



MANILA INTERNATIONAL
AIRPORT AUTHORITY

ANNUAL PROCUREMENT PLAN CY 2019

(PS-DBM - Common Office Supplies and Equipment)

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

Introduction:

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

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philegps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philegps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office_APP2019_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: MANILA INTERNATIONAL AIRPORT AUTHORITY
 Region: MAIN & NCR
 Address: MIAA Administration Building, MIA Road, Pasay City

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.
 Contact Person: JOHN ALBERT O. DIAZ
 Position: Procurement Assistant
 E-mail: procmba@gmail.com
 Telephone/Mobile Nos: 877-1109 Loc. 3600

Agency Account Code: X053
 Organization Type: Government Owned and Controlled Corporation (GOCC)


Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year					
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Q3 AMOUNT	Oct	Nov		Dec	Q4	Q4 AMOUNT		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																			
Pesticides or Pest Repellents																			
1 109199-IN-A60	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	139.36	0.00	
INSECTICIDE, aerosol type, net content: 600ml min																			
Solvents																			
2 1219160-AL-E01	bottle	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	2,400.00	43.99	105,586.80
ALCOHOL, ethyl, 68%70%, scented, 500ml (50ml)																			
Color Compounds and Dispersions																			
3 1317793-SI-P01	bottle	100	100	100	100	100	100	100	100	100	100	100	100	100	100	300	7,388.16	24.63	29,552.64
STAMP PAD INK, purple or violet																			
Films																			
4 1311109-AC-F01	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	737.24	0.00
ACETATE, thickness: 0.075mm min (gauge #3)																			
5 1311101-CF-P02	box	10	10	10	10	10	10	10	10	10	10	10	10	10	10	30	6,255.60	208.52	25,022.40
CARBON FILM, PE, black, size 210mm x 297mm																			
6 1311100-CF-P02	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	208.52	0.00
CARBON FILM, PE, black, size 210mm x 330mm																			
Paper Materials and Products																			
7 1411925-CA-A60	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	72.78	0.00
CARTOLINA, assorted colors																			
8 1411906-CF-L11	box	8	8	8	8	8	8	8	8	8	8	8	8	8	8	24	16,373.76	682.24	65,495.04
CONTINUOUS FORM, 1 PLY, 280 x 241mm																			
9 1411906-CF-L12	box	8	8	8	8	8	8	8	8	8	8	8	8	8	8	24	24,710.40	1,039.60	98,841.60
CONTINUOUS FORM, 1 PLY, 280 x 278mm																			
10 1411906-CF-L22	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,300.00	0.00
CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless																			
11 1411906-CF-L21	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	765.44	0.00
CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless																			
12 1411906-CF-L31	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	596.80	0.00
CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless																			
13 1411906-CF-L32	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,034.80	0.00
CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless																			
14 1411609-LL-C01	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	670.70	0.00
LOSELEAF COVER, made of chipboard, for legal																			



MANILA INTERNATIONAL AIRPORT AUTHORITY
ANNUAL PROCUREMENT PLAN CY 2019

This is to certify that the herein to Annual Procurement Plan for CY 2019 is within the Approved Corporate Operating Budget of CY 2019


ELSIE P. NITOLLANO
Manager
Procurement Division


VICTOR B. DIOKNO
Officer-In-Charge
Budget Division

Reviewed by


EMELVYN C. VALENCIA
Officer-In-Charge
Administrative Department


MIRIAM O. ILARDE
Officer-In-Charge
Finance Department

Submitted By



ARLENE B. BRITANICO
Officer-In-Charge
AGM for Finance and Administration

Recommending Approval


RAUL V. AUSTRIA
Chairman, Bids and Awards Committee


ELENITA M. FERNANDO
Senior Assistant General Manager
10 DEC 2018

Pursuant to Sec. 7, Article II of Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, All procurement should be within the Approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity concerned. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan to be specified in the IRR. No government Procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan of the Procuring Entity. The Annual Procurement Plan shall be approved by the Head of the Procuring Entity and must be consistent with its duly approved yearly budget. The Annual Procurement Plan shall be formulated and revised only in accordance with the guidelines set forth in the IRR. In case of Infrastructure Projects, the Plan shall include engineering design and acquisition of right-of-way.


