

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

## Introduction:

Lined 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 Procurement System (MGEPS).

## Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-phileps.gov.ph](http://www.ps-phileps.gov.ph)
2. Download the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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-phileps.gov.ph](http://www.ps-phileps.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 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. The CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. Once accomplished and finalized, the APP-CSE 2021 form should be:
7. 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 IV).
  - 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 Phileps 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 of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. 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 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DPMH - ZND DIST. ENG. OFFICE  
Region: REGION - X  
Address: Seminary Drive, Del Carmen, Iloilo City

Agency Account Code: 0034  
Organization Type: National Government Agency (NSA)  
Contact Person: TERESITA G. OCANA  
Position: Supply Officer II  
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Telephone/Mobile Nos: 09059417922

| Item & Specifications                           | Unit of Measure                                    | Monthly Quantity Requirement |     |     |           |       |           |      |           |      |           |        |           | Total Quantity for the year | 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 |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| PESTICIDES OR PEST REPELLENTS                   |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| 1                                               | INSECTICIDE, aerosol type, net content: 600ml min  | can                          |     | 36  |           | 36    | 5,016.96  |      |           |      | 0         | 0.00   |           | 36                          |                 | 36                        | 5,016.96 |     |     | 0         | 0.00      | 72.00    | 129.36  |        | 10033.92 |        |
| PERFUMES OR COLOGNES OR FRAGRANCES              |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| 2                                               | HAND SANITIZER, 500 ml                             | bottle                       |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             |                 | 0                         | 0.00     |     |     |           | 0         | 0.00     | 0.00    | 151.43 |          | 0.00   |
| ALCOHOL OR ACETONE BASED ANTISEPTICS            |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| 3                                               | ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)     | bottle                       |     | 300 |           | 300   | 13,074.00 |      |           | 300  | 13,074.00 |        | 300       |                             | 300             | 13,074.00                 |          |     |     | 300       | 13,074.00 | 1,200.00 | 43.58   |        | 52296.00 |        |
| 4                                               | 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                                               | ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)          | bottle                       |     |     |           | 0     | 0.00      |      |           | 0    | 0.00      |        |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 43.58   |        | 0.00     |        |
| 6                                               | 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                                               | IODINE 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                                               | STAMP PAD INK, purple or violet, 50ml (min.)       | bottle                       |     |     | 5         | 5     | 157.60    |      |           | 5    | 5         | 157.60 |           |                             | 5               | 5                         | 157.60   |     |     | 5         | 5         | 157.60   | 20.00   | 31.52  |          | 630.40 |
| FILMS                                           |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| 9                                               | ACETATE, thickness: 0.075mm min (gauge #3)         | roll                         |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 847.82  |        | 0.00     |        |
| 10                                              | CARBON FILM, PE, black, size 210mm x 297mm         | box                          |     | 5   |           | 5     | 1,105.00  |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 5.00     | 221.00  |        | 1105.00  |        |
| 11                                              | CARBON FILM, PE, black, size 216mm x 330mm         | box                          | 5   |     |           | 5     | 1,042.60  |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 5.00     | 208.52  |        | 1042.60  |        |
| PAPER MATERIALS AND PRODUCTS                    |                                                    |                              |     |     |           |       |           |      |           |      |           |        |           |                             |                 |                           |          |     |     |           |           |          |         |        |          |        |
| 12                                              | CARTULINA, assorted colors                         | pack                         |     | 20  |           | 20    | 1,674.40  |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 20.00    | 83.72   |        | 1674.40  |        |
| 13                                              | CONTINUOUS FORM, 1 R.Y., 280 x 241mm               | box                          |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 882.55  |        | 0.00     |        |
| 14                                              | CONTINUOUS FORM, 1 R.Y., 280 x 378mm               | box                          |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 1029.60 |        | 0.00     |        |
| 15                                              | CONTINUOUS FORM, 2 R.Y., 280 x 378mm, carbonless   | box                          |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 1528.80 |        | 0.00     |        |
| 16                                              | CONTINUOUS FORM, 2 R.Y., 280mm x 241mm, carbonless | box                          |     |     |           | 0     | 0.00      |      |           |      | 0         | 0.00   |           |                             | 0               | 0.00                      |          |     |     | 0         | 0.00      | 0.00     | 906.36  |        | 0.00     |        |









