

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

*Abby*

REQUEST FOR QUOTATION

RFQ No. 20-0840 SHOPPING B  
Date: September 10, 2020

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:


Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**As a condition for award, you will be required to submit your Mayor's/Business Permit, within 24 hours from receipt of notice. The updated Certification Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number**

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or email to **quotations@dswd.gov.ph** not later than **3:00 P.M of 17 September 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
WILLIAM V. GARCIA JR.  
Officer-in-Charge, PMS

Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall not be less than Sixty (60) calendar days from the deadline of submission of quotations
- Good/s shall be delivered within Fifteen (15) Working days upon receipt of purchase order
- Place of Delivery: DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City
- Terms of Payment: within 15-30 days upon complete submission of supporting documents  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
RENEE LYNNE G. MARCA  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0840 SHOPPING B**

Date: September 10, 2020

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps Reg. No : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost ABC	Bidder's Specifications of the products/services being offered in the space provided below	Unit Cost	Total Cost
1	320	ream	Paper, Multicopy, A4 size, 80gsm, 210mm x 297mm	132.37			
2	7	jar	Glue, all purpose, gross weight: 200 grams min	42.82			
3	50	pad	Note pad, 3"x3", 100 sheets/pad	41.50			
4	50	pad	Note pad, 3"x4", 100 sheets/pad	56.06			
5	15	piece	Folder, vinyl, expanding, legal	80.00			
6	3	pack	Folder, tagboard, legal size, 100s/box/pack	279.64			
7	2	pack	Folder, tagboard, A4 size, 100s/box/pack	217.36			
8	50	piece	Ballpoint pen, fine point, black	10.00			
9	50	piece	Ballpoint pen, fine point, blue	10.00			
10	10	piece	Box, corrugated with string 29"x15"x10"	95.00			
11	50	piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip	34.61			
12	50	piece	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	34.61			

Page 1 of 2

PURPOSE : For 3rd Quarter 2020 supplies of PMB

PR No. 2020-08-00055

IMPORTANT: The winning bidder MUST pick-up duplicate copy and SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

RENEE LYNNE G. MARCA  
 Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)  
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0840 SHOPPING B**

Date: September 10, 2020

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost ABC	Bidder's Specifications (Please indicate the detailed specifications of the products/services being offered in the space provided below)	Unit Cost	Total Cost
13	70	bottle	Alcohol, 70%, ethyl, 500ml	43.99			
14	20	box	Clip, backfold, 25mm, 12s/box	13.40			
15	20	box	Clip, backfold, 19mm, 12s/box	7.57			
16	20	pack	Battery, size AA, alkaline, 2pcs/packet	19.73			
17	10	pack	Battery, size AAA, alkaline, 2pcs/packet	19.50			
18	15	piece	Rag, cotton, 20 pcs per kilo	49.69			
19	12	piece	Indicator Tag/Flaglets, with sign here text	55.00			
20	20	piece	Marker, Permanent, bullet type, black	9.65			
21	15	piece	Marker, whiteboard, black, felt tip, bullet type	9.65			
22	25	can	Disinfectant Spray, aerosol type, 400-550grams	128.96			
<b>Approved Budget for the Contract: Php 64,476.18</b>							
***Nothing Follows***							
Page 2 of 2							

PURPOSE : For 3rd Quarter 2020 supplies of PMB

PR No. 2020-08-00055

IMPORTANT: The winning bidder MUST pick-up duplicate copy and SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.



**RENEE LYNNE G. MARCA**  
 Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)  
 Supplier



## Certificate of Non-Availability of Stocks (CNAS)

As of Thursday, September 10, 2020

Total No. of Items: 194

Product Code	Product Description	UOM	Price
13111203-AC-F01	ACETATE	Roll	847.82
12191601-AL-E01	ALCOHOL, ethyl	Bottle	43.58
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	36.30
26111702-BT-A01	BATTERY, dry Cell, size AAA	Pack	19.73
47131604-BR-S01	BROOM, soft, tambo	Piece	136.24
47131604-BR-T01	BROOM, stick, ting-ting	Piece	18.20
44101807-CA-C01	CALCULATOR, compact	Unit	346.85
13111201-CF-P02	CARBON FILM, legal	Box	208.52
14111525-CA-A01	CARTOLINA, assorted colors	Pack	83.72
47131829-TB-C01	CLEANER, toilet and urinal	Bottle	41.60
47131805-CL-P01	CLEANSER, scouring powder	Can	23.92
44122105-BF-C01	CLIP, backfold, 19mm	Box	9.05
44122105-BF-C02	CLIP, backfold, 25mm	Box	15.27
14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	Box	906.36
14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	Box	884.00
14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	Box	1,508.00
46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	Piece	1,144.00
44121812-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	Piece	33.43
44111515-DF-B01	DATA FILE BOX	Piece	77.20
44122011-DF-F01	DATA FOLDER	Piece	68.64
44103202-DS-M01	DATING AND STAMPING MACHINE	Piece	453.96
43211507-DSK001	DESKTOP FOR BASIC USERS	Unit	24,793.60
47131811-DE-B02	DETERGENT BAR, 140g	Piece	8.30
47131811-DE-P02	DETERGENT POWDER, 1kg	Pouch	37.43
52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	6,415.64
47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	Can	128.96
45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixel		28,860.00
44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	6,760.00
47131601-DU-P01	DUST PAN, non-rigid plastic	Piece	24.83
44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document		927.16
44121506-EN-X01	ENVELOPE, expanding, kraft, legal	Box	738.40
44121506-EN-X02	ENVELOPE, expanding, plastic	Piece	30.49
44121504-EN-W01	ENVELOPE, mailing, white, with window		410.80
44121504-EN-W02	ENVELOPE, mailing, with window	Box	433.68

