01-001 | RULER, plastic, 450mm (18") width, 30mm min        | piece                        | 154 | 95   | 7         | 256       | 4,526.08   | 105  | 30        | 135  | 2,356.80 | 175        |           |                        | 175             | 3,094.00                  | 35        |     |     | 35        | 618.80    | 601        | 39.39      | 3,072.42  |            |            |
| Cleaning Equipment and Supplies                 |               |                                                    |                              |     |      |           |           |            |      |           |      |          |            |           |                        |                 |                           |           |     |     |           |           |            |            |           |            |            |
| 49                                              | 411040-01-001 | AIR RESERVOIR, aerosol, 300ml/150g min             | can                          | 53  | 53   | 3         | 109       | 9,380.54   | 53   | 33        | 3    | 89       | 7,659.34   | 53        | 33                     | 109             | 9,380.54                  | 53        | 3   | 3   | 11        | 11        | 11         | 11         | 11        | 27,453.14  |            |
| 50                                              | 411040-01-002 | BROOM, soft (bristles)                             | piece                        | 25  | 50   | 75        | 10,118.00 | 25         | 25   | 6         | 31   | 4,423.44 | 31         | 6         | 31                     | 109             | 9,380.54                  | 3         | 6   | 3   | 12        | 10,032.72 | 319        | 66.06      | 27,453.14 |            |            |
| 51                                              | 411040-01-003 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 52                                              | 411040-01-004 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 53                                              | 411040-01-005 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 54                                              | 411040-01-006 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 55                                              | 411040-01-007 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 56                                              | 411040-01-008 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 57                                              | 411040-01-009 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 58                                              | 411040-01-010 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 59                                              | 411040-01-011 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 60                                              | 411040-01-012 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 61                                              | 411040-01-013 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 62                                              | 411040-01-014 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 63                                              | 411040-01-015 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.60  | 22         | 18.2       | 4,040.40  |            |            |
| 64                                              | 411040-01-016 | BROOM, stiff (bristles), 250mm x 150mm             | piece                        | 31  | 6    | 6         | 43        | 783.60     | 31   | 6         | 43   | 783.60   | 31         | 6         | 31                     | 60              | 1,237.60                  | 31        | 6   | 31  | 60        | 1,237.    |            |            |           |            |            |







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|                 |                                     |        |     |   |    |          |            |     |   |     |            |     |     |    |     |            |     |  |     |            |      |      |            |
|-----------------|-------------------------------------|--------|-----|---|----|----------|------------|-----|---|-----|------------|-----|-----|----|-----|------------|-----|--|-----|------------|------|------|------------|
| 14              | 10 HOLEY 34x44x110 CONDO 50 PCS/BOX | box    | 20  | 3 | 26 | 5,200.00 | 224        | 106 | 5 | 337 | 67,400.00  | 164 | 136 |    | 300 | 69,000.00  | 5   |  | 5   | 1,000.00   | 666  | 200  | 133,600.00 |
| 16              | CAUTION 24 PCS/BOX                  | packs  | 42  |   | 42 | 2,100.00 | 66         | 139 | 6 | 213 | 10,650.00  | 58  | 2   |    | 60  | 3,000.00   | 56  |  | 56  | 2,800.00   | 371  | 50   | 18,550.00  |
| Office Supplies |                                     |        |     |   |    |          |            |     |   |     |            |     |     |    |     |            |     |  |     |            |      |      |            |
| 1               | BISTOL BOARD RIBBE 8x11 SIZE        | pages  | 2   |   | 2  | 6,000.00 | 6          |     |   | 6   | 18,000.00  | 2   |     |    | 2   | 6,000.00   | 6   |  | 6   | 36,000.00  | 22   | 3000 | 66,000.00  |
| 2               | BOOK TAPE RED BLACK, BLUE           | roll   | 24  |   | 24 | 2,400.00 |            |     |   | 0   | 0.00       | 24  |     |    | 24  | 2,400.00   |     |  | 12  | 6,000.00   | 54   | 100  | 5,400.00   |
| 3               | BALUBEN BLUE                        | box    | 306 |   | 5  | 311      | 155,500.00 | 250 |   | 250 | 125,000.00 | 250 |     |    | 250 | 125,000.00 | 250 |  | 250 | 125,000.00 | 1061 | 500  | 530,500.00 |
| 4               | BALUBEN VIOLET                      | box    | 25  |   | 25 | 6,250.00 |            |     |   | 25  | 6,250.00   |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 50   | 250  | 12,500.00  |
| 5               | BALUBEN GREEN                       | box    | 25  |   | 25 | 6,250.00 |            |     |   | 25  | 6,250.00   |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 50   | 250  | 12,500.00  |
| 6               | Cork Board, 17"x23"                 | pieces | 2   |   | 2  | 1,400.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 2    | 700  | 1,400.00   |
| 7               | Cork Board, 25"x35"                 | pieces | 2   |   | 2  | 2,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 2    | 1000 | 2,000.00   |
| 8               | PHOTO FRAME, A4 SIZE                | pieces | 1   |   | 12 | 0.00     |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 12  | 1,800.00   | 12   | 350  | 4,500.00   |
| 9               | GLUE GUN                            | pieces | 10  |   | 10 | 4,550.00 |            |     |   | 1   | 350.00     |     |     |    | 0   | 0.00       |     |  | 10  | 100.00     | 60   | 110  | 6,600.00   |
| 10              | GLUE STICK                          | pieces | 10  |   | 10 | 200.00   |            |     |   | 10  | 100.00     |     |     |    | 20  | 200.00     |     |  | 10  | 100.00     | 60   | 110  | 6,600.00   |
| 11              | Covered Highlighter                 | pack   | 10  |   | 10 | 300.00   |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 10   | 50   | 500.00     |
| 12              | Fire Box storage                    | pieces | 20  |   | 20 | 4,560.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 10   | 35   | 350.00     |
| 13              | Fire Ext Sgn, Rectorized            | pieces | 20  |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 20   | 228  | 4,560.00   |
| 14              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 15              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 16              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 17              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 18              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 19              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 20              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 21              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 22              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 23              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 24              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 25              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 26              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 27              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 28              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 29              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 30              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 31              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 32              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 33              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 34              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 35              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 36              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 37              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 38              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 39              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 40              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 41              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 42              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 43              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 44              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 45              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 46              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 47              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 48              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 49              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 50              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 51              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 52              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 53              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 54              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 55              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 56              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 57              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 58              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 59              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 60              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 61              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 62              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 63              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 64              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 65              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 66              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 67              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 68              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 69              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 70              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 71              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 72              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 73              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 74              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     |    | 0   | 0.00       |     |  | 0   | 0.00       | 6    | 1000 | 6,000.00   |
| 75              | Office supplies                     | pieces | 6   |   | 6  | 6,000.00 |            |     |   | 0   | 0.00       |     |     | </ |     |            |     |  |     |            |      |      |            |







