

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2021 FORM at www.pe-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
- Agencies must indicate any item in the template neither should revise the template.
- 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.pe-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no 8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 01 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DBM-Engineering IV District Engineering Office
 Region: I
 Address: Tuliao, Sta. Barbara, Panosalan
 Contact Person: Madel M. Cruz
 Position: Administrative Officer III
 E-mail: madelmccruz18@gmail.com
 Telephone/Mobile Nos: 9084515283

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Change	Total Amount for the Year								
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4							
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
PERFUMES OR BODY SUPPLIES																									
1	10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can	10	5	5	20	2,787.20	10	5	5	20	2,787.20	10	5	5	20	2,787.20	10	5	5	20	2,787.20	80.00	139.36	11148.80
PERFUMES OR COLOGNES OR FRAGRANCES																									
2	53121626-HS-601 HAND SANITIZER, 900 ml	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	151.43	0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle	30	30	30	90	3,922.20	30	30	30	90	3,922.20	30	30	30	90	3,922.20	30	30	30	90	3,922.20	360.00	43.58	15688.80
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	457.60	0.00
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle	30	30	30	90	3,922.20	30	30	30	90	3,922.20	30	30	30	90	3,922.20	30	30	30	90	3,922.20	360.00	43.58	15688.80
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																									
8	12171703-SL-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	3	1	1	5	157.60	3	1	1	5	157.60	3	1	1	5	157.60	3	1	1	5	157.60	20.00	31.52	620.40
FILMS																									
9	13111203-AC-F01 ACETATE, thickness: 0.075mm min (Gauge #3)	roll	1	1	1	3	2,543.46	1	1	1	3	2,543.46	1	1	1	3	2,543.46	1	1	1	3	2,543.46	12.00	847.82	10173.84
10	13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	8	3	3	14	3,094.00	8	3	3	14	3,094.00	8	3	3	14	3,094.00	8	3	3	14	3,094.00	56.00	221.00	12376.00
11	13111201-CF-P02 CARBON FILM, PE, black, size 210mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																									
12	14111035-CA-A01 CARTON/LIN, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.72	0.00
13	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1528.80	0.00
16	14111506-CF-L21 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	906.36	0.00
17	14111506-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	884.00	0.00
18	14111506-CF-L32 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1508.00	0.00

[illegible]

59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	15	15	45	1,872.00	15	15	45	1,872.00	15	15	45	1,872.00	180.00	41.40	7486.00	
60	47131805-CL-P01	CLEANER, SCOURING POWDER, 350g min./can	can			0	0.00			0	0.00			0	0.00	0.00	23.92	0.00	
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	2	2	6	54.18	2	2	6	54.18	2	2	6	54.18	24.00	9.03	216.72	
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	65	65	195	7,296.85	65	65	195	7,296.85	65	65	195	7,296.85	780.00	37.43	29195.40	
63	47131803-CDS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	50	40	130	16,764.80	50	40	130	16,764.80	50	40	130	16,764.80	520.00	128.96	67095.20	