60121534-ER-P01	ERASER, plastic/rubber	Piece	4.37
43201827-HD-X02	EXTERNAL HD, 1 TB	Unit	2,650.83
46181702-FSH01	FACE SHIELD, direct splash protection	Piece	124.80
44101714-FX-M01	FACSIMILE MACHINE	Unit	5,642.00
44122118-FA-P01	FASTENER, metal, non-sharp edges	Box	83.41
44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	Piece	86.04
44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23
46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	Unit	1,144.00
43202010-FD-U01	FLASH DRIVE, 16 GB	Piece	167.44
44122011-FO-F02	FOLDER, fancy, with slide, legal	Bundle	311.88
44122011-FO-L02	FOLDER, L-type, legal	Pack	243.24
44122027-FO-P01	FOLDER, pressboard	Box	952.64
44122011-FO-T03	FOLDER, with tab, A4	Pack	279.00
44122011-FO-T04	FOLDER, with tab, legal	Pack	321.36
42132203-MG-G06	Gloves (Examination)		3.12
42132203-MG-G01	GLOVES, NITRILE	piece	3.07
31201610-GL-J01	GLUE, all purpose	Jar	71.50
42131711-HC-H01	HEAD COVER, disposable	Piece	2.60
44122008-IT-T01	INDEX TAB, self-adhesive, transparent	Box	56.68
44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	910.00
44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	1,601.60
44103105-BR-Y05	INK CART, BROTHER LC67HY, Yellow		868.40
44103105-BR-Y04	INK CART, BROTHER LC67Y, Yellow		546.00
44103105-CA-C04	INK CART, CANON CL-741, Colored	Cart	989.04
44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart	1,029.60
44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	754.00
44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	780.00
44103105-EP-C15	INK CART, EPSON C13T143290 (143), Cyan		452.48
44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	249.60
44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	249.60
44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	249.60
44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	249.60
44103105-HP-B07	INK CART, HP C4936A, (HP18), Black		982.80
44103105-HP-C07	INK CART, HP C4937A, (HP18), Cyan		717.60
44103105-HP-M07	INK CART, HP C4938A, (HP18), Magenta		717.60
44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	Cart	366.08
44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	Cart	1,346.80
44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	Cart	1,786.72
44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	Cart	1,326.00
44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	Cart	1,326.00
44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	Cart	1,326.00
44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	Cart	366.08
44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	Cart	366.08
44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	Cart	366.08



44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	Cart	312.00
44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	Cart	256.88
44103105-HP-T40	Ink Cartridge, HP C2P06AA (HP62) Tri-color	Cart	950.56
44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	Cart	3,016.00
44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	Cart	405.60
44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	Cart	405.60
44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan	Cart	995.75
44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta	Cart	995.75
44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow	Cart	995.75
44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black	Cart	4,956.60
44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan	Cart	1,212.64
44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta	Cse	1,212.64
44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow	Cart	1,212.64
44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black	Cart	1,644.24
44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	Cart	453.62
44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	Cart	453.62
44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	Cart	453.62
44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black	Cart	741.28
12171703-SI-P01	INK, for stamp pad	Bottle	31.52
10191509-IN-A01	INSECTICIDE, aerosol type	Can	139.36
43211503-LAP001	LAPTOP FOR MID-RANGE USERS	Unit	41,392.00
39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	Piece	205.82
53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	Bottle	151.43
73101612-HS-L01	LIQUID HAND SOAP, 500mL	Bottle	102.96
14111609-LL-C01	LOOSELEAF COVER, legal	Bundle	794.96
44121716-MA-F01	MARKER, fluorescent	Set	46.68
44121708-MP-B01	MARKER, permanent, black, bullet type	Piece	8.98
44121708-MP-B02	MARKER, permanent, blue, bullet type	Piece	8.98
44121708-MP-B03	MARKER, permanent, red, bullet type	Piece	8.98
44121708-MW-B01	MARKER, whiteboard, black	Piece	13.38
44121708-MW-B02	MARKER, whiteboard, blue	Piece	13.38
56101504-CM-B01	MONOBLOC CHAIR, beige	Piece	303.68
56101504-CM-W01	MONOBLOC CHAIR, white	Piece	301.60
56101519-TM-S02	MONOBLOC TABLE, beige	Unit	1,315.60
56101519-TM-S01	MONOBLOC TABLE, white	Unit	1,235.52
47131619-MP-R01	MOPHEAD, made of rayon	Piece	123.76
43211708-MO-O01	MOUSE, OPTICAL, USB connection type	Unit	111.30
45111609-MM-P01	MULTIMEDIA PROJECTOR	Unit	17,472.00
14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		37.06
14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		59.28
14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		47.73
14111531-PP-R01	PAD PAPER, ruled, size: 216mm x 330mm (± 2mm)		30.68
44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	Box	7.76
44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	Box	17.14

