

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office National Labor Relations Commission
 Region: III - Pampanga
 Address: ASCORP Building, Dolores, CSFP

Agency Account Code: No Code

Contact Person: Fe Q. Dabu
 Position: Supply Officer
 E-mail: dabu_fe@yahoo.com
 Telephone/Mobile Nos: 9612431

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue | TOTAL AMOUNT | |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------|--------------|----------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, dry cell, AA, 2 pieces per blister pack | pack | 12 | | | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | 48 | 20.28 | 973.44 |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 19.20 | . |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 91.94 | . |
| 4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8) | tube | 25 | | | 25 | | | 25 | 25 | | | 25 | 25 | | | 25 | 25 | 100 | 40.97 | 4,097.00 |
| 5 Ligth Bulb, LED, 7 watts 1 pc in individual box | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 75.39 | . |
| 6 TAPE, ELECTRICAL, 18mm x 16M min | roll | 7 | | | 7 | | | 7 | 7 | | | | 0 | | | 7 | 7 | 21 | 18.93 | 397.53 |

| | | | | | | | | | | | | | | | | | | | | | | |
|----|---|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|--------|------------|------------|
| 2 | AIR FRESHENER, aerosol, 280ml/150g min | can | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 24 | 96 | 88.69 | 8,514.24 | |
| 3 | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml) | bottle | 7 | 7 | 7 | 21 | 7 | 7 | 7 | 21 | 7 | 7 | 7 | 21 | 7 | 7 | 7 | 21 | 84 | 49.73 | 4,177.32 | |
| 4 | CARBON FILM, PE, black, size 210mm x 297mm | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 205.48 | - | |
| 5 | CARBON FILM, PE, black, size 216mm x 330mm | box | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 2 | 2 | 2 | 6 | 24 | 210.91 | 5,061.84 | |
| 6 | CARTOLINA, assorted colors | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 67.06 | - | |
| 7 | CHALK, molded, white, dustless, length: 78mm min | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 26.89 | - | |
| 8 | CLEARBOOK, 20 transparent pockets, for A4 size | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 38.19 | - | |
| 9 | CLEARBOOK, 20 transparent pockets, for LEGAL size | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 40.47 | - | |
| 10 | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm) | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 7.87 | - | |
| 11 | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 13.94 | - | |
| 12 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | 500 | | | 500 | | | | 0 | 500 | | | 500 | | | | 0 | 1000 | 19.88 | 19,880.00 | |
| 13 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | box | 500 | | | 500 | | | | 0 | 500 | | | 500 | | | | 0 | 1000 | 41.10 | 41,100.00 | |
| 14 | CORRECTION TAPE, film base type, UL 6m min | piece | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 120 | 18.26 | 2,191.20 | |
| 15 | DATA FILE BOX, made of chipboard, with closed ends | box | 100 | | | 100 | | | | 0 | 100 | | | 100 | | | 300 | 300 | 500 | 72.57 | 36,285.00 | |
| 16 | DATA FOLDER, made of chipboard, taglia lock | piece | 100 | | | 100 | | | | 0 | 80 | | | 80 | | | | 0 | 180 | 71.39 | 12,850.20 | |
| 17 | ENVELOPE, DOCUMENTARY, for A4 size document | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 424.47 | - | |
| 18 | ENVELOPE, DOCUMENTARY, for legal size document | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 538.80 | - | |
| 19 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 1200 | 667.84 | 801,408.00 | |
| 20 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 28.71 | - | |
| 21 | ENVELOPE, MAILING, white, 80gsm (-5%) | box | 70 | | | 70 | | | | 70 | 70 | | | 70 | 70 | | | 100 | 100 | 310 | 341.79 | 105,954.90 |
| 22 | ENVELOPE, mailing, white, with window | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 427.23 | - | |
| 23 | ERASER, FELT, for blackboard/whiteboard | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11.55 | - | |
| 24 | ERASER, PLASTIC/RUBBER, for pencil draft/writing | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 6.23 | - | |
| 25 | FASTENER, METAL, 70mm between prongs | box | 100 | | | 100 | | | | 100 | 100 | | | 100 | 100 | | | 200 | 200 | 500 | 59.37 | 29,685.00 |
| 26 | FILE ORGANIZER, expanding, plastic, 12 pockets | piece | 100 | | | 100 | | | | 100 | 100 | | | 100 | 100 | | | 300 | 300 | 600 | 73.59 | 44,154.00 |