64	47131601-CU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	10	1	12	297.36	2	1	1	4	99.32	2	1	1	24.83	24.00	595.92	
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	10	5	20	2,625.00	10	5	20	2,625.00	10	5	20	2,625.00	80.00	131.25	10500.00	
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	50	50	150	15,444.00	50	50	150	15,444.00	50	50	150	15,444.00	600.00	102.96	61796.00	
67	47131803-PH-P02	FLOOR WAX, PASTE, RED	can			0	0.00			0	0.00			0	0.00	399.76	0.00	0.00	
68	47131839-FC-A01	FLAMMABLE CLEANER, aerosol type, 300ml min per can	can	20	20	60	6,931.80	20	20	60	6,931.80	20	20	60	6,931.80	240.00	115.53	27727.20	
69	47121804-WP-B01	MOP BUCKET, heavy duty, hard plastic	unit	4		4	9,152.00			0	0.00			0	0.00	4.00	2288.00	9182.00	
70	47131613-MP-P02	MOPHANDLE, heavy duty, aluminum, screw type	piece	6	0	0	873.60	1	0	1	2	291.20	1	0	1	2	291.20	12.00	145.60
71	47131618-WP-A01	MOPHEAD, made of rayon, weight: 400 grams min	piece	15	15	45	5,569.20	15	15	45	5,569.20	15	15	45	5,569.20	174.00	133.76	21534.24	
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	1	1	4	215.28	2	1	1	4	215.28	2	1	1	4	215.28	
73	47131603-SC-M01	SCOURING PAD, 5 pieces per pack	pack	2	1	1	4	428.48	2	1	1	4	428.48	2	1	1	4	428.48	
74	47121701-TB-P04	TNABAGAS, GPP spec, black, 940mmx1016mm	pack	15	10	35	4,713.80	15	10	35	4,713.80	15	10	35	4,713.80	140.00	134.68	188855.20	
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	45	0	0	45	1,259.20	0	0	0	0.00	10	0	10	279.60	0.00	55.00	
PERSONAL PROTECTIVE EQUIPMENT																			
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece			0	0.00			0	0.00			0	0.00	0.00	1144.00	0.00	
77	46181702-PH-M01	FACE SHIELD, direct splash protection	piece	200	0	200	24,960.00	10	0	10	1,248.00	20	0	20	2,496.00	10	0	10	
78	46181804-GS-C01	PROTECTIVE SAFETY GOGGLES	piece			0	0.00			0	0.00			0	0.00	0.00	156.00	0.00	
79	42131601-PA-A01	Polyethylene Apron (59g)	piece			0	0.00			0	0.00			0	0.00	0.00	15.08	0.00	
80	42131702-SG-C1	SURGICAL GOWN	piece	10	0	10	2,995.20	0	0	0	0.00	0	0	0	0.00	10.00	299.52	2995.20	
81	42131711-HC-M01	HEAD COVER, disposable	piece			0	0.00			0	0.00			0	0.00	0.00	2.60	0.00	
82	42131609-SC-S01	SHOE COVER, disposable	pair			0	0.00			0	0.00			0	0.00	0.00	8.32	0.00	
83	42132023-MG-G01	NITRILE GLOVES	piece			0	0.00			0	0.00			0	0.00	0.00	3.07	0.00	
84	42132023-MG-G02	PREMIUM LATEX GLOVES	piece	20	20	60	301.20	20	20	60	301.20	20	20	60	301.20	240.00	5.02	1204.80	
85	42131715-SM-M01	SURGICAL MASK, 3-ply	piece	4500	4500	13500	189,540.00	4500	4500	13500	189,540.00	4500	4500	13500	189,540.00	54,000.00	14.04	785160.00	
86	46182008-FM-M01	KN95 FACE MASK	piece	1500	1500	4500	468,000.00	1500	1500	4500	468,000.00	1500	1500	4500	468,000.00	18,000.00	104.00	187200.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																			
87	43211507-DS-K001	MTHX DESKTOP, basic	unit	5	0	5	123,968.00	2	0	2	46,587.20	2	1	1	4	99,174.40	15.00	24,793.60	
88	43211507-DS-K002	MTHX DESKTOP, mid-range	unit			0	0.00			0	0.00			0	0.00	0.00	42,390.40	0.00	
89	43211503-LAP-001	MTHX LAPTOP, mid-range	unit	2	0	2	82,794.00	1	0	1	41,392.00	2	0	2	82,794.00	1	0	1	
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	60	1	62	164,351.46	2	1	4	10,603.32	2	1	4	10,603.32	2	1	2	
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	30	5	5	6,897.60	5	5	15	2,511.60	5	5	15	2,511.60	85.00	167.44	14232.40	
