

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

Region:	MAIN & NCR
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Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	21	23	30	74	21	28	20	69	21	27	20	68	21	24	20	65	276	20.28	5,597.28	
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	26	26	38	90	26	31	28	85	26	30	25	81	26	27	27	80	336	19.20	6,451.20	
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	40.97	4,916.40	
5	Light Bulb, LED, 7 watts 1 pc in individual box	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	75.39	9,046.80	
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	10			10	5			5	10			10	5			5	30	18.93	567.90	
COMMON OFFICE SUPPLIES																						

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2	6		8		6	1	Pages 20 7		6		6	1	6		7	28	766.73	21,468.44
2	AIR FRESHENER, aerosol, 280ml/150g min	can	43	2	11	56	46	3		49	38	12	1	51	38	1	10	49	205	88.69	18,181.45
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	50	62	51	163	63	49	41	153	43	49	64	156	63	49	41	153	625	49.73	31,081.25
4	CARBON FILM, PE, black, size 210mm x 297mm	box		6		6		6		6		6		6		6		6	24	205.48	4,931.52
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	
6	CARTOLINA, assorted colors	pack	16	10	7	33	5	10	5	20	6	10	7	23	10	10	5	25	101	67.06	6,773.06
7	CHALK, molded, white, dustless, length: 78mm min	box		2		2		2		2		2		2		2		2	8	26.89	215.12
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		10	1	11	10			10		10	1	11		10		10	42	38.19	1,603.98
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	30		2	32	20			20		20		20		20		20	92	40.47	3,723.24
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	47	16	4	67	37	1	4	42	22	16	3	41	12	16	1	29	179	7.87	1,408.73
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	52	16	4	72	37	1	4	42	22	16	1	39	12	16	1	29	182	13.94	2,537.08
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	32	12	5	49	22	2	5	29	12	12	2	26	12	12	2	26	130	19.88	2,584.40
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	37	12	2	51	17	2	2	21	17	12	2	31	7	12	2	21	124	41.10	5,096.40
14	CORRECTION TAPE, film base type, UL 6m min	piece	65	21	7	93	45	11	15	71	35	21	7	63	35	21	5	61	288	18.26	5,258.88
15	DATA FILE BOX, made of chipboard, with closed ends	box	73	5	5	83	30		8	38	15	5	3	23	15	5	3	23	167	72.57	12,119.19
16	DATA FOLDER, made of chipboard, taglia lock	piece	45	25	20	90	35	30	20	85	30	25	20	75	40	25	20	85	335	71.39	23,915.65
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	6		1	7	7			7	4	6		10	1	5		6	30	424.47	12,734.10
18	ENVELOPE, DOCUMENTARY, for legal size document	box	11	5		16	6	1		7	4	6		10	1	5		6	39	538.80	21,013.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	30	7	1	38	33	1	1	35	29	6	1	36	53	6	1	60	169	667.84	112,864.96
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	12	5		17	6			6	1	5	1	7	1	5	1	7	37	28.71	1,062.27
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	3	8	3	14	7	2	2	11	2	8	1	11		5		5	41	341.79	14,013.39
22	ENVELOPE, mailing, white, with window	box	3	2	2	7	3	2	2	7	3	2	2	7	3	2	2	7	28	427.23	11,962.44
23	ERASER, FELT, for blackboard/whiteboard	piece	5	3	2	10	6			6	5	3		8	3	3		6	30	11.55	346.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	20	10	5	35	15	5	5	25	10	10	3	23	10	10	3	23	106	6.23	660.38