44101603-PS-M01	PAPER SHREDDER	Unit	5,699.20
14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	REAM	133.12
14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	REAM	170.56
44121706-PE-L01	PENCIL, lead, with eraser	Box	20.79
42131601-PA-A01	POLYETHYLENE APRON, 50g	Piece	15.08
43212105-PR-L01	PRINTER, laser, monochrome	Unit	724.88
44101602-PU-P01	PUNCHER, paper, heavy duty	Piece	131.96
47131501-RG-C01	RAGS, all cotton	Bundle	53.82
14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		70.72
14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		101.92
44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart	77.43
44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	Cart	77.94
44121618-SS-S01	SCISSORS, symmetrical	Pair	40.56
60121524-SP-G01	SIGN PEN, black	Piece	34.61
60121524-SP-G02	SIGN PEN, blue	Piece	34.61
60121524-SP-G03	SIGN PEN, red	Piece	34.61
44121905-SP-F01	STAMP PAD, felt	Piece	34.95
31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	Box	19.76
31151804-SW-S01	STAPLE WIRE, standard	Box	21.09
44121615-ST-S01	STAPLER, standard type	Piece	176.80
42131702-SG-01	SURGICAL GOWN		299.52
42131612-MS-G01	SURGICAL GOWN	Piece	192.00
44121605-TD-T01	TAPE DISPENSER, table top	Unit	64.20
31201502-TA-E01	TAPE, electrical	Roll	18.67
31201503-TA-M01	TAPE, masking, 24mm	Roll	54.60
31201517-TA-P01	TAPE, packaging, 48mm	Roll	19.97
31201512-TA-T01	TAPE, transparent, 24mm	Roll	10.09
31201512-TA-T02	TAPE, transparent, 48mm	Roll	19.97
14111704-IFPT01	TISSUE, interfolded paper towel	Pack	34.84
14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack	87.40
44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	Cart	3,567.20
44103103-BR-B11	TONER CART, BROTHER TN-3350, Black	Cart	5,002.40
44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	5,080.40
44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	8,569.60
44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	8,569.60
44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	8,569.60
44103103-CA-B00	TONER CART, CANON CRG 324 II	Cart	13,399.36
44103103-HP-B12	TONER CART, HP CB435A, Black	Cart	3,380.00
44103103-HP-B18	TONER CART, HP CE255A, Black	Cart	7,332.00
44103103-HP-B21	TONER CART, HP CE278A, Black	Cart	3,952.00
44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	Cart	3,432.00
44103103-HP-B23	TONER CART, HP CE310A, Black	Cart	2,614.56
44103103-HP-C23	TONER CART, HP CE311A, Cyan	Cart	2,542.80
44103103-HP-B25	TONER CART, HP CE390A, Black	Cart	8,476.00



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
**Office of the Secretary, Central Office**

OMB-A-PR-20-08-101891-5

LW

**PURCHASE REQUEST**

**Fund Cluster:** 01 - Regular Agency Fund

**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

**PR** 01-20001-PR-2020-08-00055

**Date:** August 20, 2020

**Month** August

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Ream	211	DSWD - Program Management Bureau	Paper, Multicopy, (A4 size), 80gsm, 210mm x 297mm	320.00	132.37	42,358.40
2	Jar	211	DSWD - Program Management Bureau	GLUE, all purpose, gross weight: 200 grams min	7.00	42.82	299.74
3	Pad	211	DSWD - Program Management Bureau	Note Pad, (3"x3"), 100 sheets/pad	50.00	41.50	2,075.00
4	Pad	211	DSWD - Program Management Bureau	Note Pad, (3"x4"), 100 sheets/pad	50.00	56.06	2,803.00
5	Piece	211	DSWD - Program Management Bureau	Folder, Vinyl, expanding, Legal	15.00	80.00	1,200.00
6	Pack	211	DSWD - Program Management Bureau	Folder, tagboard, legal size, 100s/box/pack	3.00	279.64	838.92
7	Pack	211	DSWD - Program Management Bureau	Folder, tagboard, A4 size, 100s/pack	2.00	217.36	434.72
8	Piece	211	DSWD - Program Management Bureau	Ballpoint Pen, fine point, black	50.00	10.00	500.00
9	Piece	211	DSWD - Program Management Bureau	Ballpoint Pen, fine point, blue	50.00	10.00	500.00
10	Piece	211	DSWD - Program Management Bureau	Box, Corrugated with String 29"x15"x10"	10.00	95.00	950.00
11	Piece	211	DSWD - Program Management Bureau	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	50.00	34.61	1,730.50
12	Piece	211	DSWD - Program Management Bureau	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50.00	34.61	1,730.50
13	Bottle	211	DSWD - Program Management Bureau	Alcohol, 70%, ethyl, 500ml	70.00	43.99	3,079.30
14	Box	211	DSWD - Program Management Bureau	Clip, backfold, 32mm, 12s/box	20.00	20.55	411.00

4-12  
8/24/20



No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
15	Box	211	Management Bureau DSWD - Program	Clip, backfold, 25mm, 12s/box	20.00	13.40	268.00
16	Box	211	Management Bureau DSWD - Program	Clip, backfold, 19mm, 12s/box	20.00	7.57	151.40
17	Piece	211	Management Bureau DSWD - Program	Correction Tape, Disposable, usable length of 6 meters (min), 55 width	50.00	17.56	878.00
18	Pack	211	Management Bureau DSWD - Program	Battery, size AA, alkaline, 2pcs/packet	20.00	19.73	394.60
19	Pack	211	Management Bureau DSWD - Program	Battery, size AAA, alkaline, 2pcs/packet	10.00	19.50	195.00
20	Kilo	211	Management Bureau DSWD - Program	Rag, cotton, 20 pcs per kilo	15.00	49.69	745.35
21	Piece	211	Management Bureau DSWD - Program	Indicator Tag/Flaglets, with sign here text	12.00	55.00	660.00
22	Piece	211	Management Bureau DSWD - Program	Marker, Permanent, bullet type, black	20.00	9.65	193.00
23	Piece	211	Management Bureau DSWD - Program	Marker, whiteboard, black, felt tip, bullet type	15.00	9.65	144.75
24	Can	211	Management Bureau	DISINFECTANT SPRAY, aerosol type, 400-550gra	25.00	128.96	3,224.00

**Total 65,765.18**


**Amount In Words** \*\*SIXTY FIVE THOUSAND SEVEN HUNDRED SIXTY FIVE PESOS AND 18/100\*\* 32,476.18

**Description** For 3rd Quarter 2020 supplies of Program Management Bureau

<p>Requested By:</p> <p>Signature : _____</p> <p>Printed Name : <u>WILMA D. NAVIAMOS</u></p> <p>Designation : <u>Director</u> <u>Program Management Bureau</u></p>	<p>Approved By:</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>ATTY. AIMEE S. TORREFRANCA-NERI</b> <b>Undersecretary</b></p>
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DSWD-Central Office  
**PROCUREMENT SERVICE**  
Received by: Wylene  
AUG 28 2020 time: 3:00

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents.