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|----|---|--------|-----|--|--|-----|--|--|-----|-----|--|--|--|-----|-----|-----|--------|------------|
| 27 | FILE TAB DIVIDER, bristol board, for A4 | set | | | | 0 | | | | 0 | | | | | 0 | 0 | 12.98 | - |
| 28 | FILE TAB DIVIDER, bristol board, for legal | set | | | | 0 | | | | 0 | | | | | 0 | 0 | 17.31 | - |
| 29 | FOLDER, FANCY, for A4 size documents | bundle | | | | 0 | | | | 0 | | | | | 0 | 0 | 258.50 | - |
| 30 | FOLDER, FANCY, for legal size documents | bundle | | | | 0 | | | | 0 | | | | | 0 | 0 | 302.85 | - |
| 31 | FOLDER, L-TYPE, PLASTIC, for A4 size documents | pack | | | | 0 | | | | 0 | | | | | 0 | 0 | 177.92 | - |
| 32 | FOLDER, L-TYPE, PLASTIC, for legal size documents | pack | | | | 0 | | | | 0 | | | | | 0 | 0 | 222.27 | - |
| 33 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) | box | | | | 0 | | | | 0 | | | | | 0 | 0 | 776.59 | - |
| 34 | FOLDER, TAGBOARD, for A4 size documents | pack | | | | 0 | | | | 0 | | | | | 0 | 0 | 226.05 | - |
| 35 | FOLDER, TAGBOARD, for legal size documents | pack | 200 | | | 200 | | | 200 | 200 | | | | 300 | 300 | 900 | 208.38 | 187,542.00 |
| 36 | GLUE, all purpose, gross weight: 200 grams min | jar | | | | 0 | | | | 0 | | | | | 0 | 0 | 49.73 | - |
| 37 | INDEX TAB, self-adhesive, transparent | box | | | | 0 | | | | 0 | | | | | 0 | 0 | 53.74 | - |
| 38 | LOOSELEAF COVER, made of chipboard, for legal | bundle | | | | 0 | | | | 0 | | | | | 0 | 0 | 676.00 | - |
| 39 | MAGAZINE FILE BOX, LARGE size, made of chipboard | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 43.26 | - |
| 40 | MARKER, FLUORESCENT, 3 assorted colors per set | set | | | | 0 | | | | 0 | | | | | 0 | 0 | 36.97 | - |
| 41 | MARKER, whiteboard, black, felt tip, bullet type | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.69 | - |
| 42 | MARKER, whiteboard, blue, felt tip, bullet type | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.69 | - |
| 43 | MARKER, whiteboard, red, felt tip, bullet type | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.69 | - |
| 44 | MARKER, PERMANENT, bullet type, black | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.04 | - |
| 45 | MARKER, PERMANENT, bullet type, blue | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.04 | - |
| 46 | MARKER, PERMANENT, bullet type, red | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 10.04 | - |
| 47 | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 12.52 | - |
| 48 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | pad | | | | 0 | | | | 0 | | | | | 0 | 0 | 32.45 | - |
| 49 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | pad | | | | 0 | | | | 0 | | | | | 0 | 0 | 44.32 | - |
| 50 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | | | | 0 | | | | 0 | | | | | 0 | 0 | 59.49 | - |
| 51 | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm) | pad | | | | 0 | | | | 0 | | | | | 0 | 0 | 18.99 | - |