EDDIE V. MONREAL
General Manager
DEC 21 2018

50	4731604-BB-501	BROOM, soft (lambo)	piece	7	7	7	7	21	2,730.00	7	7	7	7	21	2,730.00	7	7	7	21	2,730.00	84.00	130.00	10,920.00
51	4731604-IB-101	BROOM, STICK (TING-TING), usable length: 760mm min	piece	7	7	7	7	21	642.10	7	7	7	7	21	642.10	7	7	7	21	642.10	84.00	30.58	2,568.38
52	4731859-TE-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle						0.00						0.00					0.00	0.00	41.60	0.00
53	4731809-CL-P01	CLEANSER, SCOURING POWDER, 350g mini/can	can						0.00						0.00					0.00	0.00	23.92	0.00
54	4731811-DE-B02	DETERGENT BAR, 140 grams as packed	bar						0.00						0.00					0.00	0.00	8.01	0.00
55	4731811-DE-P02	DETERGENT POWDER, all purpose, 400-550 grams	pack	20	20	20	20	60	2,445.78	20	20	20	20	60	2,445.78	20	20	20	60	2,445.78	240.00	37.43	8,983.10
56	4731809-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	5	5	5	5	15	1,844.70	5	5	5	5	15	1,844.70	5	5	5	15	1,844.70	60.00	122.98	7,378.80
57	4731601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece						0.00						0.00					0.00	0.00	24.84	0.00
58	4731802-FW-P02	FLOOR WAX, PASTE, RED	can						0.00						0.00					0.00	0.00	269.36	0.00
59	4731830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml mini per can	can						0.00						0.00					0.00	0.00	87.36	0.00
60	4731884-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit						0.00						0.00					0.00	0.00	1,911.00	0.00
61	4731613-MP-H02	MOP HANDLE, heavy duty, aluminum, screw type	piece						0.00						0.00					0.00	0.00	145.60	0.00
62	4731619-MP-R01	MOP HEAD, made of rayon, weight: 400 grams min	piece						0.00						0.00					0.00	0.00	110.24	0.00
63	4731501-RC-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	10	10	10	10	30	1,490.74	5	5	5	5	15	745.37	5	5	5	15	745.37	60.00	49.69	2,981.47
64	4731605-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack						0.00						0.00					0.00	0.00	102.96	0.00
65	4731720-TR-P02	TRASHBAG, plastic, transparent	roll						0.00						0.00					0.00	0.00	139.88	0.00
66	4731720-WB-P01	WASTEBASKET, non-rigid plastic	piece	50	50	50	50	150	3,538.08	50	50	50	50	150	3,538.08	50	50	50	150	3,538.08	600.00	23.59	14,152.32

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	4331507-DCT-03	Desktop Computer, branded	unit						0.00						0.00					0.00	0.00	39,208.00	0.00
68	4320003-DH-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	150	150	150	150	450	9,804.60	150	150	150	150	450	9,804.60	150	150	150	450	9,804.60	1,800.00	21.79	3,921,840.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	10	1	5	16	4	43,596.80	1	2	1	4	10,899.20									
70	4320006-FDU-01	FLASH DRIVE, 16 GB capacity	piece	15	15	15	15	45	12,448.80	15	15	15	15	45	12,448.80	15	15	15	45	12,448.80	180.00	272.80	54,496.00
71	4331503-LCT-02	Laptop Computer, branded	unit						0.00						0.00					0.00	0.00	35,916.40	0.00
72	4317208-MO-O01	MOUSE, optical, USB connection type	unit						0.00						0.00					0.00	0.00	134.99	0.00
73	4331209-PR-B02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit						0.00						0.00					0.00	0.00	331,312.28	0.00
74	4331209-PR-B01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit						0.00						0.00					0.00	0.00	7,995.52	0.00
75	4331205-PR-L01	PRINTER, LASER, monochrome, network-ready	unit						0.00						0.00					0.00	0.00	724.88	0.00
76	N/A	PRINTER, LASER, Color	unit						0.00						0.00					0.00	0.00	0.00	0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece						0.00						0.00					0.00	0.00	0.00	0.00
78	N/A	PRINTER, Inkjet, Color	unit	1	1	1	1	3	13,577.00						0.00					0.00	1.00	13,577.00	13,577.00
79	N/A	Hub/Switches	unit						0.00						0.00					0.00	0.00	0.00	0.00
80	N/A	Network Routers	unit						0.00						0.00					0.00	0.00	0.00	0.00
81	N/A	Wireless Access Point	unit						0.00						0.00					0.00	0.00	0.00	0.00