92	43211708-MO-Q01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in red	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	111.90	0.00	
93	43211708-MO-Q02	MOUSE, WIRELESS, USB	unit	10	5	5	20	3,080.00	10	5	20	3,080.00	10	5	20	3,080.00	80.00	154.00	
94	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0	0.00			0	0.00			0	0.00	0.00	38100.97	0.00	
95	43212102-PR-C01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0	0.00			0	0.00			0	0.00	0.00	9191.52	0.00	
96	43212105-PR-L01	PRINTER, laser, monochrome	unit			0	0.00			0	0.00			0	0.00	0.00	724.88	0.00	
97	43212105-PR-L02	PRINTER, laser, colored	unit	10	5	5	20	157,980.00	5	5	15	118,485.00	5	5	15	118,485.00	65.00	513435.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																			
98	44121710-CH-H01	CHALK, molded, white, dustless, length: 76mm min	box	5		5	148.20			0	0.00			0	0.00	5.00	29.64	148.20	
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 130mm (1mm)	box	10	10	30	271.50	10	10	30	271.50	10	10	30	271.50	120.00	9.05	1086.00	
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 155mm (1mm)	box	10	10	30	458.10	10	10	30	458.10	10	10	30	458.10	120.00	15.27	1832.40	
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 20mm (1mm)	box	10	10	30	624.00	10	10	30	624.00	10	10	30	624.00	120.00	20.80	2496.00	

102	44132105-BF-C04	CLIP, BACKGOLD, all metal, clamping: 50mm (2mm)	box	10	10	30	1,435.20	10	10	30	1,435.20	10	10	30	1,435.20	130.00	47.84	5140.60
103	44121801-CT-4001	CORRECTION TAPE, film base type, 1.6m min	piece	150	150	450	6,309.00	150	150	450	6,309.00	150	150	450	6,309.00	1,800.00	14.02	25336.00
104	44111515-OF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	450	0	0	450	34,740.00	50	0	50	3,860.00	50	0	50	3,860.00	600.00	46320.00
105	44122011-OF-F01	DATA FOLDER, made of chipboard, lagula lock	piece				0	0.00			0	0.00		0	0.00	0.00	68.64	0.00
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1	1	1	3	2,019.27	1	1	3	2,019.27	1	1	3	2,019.27	12.00	673.09
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1	1	3	2,781.48	1	1	3	2,781.48	1	1	3	2,781.48	12.00	927.16
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box				0	0.00			0	0.00		0	0.00	0.00	738.40	0.00
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	box	1	0	1	2	756.40	1	0	1	2	756.40	1	0	1	2	756.40
110	44121506-EN-X02	ENVELOPE, mailing, white, 70gsm	box	1	0	1	433.68	1	0	1	433.68	1	0	1	433.68	4.00	433.68	1734.72
111	44121504-EN-X02	ENVELOPE, mailing, white, with window	box	1	0	0	1	0.00			0	0.00		0	0.00	0.00	10.30	0.00
112	44111912-ER-B01	FRASER, FELT, for blackboard/whiteboard	piece				0	0.00			0	0.00		0	0.00	0.00	83.41	41705.00
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	70	30	30	130	10,843.30	50	30	110	9,175.10	60	30	120	10,809.20	60.00	30.49
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00			0	0.00		0	0.00	0.00	378.40	3025.60
115	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set				0	0.00			0	0.00		0	0.00	0.00	86.04	0.00
116	44122018-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set				0	0.00			0	0.00		0	0.00	0.00	11.13	0.00
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00			0	0.00		0	0.00	0.00	14.23	0.00
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00			0	0.00		0	0.00	0.00	270.40	0.00
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00			0	0.00		0	0.00	0.00	243.24	0.00
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00			0	0.00		0	0.00	0.00	952.64	0.00