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|----|--|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|--------|-----------|
| 52 | PAPER CLIP, vinyl/plastic coat, length: 32mm min | box | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 240 | 6.91 | 1,658.40 |
| 53 | PAPER CLIP, vinyl/plastic coat, length: 48mm min | box | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 120 | 14.04 | 1,684.80 |
| 54 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 137.66 | - |
| 55 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 160.94 | - |
| 56 | PAPER, Multi-Purpose (COPY) A4, 70 gsm | ream | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 240 | 119.09 | 28,581.60 |
| 57 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm | ream | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 240 | 123.08 | 29,539.20 |
| 58 | PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 95.18 | - |
| 59 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 34.29 | - |
| 60 | PENCIL, lead, w/ eraser, wood cased, hardness: HB | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 20.40 | - |
| 61 | PHILIPPINE NATIONAL FLAG, 100% polyester | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 319.07 | - |
| 62 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 48 | | | 48 | | | | 0 | 48 | | | 48 | | | | 0 | 96 | 62.73 | 6,022.08 |
| 63 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | 48 | | | 48 | | | | 0 | 48 | | | 48 | | | | 0 | 96 | 97.34 | 9,344.64 |
| 64 | RING BINDER, 80 rings, plastic, 32mm x 1.12m | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 267.14 | - |
| 65 | RUBBER BAND, 70mm min lay flat length (#18) | box | 50 | | | 50 | | | | 0 | 50 | | | 50 | | | | 0 | 100 | 97.04 | 9,704.00 |
| 66 | RULER, plastic, 450mm (18"), width: 38mm min | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 16.10 | - |
| 67 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 35.99 | - |
| 68 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 35.99 | - |
| 69 | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 35.99 | - |
| 70 | STAMP PAD INK, purple or violet | bottle | 12 | | | 12 | | | | 0 | 12 | | | 12 | | | | 0 | 24 | 25.62 | 614.88 |
| 71 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 12 | | | 12 | | | | 0 | 12 | | | 12 | | | | 0 | 24 | 28.77 | 690.48 |
| 72 | STAPLE WIRE, for heavy duty staplers, (23/13) | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 21.51 | - |
| 73 | STAPLE WIRE, STANDARD, (26/6) | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 19.68 | - |
| 74 | TAPE, MASKING, width: 24mm (±1mm) | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 57.32 | - |
| 75 | TAPE, MASKING, width: 48mm (±1mm) | roll | 20 | | | 20 | | | | 0 | 20 | | | 20 | | | | 0 | 40 | 109.24 | 4,369.60 |
| 76 | TAPE, PACKAGING, width: 48mm (±1mm) | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 29.08 | - |

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|----|--|--------|----|--|----|----|--|--|---|----|--|--|----|--|--|---|-----|--------|----------|
| 77 | TAPE, TRANSPARENT, width: 24mm (±1mm) | roll | 20 | | | 20 | | | 0 | 20 | | | 20 | | | 0 | 40 | 11.36 | 454.40 |
| 78 | TAPE, TRANSPARENT, width: 48mm (±1mm) | roll | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 27.58 | - |
| 79 | TOILET TISSUE PAPER 2-plys sheets, 150 pulls | pack | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 70.30 | - |
| 80 | TWINE, plastic, one (1) kilo per roll | roll | 50 | | 50 | | | | 0 | 50 | | | 50 | | | 0 | 100 | 51.92 | 5,192.00 |
| 81 | WRAPPING PAPER, kraft, 65gsm (-5%) | pack | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 133.99 | - |
| 82 | Airline Travel | ticket | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 0.00 | - |

COMMON OFFICE DEVICES

| | | | | | | | | | | | | | | | | | | | |
|----|---|-------|----|--|----|--|----|----|---|----|----|----|----|----|----|-----|----|--------|-----------|
| 1 | CUTTER BLADE, for heavy duty cutter | tube | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 10.22 | - |
| 2 | CUTTER KNIFE, for general purpose | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 20.55 | - |
| 3 | DATING AND STAMPING MACHINE, heavy duty | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 497.52 | - |
| 4 | PENCIL SHARPENER, manual, single cutter head | piece | 50 | | 50 | | 50 | 50 | | | 50 | 50 | | 50 | 50 | 200 | | 194.69 | 38,938.00 |
| 5 | PUNCHER, paper, heavy duty, with two hole guide | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 123.42 | - |
| 6 | SCISSORS, symmetrical, blade length: 65mm min | pair | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 14.28 | - |
| 7 | STAPLER, STANDARD TYPE, load cap: 200 staples min | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 85.45 | - |
| 8 | STAPLER, BINDER TYPE, heavy duty, desktop | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 913.95 | - |
| 9 | STAPLE REMOVER, PLIER-TYPE | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 18.91 | - |
| 10 | TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 51.57 | - |
| 11 | WASTEBASKET, non-rigid plastic | piece | 20 | | 20 | | | | 0 | 50 | | | 50 | | | 0 | 70 | 25.96 | 1,817.20 |