  
Division Chief PS PPM



**Republic of the Philippines**  
 Department of Social Welfare and Development  
**Office of the Secretary, Central Office**  
**PURCHASE REQUEST**

**Fund Cluster:** 01 - Regular Agency Fund

**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

**PR** 01-20001-PR-2020-08-00055

**Date:** August 20, 2020

**Month** August

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Ream	211	DSWD - Program Management Bureau	Paper, Multicopy, (A4 size), 80gsm, 210mm x 297mm	320.00	132.37	42,358.40
2	Jar	211	DSWD - Program Management Bureau	GLUE, all purpose, gross weight: 200 grams min	7.00	42.82	299.74
3	Pad	211	DSWD - Program Management Bureau	Note Pad, (3"x3"), 100 sheets/pad	50.00	41.50	2,075.00
4	Pad	211	DSWD - Program Management Bureau	Note Pad, (3"x4"), 100 sheets/pad	50.00	56.06	2,803.00
5	Piece	211	DSWD - Program Management Bureau	Folder, Vinyl, expanding, Legal	15.00	80.00	1,200.00
6	Pack	211	DSWD - Program Management Bureau	Folder, tagboard, legal size, 100s/box/pack	3.00	279.64	838.92
7	Pack	211	DSWD - Program Management Bureau	Folder, tagboard, A4 size, 100s/pack	2.00	217.36	434.72
8	Piece	211	DSWD - Program Management Bureau	Ballpoint Pen, fine point, black	50.00	10.00	500.00
9	Piece	211	DSWD - Program Management Bureau	Ballpoint Pen, fine point, blue	50.00	10.00	500.00
10	Piece	211	DSWD - Program Management Bureau	Box, Corrugated with String 29"x15"10"	10.00	95.00	950.00
11	Piece	211	DSWD - Program Management Bureau	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	50.00	34.61	1,730.50
12	Piece	211	DSWD - Program Management Bureau	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50.00	34.61	1,730.50
13	Bottle	211	DSWD - Program Management Bureau	Alcohol, 70%, ethyl, 500ml	70.00	43.99	3,079.30
14	Box	211	DSWD - Program Management Bureau	Clip, backfold, 32mm, 12s/box	20.00	20.55	411.00

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
15	Box	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Clip, backfold, 25mm, 12s/box	20.00	13.40	268.00
16	Box	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Clip, backfold, 19mm, 12s/box	20.00	7.57	151.40
17	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Correction Tape, Disposable, usable length of 6 meters (min), 55 width	50.00	17.56	878.00
18	Pack	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Battery, size AA, alkaline, 2pcs/packet	20.00	19.73	394.60
19	Pack	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Battery, size AAA, alkaline, 2pcs/packet	10.00	19.50	195.00
20	Kilo	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Rag, cotton, 20 pcs per kilo	15.00	49.69	745.35
21	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Indicator Tag/Flaglets, with sign here text	12.00	55.00	660.00
22	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Marker, Permanent, bullet type, black	20.00	9.65	193.00
23	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	Marker, whiteboard, black, felt tip, bullet type	15.00	9.65	144.75
24	Can	211	Management Bureau DSWD - Program Management Bureau DSWD - Program	DISINFECTANT SPRAY, aerosol type, 400-550gra	25.00	128.96	3,224.00

**Total 65,765.18**

**Amount In Words** \*\*SIXTY FIVE THOUSAND SEVEN HUNDRED SIXTY FIVE PESOS AND 18/100\*\*

**Description** For 3rd Quarter 2020 supplies of Program Management Bureau

<p>Requested By:</p> <p>Signature : _____</p> <p>Printed Name : <u>WILMA D. NAVIAMOS</u></p> <p>Designation : <u>Director</u> <u>Program Management Bureau</u></p>	<p>Approved By:</p> <p>Signature : _____</p> <p>Printed Name : <u>ATTY. AIMEE S. TORREFRANCA-NERI</u></p> <p>Designation : <u>Undersecretary</u></p>
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DSWD-Central Office  
**PROCUREMENT SERVICE**  
Received by: Wynne  
Date: AUG 28 2020 Time: 3:00

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents.  
Date: 8/28/20  
Division Chief PS PPMD

DRN: AS-PSAMD-A-RIS-20-08-100205-S

**MEMORANDUM**

**FOR :** DIRECTOR WILMA D. NAVIAMOS  
PROGRAM MANAGEMENT BUREAU

**ATTENTION :** THE DESIGNATED SUPPLY OFFICER

**FROM :** THE CHIEF ADMINISTRATIVE OFFICER  
PROPERTY, SUPPLY AND ASSET MANAGEMENT DIVISION

**SUBJECT :** REQUISITION AND ISSUE SLIP (RIS)

**DATE :** 18 AUGUST 2020

PROGRAM MANAGEMENT BUREAU

AUG 18 2020

Time: \_\_\_\_\_

We are returning the attached Requisition and Issue Slip (RIS) Nos. 2020070305, 2020070306 and 2020070307 indicating the availability/non-availability of stock requested. For the items that are not available (refer to "NO" box), please prepare a Purchase Request (PR) and forward the same to Procurement Management Service (PMS) for their action.

For your information.