25	FASTENER, METAL, 70mm between prongs	box	113	26	5	144	25	5	7	Pages 3 of 37	1+10	26	6	32	6	20	5	31	244	59.37	14,486.28
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10	10	21	41	10		1	11	10			10		11		11	73	73.59	5,372.07
27	FILE TAB DIVIDER, bristol board, for A4	set	11	5	1	17	5			5	8	5		13		5		5	40	12.98	519.20
28	FILE TAB DIVIDER, bristol board, for legal	set	4	5		9	5			5	2	5		7		5		5	26	17.31	450.06
29	FOLDER, FANCY, for A4 size documents	bundle	10	6		16	8	1		9	10	6		16	3	6		9	50	258.50	12,925.00
30	FOLDER, FANCY, for legal size documents	bundle	8	5		13	8			8	8	5		13	3	5		8	42	302.85	12,719.70
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		5		5	5			5		5		5		5		5	20	177.92	3,558.40
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		5		5	5			5		5		5		5		5	20	222.27	4,445.40
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	6	6	1	13	11	1	1	13	6	6	1	13	6	6	1	13	52	776.59	40,382.68
34	FOLDER, TAGBOARD, for A4 size documents	pack	12	3		15	11	2		13	12	3		15	11	2		13	56	226.05	12,658.80
35	FOLDER, TAGBOARD, for legal size documents	pack	11	2		13	11	1		12	11	2		13	11	1		12	50	208.38	10,419.00
36	GLUE, all purpose, gross weight: 200 grams min	jar	19	11	5	35	5	7	7	19	7	8	5	20	5	7	5	17	91	49.73	4,525.43
37	INDEX TAB, self-adhesive, transparent	box	26	12	6	44	11	7	5	23	21	12	6	39	11	7	5	23	129	53.74	6,932.46
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	1	3	1	5	1	3	1	5	1	3	1	5	1	3	1	5	20	676.00	13,520.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	12	10	27	5	10		15	5	12	10	27	5	10		15	84	43.26	3,633.84
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	19	5		24	16	8	4	28	19	5		24	19	5		24	100	36.97	3,697.00
41	MARKER, whiteboard, black, felt tip, bullet type	piece	21	34	14	69	13	14	6	33	21	16	8	45	19	23	6	48	195	10.69	2,084.55
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	20	28	8	56	12	14	6	32	20	13	8	41	15	23	6	44	173	10.69	1,849.37
43	MARKER, whiteboard, red, felt tip, bullet type	piece	19	21	1	41	12	8	12	32	19	6	1	26	15	17		32	131	10.69	1,400.39
44	MARKER, PERMANENT, bullet type, black	piece	123	23	15	161	12	14	6	32	23	17	9	49	15	14	6	35	277	10.04	2,781.08
45	MARKER, PERMANENT, bullet type, blue	piece	72	22	14	108	12	14	6	32	22	16	8	46	15	14	6	35	221	10.04	2,218.84
46	MARKER, PERMANENT, bullet type, red	piece	21	9	1	31	12	8		20	21	9	1	31	15	8		23	105	10.04	1,054.20
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	55	32	25	112	15	32	15	62	40	32	25	97	15	32	15	62	333	12.52	4,169.16
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20	27	9	56	8	20	8	36	10	28	10	48	8	20	8	36	176	32.45	5,711.20

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15	23	6	44	8	16	5	29	10	24	7	41	8	16	5	29	143	44.32	6,337.76
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	24	24	8	56	14	18	8	40	19	24	8	51	14	18	8	40	187	59.49	11,124.63
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	9	7		16	5	7		12	6	7		13	5	7		12	53	18.99	1,006.47
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	8	17	7	32	8	10	4	22	8	20	4	32	10	10	4	24	110	6.91	760.10
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10	19	9	38	10	12	6	28	8	20	4	32	8	10	4	22	120	14.04	1,684.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	209	159	74	442	202	162	77	441	207	187	104	498	162	192	89	443	1824	137.66	251,091.84
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	134	67	29	230	99	67	29	195	131	74	38	243	82	90	37	209	877	160.94	141,144.38
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	30	20		50	30	20		50	30	20		50	30	20		50	200	119.09	23,818.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	10	20		30	10	20		30	10	20		30	10	20		30	120	123.08	14,769.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	12	5	2	19	5	6		11	7	5	2	14	5	5	1	11	55	95.18	5,234.90
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	13	16	14	43	8	12	8	28	8	11	9	28	6	9	7	22	121	34.29	4,149.09
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	49	10	2+5	59	16	9	6	31	26	8	4	38	8	11	2	21	149	20.40	3,039.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	3			3	3			3	3			3	3			3	12	319.07	3,828.84
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	19	10		29	15	10		25	15	10		25	15	10		25	104	62.73	6,523.92
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	14	14	2	30	12	12	2	26	12	12	2	26	12	12	2	26	108	97.34	10,512.72
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	12	15	10	37	5	10	5	20	5	10	5	20	10	10	5	25	102	267.14	27,248.28
65	RUBBER BAND, 70mm min lay flat length (#18)	box	11	7	6	24	3	4	2	9	3	4	2	9	3	4	2	9	51	97.04	4,949.04
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	16	3	3	22	2	3		5	4	3		7	2	3		5	39	16.10	627.90
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	135	92	75	302	95	101	65	261	105	92	91	288	95	85	65	245	1096	35.99	39,445.04
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	50	50	24	124	34	60	24	118	34	50	40	124	34	44	24	102	468	35.99	16,843.32
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	32	45	22	99	27	34	5	66	39	40	5	84	27	34		61	310	35.99	11,156.90
70	STAMP PAD INK, purple or violet	bottle	12	9	5	26	11	7	6	24	7	7		14	6	7		13	77	25.62	1,972.74
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	6	3		9	5	2		7	6	2		8	5	2		7	31	28.77	891.87
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		13		13		13		13		13		13		12		12	51	21.51	1,097.01