COMMON JANITORIAL SUPPLIES

| | | | | | | | | | | | | | | | | | | | |
|---|--|--------|---|--|---|---|--|--|---|---|--|--|---|---|--|---|----|--------|----------|
| 1 | BROOM, soft (tambo) | piece | 5 | | 5 | | | | 0 | 5 | | | 5 | | | 0 | 10 | 91.94 | 919.40 |
| 2 | BROOM, STICK (TING-TING), usable length: 760mm min | piece | 5 | | 5 | | | | 0 | 5 | | | 5 | | | 0 | 10 | 24.88 | 248.80 |
| 3 | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap | bottle | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 43.26 | - |
| 4 | CLEANSER, SCOURING POWDER, 350g min./can | can | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 24.88 | - |
| 5 | DETERGENT POWDER, all purpose, 1kg | pouch | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 38.93 | - |
| 6 | DISINFECTANT SPRAY, aerosol type, 400-550 grams | can | 2 | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | 2 | 8 | 125.20 | 1,001.60 |

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|----|--|--------|----|--|--|----|---|--|--|---|---|--|--|---|----|--|----|----|----------|----------|
| 7 | DUST PAN, non-rigid plastic, w/ detachable handle | piece | 5 | | | 5 | | | | 0 | | | | 0 | | | 0 | 5 | 28.12 | 140.60 |
| 8 | FLOOR WAX, PASTE, RED | can | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 280.13 | - |
| 9 | FURNITURE CLEANER, aerosol type, 300ml min per can | can | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 90.85 | - |
| 10 | INSECTICIDE, aerosol type, net content: 600ml min | can | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | 2 | 8 | 142.77 | 1,142.16 |
| 11 | MOP BUCKET, heavy duty, hard plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 1,987.44 | - |
| 12 | MOPHANDLE, heavy duty, aluminum, screw type | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 148.18 | - |
| 13 | MOPHEAD, made of rayon, weight: 400 grams min | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 110.32 | - |
| 14 | RAGS, all cotton, 32 pieces per kilogram min | bundle | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | 2 | 8 | 51.68 | 413.44 |
| 15 | SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 107.08 | - |
| 16 | TRASHBAG, plastic, transparent | roll | 10 | | | 10 | | | | 0 | | | | 0 | 10 | | 10 | 20 | 145.48 | 2,909.60 |
| 17 | DETERGENT BAR, 140 grams as packed | bar | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 7.57 | - |

COMMON OFFICE EQUIPMENT

| | | | | | | | | | | | | | | | | | | | | |
|----|--|-------|----|--|--|----|--|--|--|---|--|--|--|---|--|--|---|----|-----------|-----------|
| 1 | BINDING AND PUNCHING MACHINE, binding cap: 50mm | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 10,816.00 | - |
| 2 | CALCULATOR, compact, 12 digits | unit | 15 | | | 15 | | | | 0 | | | | 0 | | | 0 | 15 | 140.61 | 2,109.15 |
| 3 | CHAIR, monobloc, beige, with backrest, w/o armrest | piece | 20 | | | 20 | | | | 0 | | | | 0 | | | 0 | 20 | 273.10 | 5,462.00 |
| 4 | CHAIR, monobloc, white, with backrest, w/o armrest | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 273.10 | - |
| 5 | DIGITAL VOICE RECORDER, memory: 4GB (expandable) | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 6,828.14 | - |
| 6 | DOCUMENT CAMERA, 3.2M pixels | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 26,391.04 | - |
| 7 | ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 1,091.33 | - |
| 8 | ELECTRIC FAN, ORBIT type, ceiling, metal blade | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 1,372.55 | - |
| 9 | ELECTRIC FAN, STAND type, plastic blade | unit | 10 | | | 10 | | | | 0 | | | | 0 | | | 0 | 10 | 1,046.65 | 10,466.50 |
| 10 | ELECTRIC FAN, WALL type, plastic blade | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 782.00 | - |
| 11 | FACSIMILE MACHINE, uses thermal paper | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 3,642.83 | - |
| 12 | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 1,123.78 | - |
| 13 | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs | unit | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 5,191.68 | - |