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|----|---------------|------------------------------------|---------|---|--|---|------|--|--|--|--|---|------|--|--|--|---|------|------|------|
| 6  | 423204-SF-006 | Data management and query software | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 7  | 423202-SF-007 | Development software               | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 8  | 423205-SF-008 | Educational or reference software  | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 9  | 423203-SF-009 | Industry specific software         | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 10 | 423210-SF-010 | Network applications software      | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 11 | 423206-SF-011 | Network management software        | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 12 | 423208-SF-012 | Networking software                | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 13 | 423204-SF-013 | Operating environment software     | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 14 | 423205-SF-014 | Security and protection software   | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 15 | 423105-SF-015 | Utility and device driver software | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |
| 16 | 423204-SF-016 | Information exchange software      | license | 1 |  | 1 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 1.00 | 0.00 |

#### PASSENGER AIR TRANSPORTATION

|   |               |                  |        |  |  |   |      |  |  |  |  |   |      |  |  |  |   |      |      |      |
|---|---------------|------------------|--------|--|--|---|------|--|--|--|--|---|------|--|--|--|---|------|------|------|
| 1 | 423111-SF-001 | * Airline Ticket | ticket |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |
|---|---------------|------------------|--------|--|--|---|------|--|--|--|--|---|------|--|--|--|---|------|------|------|

#### Motor Vehicles

##### A. For the Examples of the Executive Functions

|   |                 |                                                                                                                                                                                                                                                                |      |  |  |   |      |  |  |  |  |   |      |  |  |  |   |      |      |      |
|---|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|--|---|------|--|--|--|--|---|------|--|--|--|---|------|------|------|
|   | 25101503-VA101A | Car (sedan or hatchback)<br>Engine displacement not exceeding 2200 cc for gasoline<br>For a Department Secretary and other officials of equivalent rank in (MCA), Government-Owned or -Controlled Corporation (GOCC) and Local Government Units (LGUs)         | unit |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |
|   | 25101503-VA101B | Car (sedan or hatchback)<br>Engine displacement not exceeding 2200 cc for diesel<br>For a Department Secretary and other officials of equivalent rank in (MCA), Government-Owned or -Controlled Corporation (GOCC) and Local Government Units (LGUs)           | unit |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |
| 1 | 25101503-VA201A | Motor Vehicle (SUV or Crossover)<br>Engine displacement not exceeding 2000 cc for gasoline<br>For a Department Secretary and other officials of equivalent rank in (MCA), Government-Owned or -Controlled Corporation (GOCC) and Local Government Units (LGUs) | unit |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |
|   | 25101507-VA201B | Motor Vehicle (SUV or Crossover)<br>Engine displacement not exceeding 2000 cc for gasoline<br>For a Department Secretary and other officials of equivalent rank in (MCA), Government-Owned or -Controlled Corporation (GOCC) and Local Government Units (LGUs) | unit |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |
|   | 25101503-VA102A | Car (sedan or hatchback)<br>Engine displacement not exceeding 2000 cc for gasoline<br>For an Ambassador or Chief of Mission of the Philippines in a country where the embassy/consulate is located                                                             | unit |  |  | 0 | 0.00 |  |  |  |  | 0 | 0.00 |  |  |  | 0 | 0.00 | 0.00 | 0.00 |