  
**MONETTE B. CADIANG**

RDL/GIS/106

**CERTIFIED TRUE COPY**



**Protective Services Bureau**



## REQUISITION AND ISSUE SLIP (RIS) FORM

Entity Name : DSWD-CO

Fund Cluster : \_\_\_\_\_

Division : Program Management Bureau (PMB)



Responsibility Center Code : \_\_\_\_\_

Office : PMB

RIS No. : 2020070305


Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	reams	Paper, Multicopy, (A4 size), 80gsm, 210mm x 297mm	320		/		
	reams	PAPER, copy, Legal	15	/			
	jar	GLUE, all purpose, gross weight: 200 grams min	7		/		
	boxes	PAPER CLIP, Vinyl, plastic/plastic coat, lenght: 32mm min.	15	/			
	boxes	PAPER CLIP, Vinyl, plastic/plastic coat, lenght: 48mm min.	15	/			
	pads	NOTE PAD, (3"x3"), 100 sheets/pad	50		/		
	pads	NOTE PAD, (3"x4"), 100 sheets/pad	50		/		
	pcs	FOLDER, Vinyl, expanding, Legal	15		/		
	packs	FOLDER, tagboard, legal size, 100s/box	3		/		
	packs	FOLDER, tagboard, A4 size, 100s/pack	2		/		
	boxes	RUBBER BAND, 350grams/box or approx 220pcs	1	/			
	pcs	BALLPOINT PEN, fine point, black	50		/		
	pcs	BALLPOINT PEN, fine point, blue	50		/		
	pcs	Box, Corrugated with String 29"x15"10"	10		/		
	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	50		/		
	pcs	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50		/		
	box	Staple Wire, standard # 35, 26/6	15	/			
	bott	ALCOHOL, 70%, ethyl	70		/		
	box	Clip, backfold, 50mm, 12s/box	15	/			
	box	Clip, backfold, 32mm, 12s/box	20		/		
	box	Clip, backfold, 25mm, 12s/box	20		/		
	box	Clip, backfold, 19mm, 12s/box	20		/		
	pcs	Correction Tape, Disposable, usable length of 6 meters (min), 55 width	50		/		
	pack	Battery, size AA, alkaline, 2pcs/packet	20		/		
	pack	Battery, size AAA, alkaline, 2pcs/packet	10		/		
	roll	Masking, 1" (24mm) width	5	/			
	roll	Masking, 2" (24mm) width	5	/			
	roll	Tape Transparent, width: 24mm	10	/			
	roll	Tape Transparent, width: 48mm	10	/			

Purpose: For 3rd Quarter 2020 supplies of Program Management Bureau

	Requested by:	Approved by:	Issued by:	Received by:
Signature :				
Printed Name :	WILMA D. NAVIAMOS	MONETTE B. CADIANG		
Designation :	Director IV, PMB	CAO, Property, Supply and Asset Management Division		
Date :				

08/10/20

PAGE 1-2

2020-PMB-268  




**Program Management Bureau  
Inventory for the Month of July 2020**

<b>Unit</b>	<b>Item Description</b>	<b>Remaining</b>
boxes	copy, A-4 - paper	35
reams	PAPER, copy, Legal	2
reams	bond paper, A-4, with DSWD letterhead	35
packs	PARCHMENT PAPER, A4 size, 100sheets/pack	9
boxes	PAPER FASTENER, for paper, metal, 50 sets/box	45
boxes	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	14
boxes	PAPER CLIP, gem type, 32mm, 100s/box	22
sets	MARKER, fluorescent, 3 colors/set	40
pads	Ruled, note pad, 98.4mm x 149mm	20
pads	NOTE PAD, (3"x3"), 100 sheets/pad	35
pads	NOTE PAD, (3"x4"), 100 sheets/pad	30
pcs	FOLDER, Presentation, Legal	5
pads	RECORD BOOK, No. 424, ruled	20
pcs	FOLDER, Vinyl, expanding, Legal	0
pcs	FOLDER, tagboard, legal size, 100s/box	0
doz	PENCIL, lead, w/eraser, One(1) dozen per box	3
boxes	RUBBER BAND, 350grams/box or approx 220pcs	3
pcs	BALLPOINT PEN, fine point, black	200
pcs	BALLPOINT PEN, fine point, blue	200
pcs	BALLPOINT PEN, fine point, red	25
pcs	BOX, corrugated, with string	5
pcs	DATA FILE BOX, (5"x9"x15-3/4")	4
pcs	SIGN PEN, black	30
pcs	SIGN PEN, blue	0
pcs	SIGN PEN, red	0
bott	Alcohol	0

Prepared by:

  
**EMERSON D. FABIAN**  
Administrative Officer I

  
**ALVIN C. MADELOSO**  
Administrative Assistant III

Noted by:

  
**WILMA D. NAVIAMOS**  
Director IV, Program Management Bureau

**Program Management Bureau**  
**Inventory for the Month of July 2020**

<b>Unit</b>	<b>Item Description</b>	<b>Remaining</b>
boxes	copy, A-4 - paper	35
reams	PAPER, copy, Legal	2
reams	bond paper, A-4, with DSWD letterhead	35
packs	PARCHMENT PAPER, A4 size, 100 sheets/pack	9
boxes	PAPER FASTENER, for paper, metal, 50 sets/box	45
boxes	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	14
boxes	PAPER CLIP, gem type, 32mm, 100s/box	22
sets	MARKER, fluorescent, 3 colors/set	40
pads	Ruled, note pad, 98.4mm x 149mm	20
pads	NOTE PAD, (3"x3"), 100 sheets/pad	35
pads	NOTE PAD, (3"x4"), 100 sheets/pad	30
pcs	FOLDER, Presentation, Legal	5
pads	RECORD BOOK, No. 424, ruled	20
pcs	FOLDER, Vinyl, expanding, Legal	0
pcs	FOLDER, tagboard, legal size, 100s/box	0
doz	PENCIL, lead, w/eraser, One(1) dozen per box	3
boxes	RUBBER BAND, 350grams/box or approx 220pcs	3
pcs	BALLPOINT PEN, fine point, black	200
pcs	BALLPOINT PEN, fine point, blue	200
pcs	BALLPOINT PEN, fine point, red	25
pcs	BOX, corrugated, with string	5
pcs	DATA FILE BOX, (5"x9"x15-3/4")	4
pcs	SIGN PEN, black	30
pcs	SIGN PEN, blue	0
pcs	SIGN PEN, red	0
bott	Alcohol	0

Prepared by:

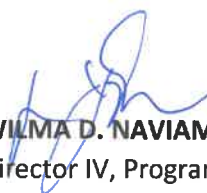


**EMERSON D. FABIAN**  
Administrative Officer I



**ALVIN C. MADELOSO**  
Administrative Assistant III

Noted by:



**WILMA D. NAVIAMOS**  
Director IV, Program Management Bureau



FY 2020 PROJECT PROCUREMENT MANAGEMENT PLAN - For Commonly-Used Supplies and Equipment (PPMP-CSE)

Revised as of June 4, 2020

END-USER/UNIT: PROGRAM MANAGEMENT BUREAU

Projects, Programs and Activities (PAPs)

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																						
<b>Pesticides or Pest Repellents</b>																						
1	10191506-NA-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	139.36	16,723.20
<b>Solvents</b>																						
2	12191601-AL-601	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	60	60	60	180	60	60	60	180	100	100	100	300	100	100	100	300	960	43.99	42,202.40
<b>Color Compounds and Dispersions</b>																						
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	24.63	591.12
<b>Films</b>																						
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2			2		2		2		2		2		2		2	8	737.24	5,897.92
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	221.00	-
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	208.52	-
<b>Paper Materials and Products</b>																						
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	1	1	1	3	1	1	1	3	2	1	2	5	2	1	2	5	16	72.78	1,164.48
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	682.24	-
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,029.60	-
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,300.00	-
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	765.44	-
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	596.80	-
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,034.80	-
14	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	50			50		50		50	50	50	50	150	50	50	50	150	200	670.70	134,140.00
15	14111514-V-502	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	32.22	19,332.00
16	14111514-NF-504	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	55.80	33,636.00
17	14111514-NP-503	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	41.50	24,900.00

Protective Services Bureau

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
18	14111514-NB-501	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	25	25	25	75	150	200	150	150	150	200	150	300	150	200	150	300	825	12.04	9,933.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	370	380	370	1120	370	380	370	1120	370	380	370	1120	370	380	370	1120	4480	132.37	593,017.60
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	5	5	5	15	5	5	5	15	5	5	10	25	10	5	10	25	80	154.75	12,380.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	114.51	-
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	129.98	-
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad				0				0				0				0	0	17.35	-
24	14111505-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1	2	1	4	3	4	3	10	3	4	3	10	3	4	3	10	34	96.20	3,270.00
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	48.78	-
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	70.72	1,131.52
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	2	1	2	5	2	1	2	5	2	1	2	5	2	1	2	5	20	101.92	2,038.40
28	14111704-TF-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	65.42	-
<b>Batteries and Cells and Accessories</b>																						
29	26111702-BF-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	25	20	65	20	25	20	65	20	25	20	65	20	25	20	65	260	19.73	5,129.80
30	26111702-BF-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	3	4	3	10	3	4	3	10	3	4	3	10	3	4	3	10	40	19.50	780.00
31	26111702-BF-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	88.40	-
<b>Manufacturing Components and Supplies</b>																						
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	2	3	2	7	2	3	2	7	2	3	2	7	2	3	2	7	28	47.82	1,338.96
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	9	9	9	27	9	9	9	27	9	9	9	27	9	9	9	27	108	20.68	2,233.44
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	45	45	45	135	45	45	45	135	45	45	45	135	45	45	45	135	540	20.05	10,827.00
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0				0	0	18.20	-
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	5	10	5	20	5	10	5	20	5	10	5	20	5	10	5	20	80	55.12	4,409.60
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	12	14	12	38	12	14	12	38	12	14	12	38	12	14	12	38	120	106.60	12,792.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	180	18.20	2,511.60
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	10	5	10	25	10	5	10	25	10	5	10	25	10	5	10	25	100	9.10	910.00

CERTIFIED TRUE COPY

10/15/2016


FAS

Protective Services Bureau

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT	
40	31201512 TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	3	4	3	10	3	4	3	10	3	4	3	10	3	4	3	10	40	18.20	728.00	
41	31151507-W-P01	TWINE, plastic, one (1) kilo per roll	roll		1		1		1				1		1		1		1	4	50.96	203.84	
<b>Heating and Ventilation and Air Circulation</b>																							
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	3		3	3				0			0	3	3	974.48	2,923.44	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0			0	0				0			0	0	0	1,192.88	-	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0			0	0				0			0	0	0	1,006.39	-	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0			0	0				0			0	0	0	669.66	-	
<b>Lighting and Fixtures and Accessories</b>																							
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0				0				0			0	0	0	40.56	-	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0			0	0	0	72.49	-	
<b>Measuring and Observing and Testing Equipment</b>																							
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10			10	10			10				10			10	40	40	15.48	619.20	
<b>Cleaning Equipment and Supplies and Covid-19 Response Items</b>																							
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can		3		3	3			3				3		3		3	12	86.06	1,032.72	
50	47131604-BR-S01	BROOM, soft (tambo)	piece				0				0				0			0	0	0	130.00	-	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0			0	0	0	30.58	-	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0			0	0	0	41.60	-	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0			0	0	0	23.92	-	
54	47131811-LE-S-802	DETERGENT BAR, 140 grams as packed	bar				0				0				0			0	0	0	8.01	-	
55	47131811-LE-P02	DETERGENT POWDER, all purpose, 1kg	pack				0				0				0			0	0	0	37.43	-	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	6	8	6	20	7	7	6	20	75	50	75	200	50	50	50	150	390	128.96	50,294.40	
57	42131609-SC-S01	Shoe Cover, disposable	pair			200	200				0				0				0	0	200	8.32	1,664.00
58	42131711-HC-H01	Head Cover, disposable, non-woven MOB cap, elastic	piece			200	200				0				0				0	0	200	2.60	520.00
59	42131609-S-S01	Gloves, disposable	piece			500	500				0				0				0	0		1,535.00	
60	42131713-SM-W01	Surgical mask, disposable	piece			3000	3000			5000	5000				3000		3000		3000	14000	28.00	392,000.00	
61	46181702-FS-H01	Face Shield, Direct Splash Protection	piece				0			200	200				200		200		200	200		74,880.00	