| | | | | | | | | | | | | | | | | | |
|----|--|------|---|--|---|--|--|---|--|--|---|--|--|---|---|-----------|------------|
| 14 | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 27,542.94 | - |
| 15 | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 8,411.60 | - |
| 16 | PAPER SHREDDER, cutting width: 3mm-4mm | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 5,927.17 | - |
| 17 | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 19,457.98 | - |
| 18 | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 6,064.78 | - |
| 19 | PRINTER, LASER, monochrome, network-ready | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 744.14 | - |
| 20 | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,379.04 | - |
| 21 | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,379.04 | - |
| 22 | Desktop Computer, branded | unit | 4 | | 4 | | | 0 | | | 0 | | | 0 | 4 | 35,887.49 | 143,549.96 |
| 23 | Laptop Computer, branded | unit | 2 | | 2 | | | 0 | | | 0 | | | 0 | 2 | 36,587.28 | 73,174.56 |

COMMON COMPUTER SUPPLIES

| | | | | | | | | | | | | | | | | | |
|----|---|-------|----|--|----|--|--|---|--|--|---|--|--|---|----|----------|-----------|
| 1 | CONTINUOUS FORM, 1 PLY, 280 x 241mm | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 709.53 | - |
| 2 | CONTINUOUS FORM, 1 PLY, 280 x 378mm | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,070.78 | - |
| 3 | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 796.06 | - |
| 4 | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,352.00 | - |
| 5 | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 620.67 | - |
| 6 | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless | box | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,076.19 | - |
| 7 | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 22.66 | - |
| 8 | EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0 | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 3,152.86 | - |
| 9 | FLASH DRIVE, 16 GB capacity | piece | 50 | | 50 | | | 0 | | | 0 | | | 0 | 50 | 261.75 | 13,087.50 |
| 10 | MOUSE, optical, USB connection type | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 140.39 | - |

HANDBOOK ON PROCUREMENT

| | | | | | | | | | | | | | | | | | |
|---|---------------------------------|-------|--|--|---|--|--|---|--|--|---|--|--|---|---|-------|---|
| 1 | HANDBOOK (RA 9184), 7th Edition | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 48.13 | - |
|---|---------------------------------|-------|--|--|---|--|--|---|--|--|---|--|--|---|---|-------|---|

CONSUMABLES

| | | | | | | | | | | | | | | | | | |
|---|----------------------------|------|--|--|---|--|--|---|--|--|---|--|--|---|---|----------|---|
| 1 | DRUM CART, BROTHER DR-3455 | cart | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 7,138.56 | - |
|---|----------------------------|------|--|--|---|--|--|---|--|--|---|--|--|---|---|----------|---|

| | | | | | | | | | | | | | | | | | | | | |
|----|--|------|----|--|--|----|--|--|--|---|---|--|--|---|---|----------|----|----|----------|----------|
| 2 | INK CART, CANON CL-741, Col. | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,041.58 | - | | | |
| 3 | INK CART, CANON CL-811, Colored | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,070.78 | - | | | |
| 4 | INK CART, CANON PG-740, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 784.16 | - | | | |
| 5 | INK CART, CANON PG-810, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 811.20 | - | | | |
| 6 | INK CART, EPSON C13T664100 (T6641), Black | cart | 10 | | | 10 | | | | 0 | 4 | | | 4 | | 10 | 10 | 24 | 264.99 | 6,359.76 |
| 7 | INK CART, EPSON C13T664200 (T6642), Cyan | cart | 4 | | | 4 | | | | 0 | 4 | | | 4 | 4 | 12 | | | 264.99 | 3,179.88 |
| 8 | INK CART, EPSON C13T664300 (T6643), Magenta | cart | 4 | | | 4 | | | | 0 | 4 | | | 4 | 4 | 12 | | | 264.99 | 3,179.88 |
| 9 | INK CART, EPSON C13T664400 (T6644), Yellow | cart | 4 | | | 4 | | | | 0 | 4 | | | 4 | 4 | 12 | | | 264.99 | 3,179.88 |
| 10 | INK CART, HP C2P04AA (HP62) Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 11 | INK CART, HP C2P06AA (HP62) Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 12 | INK CART, HP C9351AA, (HP21), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 676.00 | - |
| 13 | INK CART, HP C9352AA, (HP22), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 782.00 | - |
| 14 | INK CART, HP C9363WA, (HP97), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 1,552.10 | - |
| 15 | INK CART, HP C9397A (HP72) 69ml Photo Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 16 | INK CART, HP C9398A (HP72) 69ml Cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 17 | INK CART, HP C9399A (HP72) 69ml Magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 18 | INK CART, HP C9400A (HP72) 69ml Yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 19 | INK CART, HP C9401A (HP72) 69ml Gray | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 20 | INK CART, HP C9403A (HP72) 130ml Matte Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 0.00 | - |
| 21 | INK CART, HP CC640WA, (HP60), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 665.18 | - |
| 22 | INK CART, HP CC643WA, (HP60), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 784.16 | - |
| 23 | INK CART, HP CD887AA, (HP703), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 373.15 | - |
| 24 | INK CART, HP CD888AA, (HP703), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 373.15 | - |
| 25 | INK CART, HP CD972AA, (HP 920XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 654.37 | - |
| 26 | INK CART, HP CD973AA, (HP 920XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | | | | 654.37 | - |