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|-------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|--|---|------|--|--|---|------|--|--|---|------|--|--|---|------|--|--|---|------|--|--|---|------|--|--|------|
| 5                                                                             | 25101503-VA105A | Car (Sedan or Hatchback)<br>Engine displacement not exceeding 1800 cc for gasoline<br>For a Bureau Director, Regional Director or Department-wide/ Bureau-wide request offices and other officials of equivalent rank in NGA, GOCs and LGAs                               | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101503-VA105B | Car (Sedan or Hatchback)<br>Engine displacement not exceeding 1800 cc for diesel<br>For a Bureau Director, Regional Director or Department-wide/ Bureau-wide request offices and other officials of equivalent rank in NGA, GOCs and LGAs                                 | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101507-VA204A | Main Utility Vehicle (ATV or Cross-over Vehicle) (2AT)<br>Engine displacement not exceeding 1800 cc for gasoline<br>For a Bureau Director, Regional Director or Department-wide/ Bureau-wide request offices and other officials of equivalent rank in NGA, GOCs and LGAs | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101507-VA204B | Main Utility Vehicle (ATV or Cross-over Vehicle) (2AT)<br>Engine displacement not exceeding 1800 cc for diesel<br>For a Bureau Director, Regional Director or Department-wide/ Bureau-wide request offices and other officials of equivalent rank in NGA, GOCs and LGAs   | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
| B. For the Transport of Personnel, Equipment, Supplies, Product and Materials |                 |                                                                                                                                                                                                                                                                           |      |  |  |   |      |  |  |   |      |  |  |   |      |  |  |   |      |  |  |   |      |  |  |   |      |  |  |      |
| 1                                                                             | 25101507-VB101A | Police Car<br>Engine displacement not exceeding 2200 cc for gasoline<br>For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain                                                                                | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101507-VB101B | Police Car<br>Engine displacement not exceeding 2000 cc for diesel<br>For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain                                                                                  | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101505-VB201A | All-terrain vehicle, commonly referred to as Sports Utility Vehicle (SUV)<br>Engine displacement not exceeding 2000 cc for gasoline<br>For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain                 | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101505-VB201B | All-terrain vehicle, commonly referred to as Sports Utility Vehicle (SUV)<br>Engine displacement not exceeding 2400 cc for diesel<br>For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain                   | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101505-VA301A | Passenger Van<br>Engine displacement not exceeding 2200 cc for gasoline<br>For general urban use where road conditions are generally good                                                                                                                                 | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101505-VA301B | Passenger Van<br>Engine displacement not exceeding 2400 cc for diesel<br>For general urban use where road conditions are generally good                                                                                                                                   | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |
|                                                                               | 25101505-VA301C | Passenger Van<br>Engine displacement not exceeding 2400 cc for diesel<br>For general urban use where road conditions are generally good                                                                                                                                   | UNIT |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0 | 0.00 |  |  | 0.00 |

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|    |                   |        |     |     |      |     |      |     |      |     |      |     |      |     |      |     |      |          |      |
|----|-------------------|--------|-----|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|----------|------|
| 4  | Plastic Condenser | boiler | 20  | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 80.00    | 0.00 |
| 5  | Bag for Glass     | piece  | 20  | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 40.00    | 0.00 |
| 6  | Rubber Gloves     | pair   | 500 | 500 | 0.00 | 250 | 0.00 | 250 | 0.00 | 250 | 0.00 | 250 | 0.00 | 250 | 0.00 | 250 | 0.00 | 1,250.00 | 0.00 |
| 7  | Bobo              | piece  | 25  | 25  | 0.00 | 25  | 0.00 | 25  | 0.00 | 25  | 0.00 | 25  | 0.00 | 25  | 0.00 | 25  | 0.00 | 50.00    | 0.00 |
| 8  | Toilet Plunger    | piece  | 5   | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 10.00    | 0.00 |
| 9  | Disinfecting Soap | bar    | 15  | 15  | 0.00 | 15  | 0.00 | 15  | 0.00 | 15  | 0.00 | 15  | 0.00 | 15  | 0.00 | 15  | 0.00 | 60.00    | 0.00 |
| 10 | Furniture Spray   | bottle | 10  | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 40.00    | 0.00 |
| 11 |                   |        |     | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00     | 0.00 |
| 12 |                   |        |     | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00     | 0.00 |
| 13 |                   |        |     | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00     | 0.00 |
| 14 |                   |        |     | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00     | 0.00 |
| 15 |                   |        |     | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00     | 0.00 |