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Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
62	14111704-TT-P02	Toilet tissue paper, 2 ply	piece			300	300				0				0				0	300	87.40	26,220.00
63	1219160-AL-E02	ALCOHOL, ethyl, 68%-70%, scented, 1 gallon	gallon				0				0	5	10	5	20	5	10	5	20	40	457.60	18,304.00
64	47131601-00J-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	24.84	-
65	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	269.36	-
66	4713183G-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	87.36	-
67	4712180A-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0				0				0				0	0	1,911.00	-
68	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	145.60	-
69	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.24	-
70	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	49.69	3,577.68
71	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	102.96	-
72	47121701-TB-P02	TRASHBAG, plastic, transparent	roll				0				0				0				0	0	139.88	-
73	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	23.59	-
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																						
74	43211507-DCT-03	Desktop Computer, branded	unit				0				0				0				0	0	39,208.00	-
75	43202009-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	15	10	15	40				0	15	10	15	40	15	10	15	40	120	21.79	2,614.80
76	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2	2	2	6	6	6	6	18	6	6	6	18	2	2	2	6	48	2,724.80	130,790.40
77	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	276.64	16,598.40
78	43211503-LCT-02	Laptop Computer, branded	unit				0				0				0				0	0	35,916.40	-
79	43211708-MO-001	MOUSE, optical, USB connection type	unit		15		15	12	12	12	12	12	15	15	15	12			12	54	134.99	7,297.46
80	43212102-PR-002	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	33,131.28	-
81	43212102-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	7,995.52	-
82	43212105-PR-L01	PRINTER, LASER, monochrome, network ready	unit				0	2	2	2	6	2	2	2	6	2	2	2	6	18	724.88	13,047.84
<b>Office Equipment and Accessories and Supplies</b>																						
83	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	25.68	-
84	44122105-31-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	6	8	6	20	6	8	6	20	6	8	6	20	6	8	6	20	80	7.57	605.60
85	44122105-8F-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	6	8	6	20	6	8	6	20	6	8	6	20	6	8	6	20	80	13.40	1,072.00


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86	44122105-8F-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	6	8	6	20	6	8	6	20	6	8	6	20	6	8	6	20	80	20.55	1,644.00
87	44122105-3F-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	39.52	2,371.20
88	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	85	85	85	255	85	85	85	255	85	85	85	255	85	85	85	255	1020	17.56	17,911.20
89	44111515-0F-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	69.78	8,373.60
90	44122011-0F-F01	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
91	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	408.14	9,795.36
92	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	518.08	8,292.28
93	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		1		1		3		3		3		3		3		3	10	738.40	7,384.00
94	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	15	20	15	50	150	200	150	500	75	75	75	225	75	75	75	225	1000	30.49	30,490.00
95	44121506-EN-M02	ENVELOPE, MAILING, white, 70 gsm	box				0		2		2				0				0	2	328.64	657.28
96	44121504-IN-W02	ENVELOPE, mailing, white, with window, 70 gsm	box				0				0				0				0	0	410.80	-
97	44111911-ER-R01	ERASER, FELT, for blackboard/whiteboard	piece		3		3		3		3		3		3		3		3	12	11.11	133.32
98	44122114-FA-P01	FASTENER, METAL, 70mm between prongs	box	35	40	35	110	35	40	35	110	35	40	35	110	35	40	35	110	440	78.92	34,724.80
99	44111515-FJ-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	70.61	-
100	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.48	-
101	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	16.64	-
102	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	253.29	-
103	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	291.20	-
104	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	171.08	-
105	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	213.72	-
106	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	746.72	-
107	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		3		3		3		3		3		3		3		3	3	217.36	2,608.32
108	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	2	746.72	6,711.36

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109	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	100	100	100	300	0	0	0	0	0	0	0	0	0	0	0	0	300	55.00	16,500.00
110	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	41.60	-
111	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	37.23	893.52
112	44121706-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	10.31	1,855.80
113	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	10	15	10	35	10	15	10	35	10	15	10	35	10	15	10	35	140	10.31	1,443.40
114	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.31	-
115	44121708-MF-B01	MARKER, PERMANENT, bullet type, black	piece	52	62	52	166	64	52	64	180	64	52	64	180	64	52	64	180	706	9.65	6,809.90
116	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	52	52	52	156	52	52	52	156	52	52	52	156	52	52	52	156	624	9.65	6,021.60
117	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	9.65	-
118	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	5.98	717.60
119	44122104-PC-J02	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	12.74	1,528.80
120	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0				0				0	0	20.79	-
121	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1			1		1		1		1		1		1		4	201.64	806.56	
122	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	3	4	3	10	3	4	3	10	2	3	2	7	2	3	2	7	34	96.72	3,288.48
123	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1			1		1		1		1		1		1		4	27.66	110.64	
124	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece				0				0				0				0	0	11.77	-
125	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0				0				0				0	0	27.40	-
126	44103202-FS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	5			5		5		5		5		5		5		20	478.38	9,567.60	
127	44121619-FS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2			2		2		2		2		2		2		8	187.20	1,497.60	
128	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide:	piece	10			10		10		10		10		10		10		40	131.96	5,278.40	
129	44121618-S-S-001	SCISSORS, symmetrical, blade length: 65mm min	pair	15			15		15		15		15		15		15		60	15.60	936.00	
130	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15			15		15		15		15		15		15		60	82.16	4,929.60	
131	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1			1				0				0				0	878.80	878.80	
132	44121613-SF-P01	STAPLE REMOVER, PLIER-TYPE	piece	20			20		20		20		20		20		20		80	18.18	1,454.40	