| | | | | | | | | | | | | | | | | | |
|----|---|------|--|--|--|---|--|--|--|---|--|--|--|---|---|----------|---|
| 27 | INK CART, HP CD974AA, (HP 920XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 654.37 | - |
| 28 | INK CART, HP CD975AA, (HP 920XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,292.51 | - |
| 29 | INK CART, HP CH561WA, (HP61), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 670.59 | - |
| 30 | INK CART, HP CH562WA, (HP61), Tricolor | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 859.87 | - |
| 31 | INK CART, HP CH565A (HP82) Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 32 | INK CART, HP CH566A (HP82) Cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 33 | INK CART, HP CH567A (HP82) Magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 34 | INK CART, HP CH568A (HP82) Yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 35 | INK CART, HP CN045AA, (HP950XL), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,616.99 | - |
| 36 | INK CART, HP CN046AA, (HP951XL), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,222.21 | - |
| 37 | INK CART, HP CN047AA, (HP951XL), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,227.62 | - |
| 38 | INK CART, HP CN048AA, (HP951XL), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 1,227.62 | - |
| 39 | INK CART, HP CN692AA, (HP704), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 373.15 | - |
| 40 | INK CART, HP CN693AA, (HP704), Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 373.15 | - |
| 41 | INK CART, HP CZ107AA, (HP678), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 379.64 | - |
| 42 | INK CART, HP CZ108AA, (HP678), Tricolor | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 379.64 | - |
| 43 | INK CART, HP CZ121A (HP685A), Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 380.72 | - |
| 44 | INK CART, HP CZ122A (HP685A), Cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 259.58 | - |
| 45 | INK CART, HP CZ123A (HP685A), Magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 259.58 | - |
| 46 | INK CART, HP CZ124A (HP685A), Yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 259.58 | - |
| 47 | INK CART, HP F6V26AA (HP680) Tri-color | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 48 | INK CART, HP F6V27AA (HP680) Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 49 | INK CART, HP L0S51AA (HP955) Cyan Original | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 50 | INK CART, HP L0S54AA (HP955) Magenta Original | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 51 | INK CART, HP L0S57AA (HP955) Yellow Original | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |

| | | | | | | | | | | | | | | | | | | |
|----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|----------|---|
| 52 | INK CART, HP L0560AA (HP955) Black Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 53 | INK CART, HP L0563AA (HP955XL) Cyan Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 54 | INK CART, HP L0566AA (HP955XL) Magenta Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 55 | INK CART, HP L0569AA (HP955XL) Yellow Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 56 | INK CART, HP L0572AA (HP955XL) Black Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 57 | INK CART, HP T6L89AA (HP905) Cyan Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 58 | INK CART, HP T6L93AA (HP905) Magenta Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 59 | INK CART, HP T6L97AA (HP905) Yellow Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 60 | INK CART, HP T6M01AA (HP905) Black Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 61 | INK CART, HP T6M05AA (HP905XL) Cyan Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 62 | INK CART, HP T6M09AA (HP905XL) Magenta Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 63 | INK CART, HP T6M13AA (HP905XL) Yellow Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 64 | INK CART, HP T6M17AA (HP905XL) Black Original | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 65 | RIBBON CART, EPSON C13S015516 (#8750), Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 79.82 | - |
| 66 | RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 753.88 | - |
| 67 | RIBBON CART, EPSON C13S015632, Black, forLX-310 | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 78.96 | - |
| 68 | TONER CART, BROTHER TN-2025, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,658.57 | - |
| 69 | TONER CART, BROTHER TN-2130, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,892.80 | - |
| 70 | TONER CART, BROTHER TN-2150, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,720.22 | - |
| 71 | TONER CART, BROTHER TN-3320, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,059.63 | - |
| 72 | TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 4,460.08 | - |
| 73 | TONER CART, HP CB435A, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 2,914.91 | - |
| 74 | TONER CART, HP CB540A, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,444.90 | - |
| 75 | TONER CART, HP CE255A, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 7,024.99 | - |
| 76 | TONER CART, HP CE278A, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,239.39 | - |