#### Office Equipment and Accessories

|    |                   |       |    |    |      |    |      |    |      |    |      |    |      |    |      |    |      |       |      |
|----|-------------------|-------|----|----|------|----|------|----|------|----|------|----|------|----|------|----|------|-------|------|
| 1  | Table Tennis Ball | set   | 5  | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5.00  | 0.00 |
| 2  | Shuffle Cock      | can   | 5  | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 10.00 | 0.00 |
| 3  | Table Tennis Ball | piece | 2  | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2.00  | 0.00 |
| 4  | Cart pin          | set   | 3  | 3  | 0.00 | 3  | 0.00 | 3  | 0.00 | 3  | 0.00 | 3  | 0.00 | 3  | 0.00 | 3  | 0.00 | 8.00  | 0.00 |
| 5  | Flights           | set   | 25 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25.00 | 0.00 |
| 6  | Short Shaft       | set   | 25 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25.00 | 0.00 |
| 7  | Flights protector | set   | 25 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25 | 0.00 | 25.00 | 0.00 |
| 8  | Table Tennis Ball | set   | 2  | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2  | 0.00 | 2.00  | 0.00 |
| 9  | Table Tennis net  | piece | 1  | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1.00  | 0.00 |
| 10 | Table Tennis net  | piece | 1  | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1  | 0.00 | 1.00  | 0.00 |
| 11 | Executive Table   | unit  | 5  | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 20.00 | 0.00 |
| 12 | Executive Chair   | unit  | 10 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 40.00 | 0.00 |
| 13 | Swivel Chair      | unit  | 10 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 | 40.00 | 0.00 |
| 14 | Table J.          | unit  | 5  | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 5  | 0.00 | 20.00 | 0.00 |
| 15 |                   |       |    | 0  | 0.00 |    |      | 0  | 0.00 |    |      | 0  | 0.00 |    |      | 0  | 0.00 | 0.00  | 0.00 |

#### Office Supplies

|    |                             |       |     |     |      |      |      |     |      |     |      |     |      |     |      |     |      |        |      |
|----|-----------------------------|-------|-----|-----|------|------|------|-----|------|-----|------|-----|------|-----|------|-----|------|--------|------|
| 1  | Mylar Paper                 | set   | 100 | 100 | 0.00 | 100  | 0.00 | 100 | 0.00 | 100 | 0.00 | 100 | 0.00 | 100 | 0.00 | 100 | 0.00 | 200.00 | 0.00 |
| 2  | Index Paper                 | set   | 200 | 200 | 0.00 | 200  | 0.00 | 200 | 0.00 | 200 | 0.00 | 200 | 0.00 | 200 | 0.00 | 200 | 0.00 | 300.00 | 0.00 |
| 3  | Calculator, scientific      | piece |     |     | 0    | 0.00 |      | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 10  | 0.00 | 20.00  | 0.00 |
| 4  | Combo strip 1'              | piece | 20  | 20  | 0.00 | 20   | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 60.00  | 0.00 |
| 5  | Combo strip 12'             | piece | 20  | 20  | 0.00 | 20   | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 60.00  | 0.00 |
| 6  | Combo strip 3/4'            | piece | 20  | 20  | 0.00 | 20   | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 20  | 0.00 | 60.00  | 0.00 |
| 7  | Transparent PVC Cover A4    | piece | 50  | 50  | 0.00 | 50   | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 200.00 | 0.00 |
| 8  | Transparent PVC Cover Legal | piece | 50  | 50  | 0.00 | 50   | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 50  | 0.00 | 200.00 | 0.00 |
| 9  | Two Hole Punch              | piece | 5   | 5   | 0.00 | 5    | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 5   | 0.00 | 20.00  | 0.00 |
| 10 | White labbing               | piece | 2   | 2   | 0.00 | 2    | 0.00 | 2   | 0.00 | 2   | 0.00 | 2   | 0.00 | 2   | 0.00 | 2   | 0.00 | 8.00   | 0.00 |
| 11 |                             |       |     | 0   | 0.00 |      |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00   | 0.00 |
| 12 |                             |       |     | 0   | 0.00 |      |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00   | 0.00 |
| 13 |                             |       |     | 0   | 0.00 |      |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00   | 0.00 |
| 14 |                             |       |     | 0   | 0.00 |      |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00   | 0.00 |
| 15 |                             |       |     | 0   | 0.00 |      |      | 0   | 0.00 |     |      | 0   | 0.00 |     |      | 0   | 0.00 | 0.00   | 0.00 |