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box				0	0.00			0	0.00		0	0.00	0.00	311.88	0.00
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	15	15	45	12,555.00	15	15	45	12,555.00	15	15	45	12,555.00	180.00	279.00	50220.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	15	15	45	14,461.20	15	15	45	14,461.20	15	15	45	14,461.20	180.00	321.36	5794.80
124	44122008-FT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00			0	0.00		0	0.00	0.00	56.68	0.00
125	44111515-HF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00			0	0.00		0	0.00	0.00	41.60	0.00
126	44121216-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	150	150	450	21,006.00	150	150	450	21,006.00	150	150	450	21,006.00	1,800.00	46.68	84024.00
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	30	30	90	1,204.20	30	30	90	1,204.20	30	30	90	1,204.20	360.00	13.38	4616.80
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00			0	0.00		0	0.00	0.00	13.38	0.00
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00			0	0.00		0	0.00	0.00	13.38	0.00
130	44121708-AP-B01	MARKER, PERMANENT, bullet type, black	piece	150	150	450	4,041.00	150	150	450	4,041.00	150	150	450	4,041.00	1,800.00	6.98	16164.00
131	44121708-AP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00			0	0.00		0	0.00	0.00	8.98	0.00
132	44121708-AP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00			0	0.00		0	0.00	0.00	8.98	0.00
133	44122104-FC-001	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0	0.00			0	0.00		0	0.00	0.00	7.76	0.00
134	44122104-FC-002	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	200	20	240	4,113.60	20	20	240	4,113.60	20	20	240	4,113.60	600.00	17.14	10294.00
135	44121706-PE-L01	PERCIL, lead, w/ eraser, wood case, hardness: HB	box	150	25	200	4,158.00	25	25	200	4,158.00	25	25	200	4,158.00	550.00	20.79	11494.50
136	44122037-RB-P20	RING BINDER, plastic, 30mm, 8k rings	bundle				0	0.00			0	0.00		0	0.00	0.00	239.79	0.00
137	44122101-BU-B01	RUBBER BAND, 70mm min lat length (718)	box	5	3	3	11	1,204.50	5	3	11	1,204.50	5	3	11	1,204.50	44.00	109.50
138	44115905-SP-F01	STAMP PAD, FELT, lead dimension: 60mm x 100mm min	piece	15	0	0	15	524.25	5	0	5	174.75	5	0	5	174.75	30.00	34.95
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	25	5	5	35	518.70	5	5	15	222.30	5	5	15	222.30	60.00	14.62
140	44121612-CJ-H01	CUTTER KNIFE, for general purpose	piece				0	0.00			0	0.00		0	0.00	0.00	33.43	0.00
141	44102302-DS-A01	DATING AND STAMPING MACHINE, heavy duty	piece	30	0	0	30	13,618.00	0	0	0	0.00	0	0	0	0.00	453.96	13618.00
142	44121619-PS-A01	PENCIL SHARPENER, manual, single cutter head	piece	15	0	0	15	3,942.00	2	0	2	405.60	2	0	2	405.60	21.00	202.80
143	44101602-AU-F01	PUNCHER, paper, heavy duty, with two hole guide	piece	150	5	5	160	21,113.60	5	5	15	1,979.40	5	5	15	1,979.40	205.00	131.96
144	44121618-ES-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	150	5	5	160	6,489.60	5	5	15	608.40	5	5	15	608.40	205.00	40.56
145	44121615-ST-A01	STAPLER, STAPLER TYPE, lead cap: 200 staples min	piece	150	5	5	160	28,388.00	5	5	15	2,652.00	5	5	15	2,652.00	205.00	176.80
146	44121615-ST-B01	STAPLER, REMOVER TYPE, heavy duty, desktop	unit				0	0.00			0	0.00		0	0.00	0.00	914.16	0.00
147	44121613-SR-P01	STAPLE REMOVER, PUNCHER TYPE	piece	150	5	5	160	3,984.00	5	5	15	373.50	5	5	15	373.50	205.00	24.90
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	150	0	0	150	9,630.00	0	0	0	0.00	0	0	0	0.00	150.00	64.20

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