| | | | | | | | | | | | | | | | | | | |
|-----|--|------|--|--|--|--|---|--|--|--|--|--|--|--|---|---|-----------|---|
| 77 | TONER CART, HP CE285A (HP85A), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,009.01 | - |
| 78 | TONER CART, HP CE310A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 2,482.27 | - |
| 79 | TONER CART, HP CE311A, Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 2,590.43 | - |
| 80 | TONER CART, HP CE312A, Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 2,590.43 | - |
| 81 | TONER CART, HP CE313A, Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 2,590.43 | - |
| 82 | TONER CART, HP CE320A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 2,968.99 | - |
| 83 | TONER CART, HP CE321A, Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,131.23 | - |
| 84 | TONER CART, HP CE322A, Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,131.23 | - |
| 85 | TONER CART, HP CE323A, Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,131.23 | - |
| 86 | TONER CART, HP CE390A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,998.43 | - |
| 87 | TONER CART, HP CE400A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,024.99 | - |
| 88 | TONER CART, HP CE401A, Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 10,377.95 | - |
| 89 | TONER CART, HP CE402A, Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 10,377.95 | - |
| 90 | TONER CART, HP CE403A, Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 10,377.95 | - |
| 91 | TONER CART, HP CE410A, (HP305), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,942.43 | - |
| 92 | TONER CART, HP CE411A, (HP305), Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 93 | TONER CART, HP CE412A, (HP305), Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 94 | TONER CART, HP CE413A, (HP305), Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 95 | TONER CART, HP CE505A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 4,158.75 | - |
| 96 | TONER CART, HP CE505X, Black, high cap | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,349.47 | - |
| 97 | TONER CART, HP CF217A (HP17A) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 98 | TONER CART, HP CF226A (HP26A) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 99 | TONER CART, HP CF226XC (HP26XC) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 100 | TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 101 | TONER CART, HP CF280XC | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,241.31 | - |

| | | | | | | | | | | | | | | | | | |
|-----|---|------|--|--|--|---|--|--|--|---|--|--|--|---|---|-----------|---|
| 127 | TONER CART, HP CF410A (HP410A) black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 128 | TONER CART, HP CF410XC (HP410XC) black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 129 | TONER CART, HP CF411A (HP410A) cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 130 | TONER CART, HP CF411XC (HP410XC) cyan | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 131 | TONER CART, HP CF412A (HP410A) yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 132 | TONER CART, HP CF412XC (HP410XC) yellow | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 133 | TONER CART, HP CF413A (HP410A) magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 134 | TONER CART, HP CF413XC (HP410XC) magenta | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 0.00 | - |
| 135 | TONER CART, HP Q2612A, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 3,228.58 | - |
| 136 | TONER CART, HP Q5942A, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 7,782.11 | - |
| 137 | TONER CART, HP Q7553A, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 4,050.59 | - |
| 138 | TONER CART, LEXMARK E360H11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 9,229.29 | - |
| 139 | TONER CART, LEXMARK T650A11P, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 10,015.62 | - |
| 140 | TONER CART, SAMSUNG MLT-D101S, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 2,747.26 | - |
| 141 | TONER CART, SAMSUNG MLT-D103S, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 3,028.48 | - |
| 142 | TONER CART, SAMSUNG MLT-D104S, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 2,541.76 | - |
| 143 | TONER CART, SAMSUNG MLT-D105L, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 2,898.69 | - |
| 144 | TONER CART, SAMSUNG MLT-D108S, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 2,855.42 | - |
| 145 | TONER CART, SAMSUNG MLT-D203E, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 7,403.55 | - |
| 146 | TONER CART, SAMSUNG MLT-D203L, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 4,802.30 | - |
| 147 | TONER CART, SAMSUNG MLT-D203U, black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 9,842.56 | - |
| 148 | TONER CART, SAMSUNG MLT-D205E, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 9,572.16 | - |
| 149 | TONER CART, SAMSUNG MLT-D205L, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 5,267.39 | - |
| 150 | TONER CART, SAMSUNG SCX-D6555A, Black | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 4,531.90 | - |
| 151 | TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW (12,000 pages) | cart | | | | 0 | | | | 0 | | | | 0 | 0 | 6,312.22 | - |