Office Equipment and Accessories and Supplies

82	4412101-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box						0.00						0.00					0.00	0.00	25.68	0.00
83	4412105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box						0.00						0.00					0.00	0.00	7.57	0.00
84	4412105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box						0.00						0.00					0.00	0.00	13.40	0.00
85	4412105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box						0.00						0.00					0.00	0.00	20.55	0.00
86	4412105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box						0.00						0.00					0.00	0.00	39.52	0.00
87	4412105-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	175	175	175	175	525	9,216.48	175	175	175	175	525	9,216.48	175	175	175	525	9,216.48	2,101.00	17.56	36,883.48
88	4412105-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	100	100	100	100	300	20,935.20	100	100	100	100	300	20,935.20	100	100	100	300	20,935.20	1,200.00	69.78	83,740.80

89	4412011-DI-F01	DATA FOLDER, made of chipboard, taglin lock	piece	90	90	270	18,532.80	90	90	270	18,532.80	90	90	270	18,532.80	1,080.00	68.64	74,131.20
90	4413506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	5	15	6,122.06	5	5	15	6,122.06	5	5	15	6,122.06	60.00	408.14	24,488.26
91	4413506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	5	15	7,771.14	5	5	15	7,771.14	5	5	15	7,771.14	60.00	518.08	31,084.56
92	4413506-EN-X01	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	box	5	5	15	11,076.00	5	5	15	11,076.00	5	5	15	11,076.00	63.00	738.40	45,780.80
93	4413506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0.00				0.00				0.00	0.00	30.49	0.00
94	4413506-EN-M01	ENVELOPE, MAILING, white, Bogsm (-5%)	box	5	5	15	4,929.60	5	5	15	4,929.60	5	5	15	4,929.60	61.00	328.64	20,027.04
95	4413506-EN-W01	ENVELOPE, mailing, white, with window	box				0.00				0.00				0.00	0.00	410.80	0.00
96	4411919-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	15	15	45	499.82	15	15	45	499.82	15	15	45	499.82	180.00	11.11	1,999.30
97	44121218-FA-P01	FASTENER, METAL, 70mm between prongs	box	100	100	300	23,674.56	100	100	300	23,674.56	100	100	300	23,674.56	1,200.00	78.91	94,698.24
98	4411919-F0-301	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0.00				0.00				0.00	0.00	70.61	0.00
99	4412011-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set				0.00				0.00				0.00	0.00	12.48	0.00
100	4412011-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set				0.00				0.00				0.00	0.00	16.64	0.00
101	4412011-F0-F01	FOLDER, FANCY, for A4 size documents	bundle				0.00				0.00				0.00	0.00	253.29	0.00
102	4412011-F0-F02	FOLDER, FANCY, for legal size documents	bundle				0.00				0.00				0.00	0.00	291.20	0.00
103	4412011-F0-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	171.08	0.00
104	4412011-F0-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	213.72	0.00
105	4412027-F0-P01	FOLDER, PRESSBOARD, size 240mm x 370mm (5mm)	box	8	8	24	17,921.28	8	8	24	17,921.28	8	8	24	17,921.28	96.00	746.72	71,685.12
106	4412011-F0-T03	FOLDER, TAGBOARD, for A4 size documents	pack				0.00				0.00				0.00	0.00	217.36	0.00
107	4412011-F0-T04	FOLDER, TAGBOARD, for legal size documents	pack	15	15	45	12,583.58	15	15	45	12,583.58	15	15	45	12,583.58	180.00	279.64	50,334.34