|    |                  |       |  |     |  |     |      |   |   |  |   |      |  |   |   |      |   |   |      |          |  |      |
|----|------------------|-------|--|-----|--|-----|------|---|---|--|---|------|--|---|---|------|---|---|------|----------|--|------|
| 18 | Imaging unit     |       |  |     |  | 0   | 0.00 |   | 1 |  | 1 | 0.00 |  |   | 0 | 0.00 |   | 1 | 0.00 | 1,800.00 |  | 0.00 |
| 19 | Fusing unit      |       |  |     |  | 0   | 0.00 |   | 1 |  | 1 | 0.00 |  |   | 0 | 0.00 |   | 1 | 0.00 | 850.00   |  | 0.00 |
| 20 | Transfer Roller  |       |  |     |  | 0   | 0.00 |   | 1 |  | 1 | 0.00 |  |   | 0 | 0.00 |   | 1 | 0.00 | 850.00   |  | 0.00 |
| 21 | Drum DRI14       |       |  | 4   |  | 4   | 0.00 |   | 4 |  | 4 | 0.00 |  | 4 | 4 | 0.00 |   | 4 | 0.00 | 4,500.00 |  | 0.00 |
| 22 | Cat SE UTP Cable | meter |  | 50  |  | 50  | 0.00 |   |   |  | 0 | 0.00 |  |   | 0 | 0.00 |   | 0 | 0.00 | 1,000.00 |  | 0.00 |
| 23 | RJ 45            | piece |  | 200 |  | 200 | 0.00 |   |   |  | 0 | 0.00 |  |   | 0 | 0.00 |   | 0 | 0.00 | 1,000.00 |  | 0.00 |
| 24 | Wifi Adaptor     | piece |  |     |  | 0   | 0.00 | 2 |   |  | 2 | 0.00 |  |   | 0 | 0.00 | 2 |   | 0.00 | 1,200.00 |  | 0.00 |



|    |                  |                             |   |  |  |  |  |  |    |      |    |  |  |    |      |  |  |  |    |      |  |  |  |    |      |        |  |  |      |
|----|------------------|-----------------------------|---|--|--|--|--|--|----|------|----|--|--|----|------|--|--|--|----|------|--|--|--|----|------|--------|--|--|------|
| 6  | 25122502-MW-001  | Wheels, 4 (type of vehicle) | 1 |  |  |  |  |  | 0  | 0.00 | 1  |  |  | 1  | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 2.00   |  |  | 0.00 |
| 7  | 460161513-FF-001 | Fuel filters                |   |  |  |  |  |  | 0  | 0.00 | 25 |  |  | 25 | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 50.00  |  |  | 0.00 |
| 8  | 46101710-QH-F01  | Drinking Water/ Fountain    |   |  |  |  |  |  | 0  | 0.00 | 5  |  |  | 5  | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 10.00  |  |  | 0.00 |
| 9  | 26111729-M6-001  | Auto Battery                |   |  |  |  |  |  | 25 | 0.00 | 25 |  |  | 25 | 0.00 |  |  |  | 25 | 0.00 |  |  |  | 25 | 0.00 | 100.00 |  |  | 0.00 |
| 10 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 11 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 12 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 13 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 14 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 15 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 16 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 17 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 18 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 19 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 20 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 21 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 22 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |
| 23 |                  |                             |   |  |  |  |  |  | 0  | 0.00 |    |  |  |    | 0.00 |  |  |  | 0  | 0.00 |  |  |  | 0  | 0.00 | 0.00   |  |  | 0.00 |