| | | | | | | | | | | | | | | | | | |
|-----|---|------|--|--|---|--|--|---|--|--|---|--|--|---|---|-----------|---|
| 152 | TONER CARTRIDGE, CANON 324 II, for printer LBP6780x | cart | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 13,935.33 | - |
|-----|---|------|--|--|---|--|--|---|--|--|---|--|--|---|---|-----------|---|

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

COMMON ELECTRICAL SUPPLIES

| | | | | | | | | | | | | | | | | | |
|---|--|--|--|---|--|--|---|--|--|---|--|--|---|---|--|--|---|
| 1 | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 2 | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 3 | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 4 | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 5 | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |

COMMON OFFICE EQUIPMENT

| | | | | | | | | | | | | | | | | | |
|---|--------------------------------|--|--|---|--|--|---|--|--|---|--|--|---|---|----------|--|---|
| 1 | Hard Disk Seagate 2tb | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 5,000.00 | | - |
| 2 | Hard Disk Seagate 1tb External | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 5,000.00 | | - |
| 3 | Memory 4gb DDR3 1800 | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 4 | Network Tester | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 1,500.00 | | - |
| 5 | Crimping Tools | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 500.00 | | - |

COMMON OFFICE SUPPLIES

| | | | | | | | | | | | | | | | | | | | |
|----|------------------|-----|--|--|---|-----|--|--|-----|-----|--|-----|----|-----|-----|-----|-----|--------|-----------|
| 1 | Bond Paper-Short | 50 | | | 0 | 50 | | | 50 | | | 50 | 50 | | 50 | 50 | 150 | 139.10 | 20,865.00 |
| 2 | Ballpen-black | 200 | | | 0 | 200 | | | 200 | 200 | | 200 | | 200 | 200 | 600 | | 5.00 | 3,000.00 |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | | - |

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|---|--|--|---|--|--|---|---|--|--|---|
| 11 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 12 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 13 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 14 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 15 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 16 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 17 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 18 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 19 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 20 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |

COMMON JANITORIAL SUPPLIES

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|---|--|--|---|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |

CONSUMABLES

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|---|--|--|---|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 | | | - |

| | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 11 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 12 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 13 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 14 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 15 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 16 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 17 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 18 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 19 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 20 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 21 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 22 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 23 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 24 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 25 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 26 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 27 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 28 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 29 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 30 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| Office Equipment and Accessories | | | | | | | | | | | | | | | | | | |
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

| | | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|---|---|--|---|
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |

Office Supplies

| | | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|---|---|--|---|
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 6 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |

Audio and visual presentation and composing equipment

| | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|---|---|--|---|
| 1 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 2 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 3 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 4 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 5 | | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | | - |

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Photographic or filming or video equipment

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Cleaning Equipment and Supplies

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Paper Materials and Products

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Lighting and fixtures and accessories

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Electrical equipment and components and supplies

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Computer Supplies

| | | | | | | | | | | | | | | | | | | |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 4 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 5 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 6 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 7 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 8 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 9 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 10 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

Computer Equipment and Accessories

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--|--|---|
| 1 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 2 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |
| 3 | | | | | 0 | | | | 0 | | | | | 0 | 0 | | | - |

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

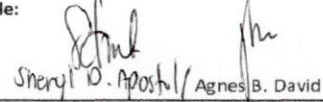
Prepared by:



Fe Q. Dabu

Property/Supply Officer

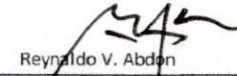
Certified Funds Available / Certified Appropriate
Funds Available:



Sheryl D. Apostol / Agnes B. David

Accountant / Local Budget Officer

Approved by:



Reynaldo V. Abdon
Head of Office/Agency

Date: 11/23/2017