108	4412008-IT-T01	INDEX TAB, self-adhesive, transparent made of chipboard	box	100	100	300	15,562.56	100	100	300	15,562.56	100	100	300	15,562.56	1,200.00	51.88	62,250.24
109	4411919-ME-B02	MAGAZINE FILE BOX, LARGE size, MARKER, FLUORESCENT, 3 assorted colors per set	piece	300	300	900	33,508.80	300	300	900	33,508.80	300	300	900	33,508.80	2,400.00	37.23	89,356.80
110	4412176-WA-F01	MARKER, whiteboard, black, felt tip, bullet type	piece	185	185	555	5,720.05	185	185	555	5,720.05	185	185	555	5,720.05	2,220.00	10.31	22,880.21
111	4412176-MW-B01	MARKER, whiteboard, blue, felt tip, bullet type	piece	185	185	555	5,720.05	185	185	555	5,720.05	185	185	555	5,720.05	2,220.00	10.31	22,880.21
112	4412176-MW-B02	MARKER, whiteboard, red, felt tip, bullet type	piece	80	80	240	2,473.54	80	80	240	2,473.54	80	80	240	2,473.54	960.00	10.31	9,894.14
113	4412176-MW-B03	MARKER, permanent, black	piece	125	125	375	3,619.20	125	125	375	3,619.20	125	125	375	3,619.20	1,500.00	9.65	14,476.80
114	4412176-MP-B01	MARKER, permanent, blue	piece	125	125	375	3,619.20	125	125	375	3,619.20	125	125	375	3,619.20	1,500.00	9.65	14,476.80
115	4412176-MP-B02	MARKER, permanent, red	piece	125	125	375	3,619.20	125	125	375	3,619.20	125	125	375	3,619.20	1,500.00	9.65	14,476.80
116	4412176-MP-B03	MARKER, permanent, black	piece	50	50	150	1,447.68	50	50	150	1,447.68	50	50	150	1,447.68	600.00	9.65	5,790.72
117	4412104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	100	100	300	1,794.00	100	100	300	1,794.00	100	100	300	1,794.00	1,200.00	5.98	7,176.00
118	4412104-PC-I02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	100	100	300	3,822.00	100	100	300	3,822.00	100	100	300	3,822.00	1,200.00	12.74	15,288.00
119	4412104-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	400	400	1200	24,947.52	400	400	1200	24,947.52	400	400	1200	24,947.52	4,800.00	30.79	99,790.08
120	4412102-RE-F01	RING BINDER, 80 rings, plastic, 32mm x 112mm	bundle				0.00				0.00				0.00	0.00	201.64	0.00
121	4412101-RU-B01	RUBBER BAND, 70mm min lay flat length (#8)	box	25	25	75	7,254.00	25	25	75	7,254.00	25	25	75	7,254.00	300.00	96.72	29,016.00
122	4413908-SF-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	50	50	150	4,149.60	50	50	150	4,149.60	50	50	150	4,149.60	600.00	27.66	16,598.40
123	4412102-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	50	50	150	1,765.92	50	50	150	1,765.92	50	50	150	1,765.92	600.00	11.77	7,063.68
124	4412101-CU-H01	CUTTER KNIFE, for general purpose heavy duty	piece	25	25	75	2,055.30	25	25	75	2,055.30	25	25	75	2,055.30	300.00	27.40	8,221.20
125	4410300-DS-M01	DATING AND STAMPING MACHINE, cutter head	piece				0.00				0.00				0.00	0.00	478.38	0.00
126	4412101-PS-M01	PENCIL SHARPENER, manual, single	piece				0.00				0.00				0.00	0.00	187.20	0.00
127	4410160-PL-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	10	10	30	3,938.66	10	10	30	3,938.66	10	10	30	3,938.66	120.00	131.96	15,854.62
128	4412102-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	100	100	300	4,680.00	100	100	300	4,680.00	100	100	300	4,680.00	1,200.00	15.60	18,720.00
129	4412102-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10	10	30	2,464.80	10	10	30	2,464.80	10	10	30	2,464.80	120.00	82.16	9,859.20