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263	44103103-SA-810	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,357.60	-
264	44103103-8R-815	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,069.44	-
265	44103103-CA-800	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,399.36	-
<b>Audio and Visual Equipment and Supplies</b>																						
266	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	28,860.00	-
267	45111609-WM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	18,616.00	-
<b>Flag or Accessories</b>																						
268	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.28	-
<b>Printed Publications</b>																						
269	55101524-FA-H01	HANDBOOK (RA 9184), 7th Edition	book				0				0				0				0	0	46.28	-
<b>Fire Fighting Equipment</b>																						
270	46191601-FE-W01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,144.00	-
271	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	4,992.00	-
<b>Consumer Electronics</b>																						
272	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	3			3		2		2				0	5	6,828.14	34,140.70
<b>Furniture and Furnishings</b>																						
273	56101504-CV-I-801	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	262.60	-
274	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	262.60	-
275	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit				0				0				0				0	0	1,326.00	-
276	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit				0				0				0				0	0	1,326.00	-
<b>Arts and Crafts Equipment and Accessories and Supplies</b>																						
277	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece		3		3		3		3		3		3		3		3	12	39.78	477.36
278	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		3		3		3		3		3		3		3		3	12	42.38	508.56
279	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	4.42	-
280	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	90	90	90	270	90	90	90	270	75	75	75	225	75	75	75	225	960	CERTIFIED TRUE COPY	34,265.09
281	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	85	85	85	255	85	85	85	255	75	75	75	225	75	75	75	225	960	34.61	33,226.75

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282	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	34.61	
283	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1			1	2			2				2		1		1	6	129.67	778.00
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																						
<b>Common Office Supplies and Materials</b>																						
1	5020310-100	I.D. Jacket with String 3x4, 50 pcs/box	pcs	75	100	75	250	200	150	200	550	50	50	50	150	50	50	50	150	1100	15.00	16,500.00
2	5020310-100	Indicator Tag/Flaglets, Plain Assorted color, 50s/set	set	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	45.00	1,080.00
3	5020310-100	Indicator Tag/Flaglets, with sign here text 50s/set	set	9	9	9	27	9	9	9	27	9	9	9	27	9	9	9	27	108	55.00	5,940.00
4	5020310-100	Box, Corrugated with String 29"x15"x10"	pcs	10	20	10	40	10	20	10	40	10	20	10	40	10	20	10	40	160	95.00	15,200.00
5	5020310-100 / 2019 Continuing Fund	Box, Corrugated with String/Storage Box (39cm(w) x 32cm(d) x 28cm(h)	pcs		140		140				0				0				0	140	285.00	39,900.00
5	5020310-100	Ballpoint Pen, Fine Point, Black/Blue/Red	pcs	200	250	200	650	250	300	250	800	100	100	100	300	100	100	100	300	2050	10.00	20,500.00
6	5020310-100	BRISTOL BOARD, A4 SIZE, ASSORTED COLOR (BLUE, GREEN, YELLOW, ORANGE, PINK, WHITE)	pack	18	19	18	55	18	19	18	55	18	19	18	55	18	19	18	55	220	280.00	61,600.00
7	5020310-100	Data File folder (with two hole)	pcs	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	75.00	13,500.00
8	5020310-100	Pin, Map pin, Round/Flat head 100/case	case	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	45.00	540.00
9	5020310-100	Staple remover, twin jaw	pcs	12	14	12	38	3	4	3	10	3	4	3	10	3	4	3	10	68	25.00	1,700.00
10	5020310-100	Certificate Frame, A4 size	pcs	10	10	10	30	10	15	10	35	10	15	10	35	10	15	10	35	135	280.00	37,800.00
11	5020310-100	Certificate Holder, A4 size	pcs	10	5	10	25	10	5	10	25	10	5	10	25	10	5	10	25	100	280.00	28,000.00
12	5020310-100	Laminating Film	pack				0				0	1	1	1	3	1	1	1	3	6	1,500.00	9,000.00
12	5020310-100	Ruled Note pad, 4"x6", yellow pad	pcs	20	30	20	70	20	30	20	70	20	30	20	70	20	30	20	70	280	100.00	28,000.00
13	5020310-100	TOKEN (materials) for Resource Persons/Guest during PMB initiated activities	lot				0				0				0				0	0		
13	5020310-100	Folder, Vinyl, Expanding, Legal Size, Assorted color	pcs	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	80.00	4,800.00
14	5020310-100	Record Book, No 424 Ruled	pcs				0	12	12	12	36	10	10	10	30	10	10	10	30	96	105.00	10,080.00
15	5020310-100	Glue, All purpose, Gross weight: 200 grams min, non-toxic	bot	2	1	2	5	2	1	2	5	2	1	2	5	2	1	2	5	20	50.00	1,000.00
16	5020310-100	Tape, Double-Edge, 1" with Cushion, 6 meters Length	roll		2		2		2		2		2		2		2		2	8	100.00	800.00
17	5020310-100	Tape, Cloth Book, 1 1/2", 6 meters length	roll	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	150.00	2,400.00
18	5020310-100	Tape, Cloth Book, 1", 6 meters length	roll	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3,600.00
19	5020310-100	Tape, Cloth Book, 3" meters length	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	250.00	6,000.00
20	5020310-100	Stapler, Standard # 35, heavy duty	pcs	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	350.00	63,000.00


**Printer or Facsimile or Photocopier Supplies**


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**ACTIVE SERVICES BUREAU**

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT	
10							0				0				0				0	0		-	
<b>Other Categories</b>																							
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		-	
																					8,059,800.00	9	8,059,800.00
																					805,988.78		805,988.78
																					8,865,788.78		8,865,788.78

Prepared by:   
**EMERSON D. FABIAN**  
 Designated Procurement Officer  
 Program Management Bureau

Certified Funds Available/Certified  
 Appropriate Funds Available:  
  
**MERIEL P. CASTILLO**  
 Financial Management Service, Budget Division

Approved By:   
**WILMA D. NAVIAMOS**  
 Director IV  
 Program Management Bureau

*Handwritten initials*

**CERTIFIED TRUE COPY**  
  
**EMERSON D. FABIAN**  
 Procurement Services Bureau