Item #	Item Description	Unit	1	1	2,000.00					0	0.00				0	0.00	1.00	7,000.00	7,000.00	
111	Supervisors Chair	unit																		
112	Clerical Chair	unit	6	6	30,000.00					0	0.00				0	0.00	6.00	5,000.00	5,000.00	
Office Supplies																				
1	MIAA Corporate Folder	pcs.		500	100,000.00					0	0.00				0	0.00	500.00	200.00	200.00	100,000.00
2	Alkaline Batteries, size AA	Packs			0	0.00	100	18,000.00		0	0.00				0	0.00	100.00	180.00	180.00	18,000.00
3	Sacks (Sokls)	pcs	200	200	4,000.00	200				200	4,000.00	160			160	3,200.00	760.00	20.00	20.00	15,200.00
4	Countersign Sticker	units		2500	7,500.00					2500	7,500.00	2500			2500	7,500.00	5,000.00	3.00	3.00	15,000.00
5	Alkaline Batteries, size AAA	Packs		60	12,000.00					60	12,000.00				0	0.00	60.00	200.00	200.00	12,000.00
6	Rubber Stamp	pcs		6	12,000.00					0	0.00				0	0.00	6.00	2,000.00	2,000.00	12,000.00
7	Battery in assorted sizes (AA,AAA,etc.)	Packs		50	10,000.00					50	10,000.00				0	0.00	50.00	200.00	200.00	10,000.00
8	Carbon Tetra	gal	2	2	1,700.00	2				2	1,700.00	2			0	0.00	8.00	850.00	850.00	6,800.00
9	Calculator	pc	2	2	6,000.00					0	0.00				0	0.00	2.00	3,000.00	3,000.00	6,000.00
10	SMS-Sticker Marker (Sign Here - post it)	pcs	20	20	6,000.00					0	0.00				0	0.00	20.00	300.00	300.00	6,000.00
11	Short Translucent Folders w/ clips 10's	packs		25	5,000.00					25	5,000.00				0	0.00	25.00	200.00	200.00	5,000.00
12	Batteries, CR123	Packs		10	5,000.00					10	5,000.00				0	0.00	10.00	500.00	500.00	5,000.00
13	Triple A Batteries	pc	12	12	2,400.00	12				0	0.00	12			0	0.00	24.00	200.00	200.00	4,800.00
14	Numbering Machine Ink (Ions Metal Ink)	pc	20	20	4,200.00					0	0.00				0	0.00	20.00	210.00	210.00	4,200.00
15	Glossy Photo Paper A4	packs		20	4,000.00					20	4,000.00				0	0.00	20.00	200.00	200.00	4,000.00
16	Economy Stamp/Dater (self inking)	pcs.	1	1	3,600.00					0	0.00				0	0.00	1.00	3,600.00	3,600.00	3,600.00
17	SMS-clip Board	pcs	25	25	2,750.00					0	0.00				0	0.00	25.00	110.00	110.00	2,750.00
18	Trodat	pc		0	0.00					0	0.00			5	5	4,500.00	5.00	500.00	500.00	2,500.00
19	Calling Card	Box		0	0.00				4	4	2,000.00				0	0.00	4.00	500.00	500.00	2,000.00
20	Fax Paper	rolls		0	0.00	20				0	0.00				0	0.00	20.00	70.00	70.00	1,400.00
21	Incoming/Outgoing Paper Tray	pcs.	2	2	1,200.00					0	0.00				0	0.00	2.00	600.00	600.00	1,200.00
22	SMS-Heavy Duty Staple Wires	bxs	5	5	1,000.00					0	0.00				0	0.00	5.00	200.00	200.00	1,000.00
23	Index Card Plain 5x8	packs		5	250.00					0	0.00				0	0.00	5.00	50.00	50.00	250.00
24	Battery, AA	Packs	3	3	51.00				3	3	51.00				3	51.00	12.00	17.00	17.00	204.00
25	Battery, AAA	Packs	3	3	45.00				3	3	45.00				3	45.00	12.00	15.00	15.00	180.00
26	Ballpoint Pen, fine point (assorted color), 30pc/box	pc	740	740	66,600.00	740				2220	66,600.00	740			740	66,600.00	8,880.00	30.00	30.00	266,400.00
27	Film, for Fax Machine KX-FM386CX, standard ribbon	pc	31	31	30,030.00	31				93	30,030.00	31			31	30,030.00	372.00	323.00	323.00	120,156.00
28	Lead, Mechanical Pencil 0.5mm, 24 tubes/box	box	35	35	22,890.00	35				105	22,890.00	35			35	22,890.00	420.00	218.00	218.00	91,560.00
29	Film Transparency, A4, 50pc/box	box	3	3	20,907.00	3				9	20,907.00	3			3	20,907.00	36.00	2,323.00	2,323.00	83,628.00
30	Film, for Fax Machine KX-36A	pc	20	20	15,960.00	20				60	15,960.00	20			20	15,960.00	240.00	266.00	266.00	63,840.00
31	Point, Multi-Purpose and Quick Dry, Metal Tip, 12ml, Ozone safe formula	pc	100	100	13,800.00	100				300	13,800.00	100			100	13,800.00	1,200.00	46.00	46.00	55,200.00
31	Film, TTR8402 for Brother Fax Machine	pc	20	20	9,900.00	20				60	9,900.00	20			20	9,900.00	240.00	165.00	165.00	39,600.00
33	Mechanical Pencil, 0.5mm	pc	75	75	5,400.00	75				225	5,400.00	75			75	5,400.00	900.00	24.00	24.00	21,600.00
34	Folder, Plastic with Slide, long	set	200	200	4,800.00	200				600	4,800.00	200			200	4,800.00	2,400.00	8.00	8.00	19,200.00
35	Ribbon for Manual Typewriter, black	pc	3	3	1,773.00	3				9	1,773.00	3			3	1,773.00	36.00	197.00	197.00	7,092.00
36	Push Pins, 50 pcs/box	pack	25	25	1,575.00	25				75	1,575.00	25			25	1,575.00	300.00	21.00	21.00	6,300.00
Audio and visual presentation and composing equipment																				
1					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00