73	STAPLE WIRE, STANDARD, (26/6)	box	49	50	33	132	34	43	24	101	46	50	33	129	34	43	21	98	460	19.68	9,052.80
74	TAPE, MASKING, width: 24mm (±1mm)	roll	15	26	6	47	15	20	5	40	16	21	6	43	15	10	5	30	160	57.32	9,171.20
75	TAPE, MASKING, width: 48mm (±1mm)	roll	17	27	14	58	15	20	5	40	16	18	6	40	15	7	8	30	168	109.24	18,352.32
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	24	18	11	53	19	12	5	36	21	12	5	38	14	9	5	28	155	29.08	4,507.40
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	31	26	14	71	29	23	17	69	31	23	17	71	29	18	17	64	275	11.36	3,124.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	24	25	8	57	22	21	10	53	24	17	11	52	22	11	10	43	205	27.58	5,653.90
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	47	55	27	129	44	36	30	110	43	45	29	117	43	25	29	97	453	70.30	31,845.90
80	TWINE, plastic, one (1) kilo per roll	roll	14	10	6	30	10	9	5	24	12	9	5	26	10	6	5	21	101	51.92	5,243.92
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	3	1	16	5	3	5	13	10	3	5	18	5	1	5	11	58	133.99	7,771.42
82	Airline Travel	ticket				0				0				0				0	0	0.00	

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	17	11	11	39	10	10	10	30	10	10	10	30	10	10	10	30	129	10.22	1,318.38
2	CUTTER KNIFE, for general purpose	piece	11	10	6	27	5	10	5	20	11	10	6	27	5	10		15	89	20.55	1,828.95
3	DATING AND STAMPING MACHINE, heavy duty	piece	5	1		6				0		1		1				0	7	497.52	3,482.64
4	PENCIL SHARPENER, manual, single cutter head	piece	8	7	5	20	10			10	5	1		6	5		5	10	46	194.69	8,955.74
5	PUNCHER, paper, heavy duty, with two hole guide	piece	11	5	5	21	2	10		12		5		5		5	5	10	48	123.42	5,924.16
6	SCISSORS, symmetrical, blade length: 65mm min	pair	28	13	5	46	5		5	10	7	6	5	18	5		5	10	84	14.28	1,199.52
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9	10	5	24	10			10	5	5		10	5		5	10	54	85.45	4,614.30
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece		1		1				0				0		1		1	2	913.95	1,827.90
9	STAPLE REMOVER, PLIER-TYPE	piece	26	16	7	49	10	5	5	20	14	8	5	27	5	5	5	15	111	18.91	2,099.01
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	12	5	5	22	5		5	10	5			5	5			5	42	51.57	2,165.94
11	WASTEBASKET, non-rigid plastic	piece	7	5	5	17			5	5			5	5			5	5	32	25.96	830.72

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece				0			pages 6 of 6				0				0	0	91.94	-	
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0			0				0				0	0	24.88	-	
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0			0				0				0	0	43.26	-	
4	CLEANSER, SCOURING POWDER, 350g min./can	can	10			10			0	10			10				0	20	24.88	497.60	
5	DETERGENT POWDER, all purpose, 1kg	pouch	20	25	20	65	20	25	20	65	20	25	20	65	20	25	20	65	260	38.93	10,121.80
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	36	5		41	24	5		29	24	5		29	24	5		29	128	125.20	16,025.60
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	48	6		54	36	5		41	48	6		54	36	5		41	190	90.85	17,261.50
10	INSECTICIDE, aerosol type, net content: 600ml min	can		5		5		5		5		5		5		5		5	20	142.77	2,855.40
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	25	3	1	29	20	2		22	20	2		22	20	2		22	95	51.68	4,909.60
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5			5				0	5			5				0	10	107.08	1,070.80
16	TRASHBAG, plastic, transparent	roll	20			20	10			10	10			10	20			20	60	145.48	8,728.80
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	14	4		18				0				0	7			7	25	140.61	3,515.25
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		10		10				0				0				0	10	273.10	2,731.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2			2				0				0				0	2	6,828.14	13,656.28

6	DOCUMENT CAMERA, 3.2M pixels	unit			0			0			0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0			0			0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0			0			0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit		1	1			0		1	1			0	2	1,046.65	2,093.30
10	ELECTRIC FAN, WALL type, plastic blade	unit			0			0			0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit	2		2			0			0			0	2	3,642.83	7,285.66
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	7		7			0			0			0	7	1,123.78	7,866.46
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	3		3			0			0			0	3	5,191.68	15,575.04
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1		1			0			0			0	1	27,542.94	27,542.94
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0		1	1			0			0	1	8,411.60	8,411.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	4		4		1	1			0			0	5	5,927.17	29,635.85
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0			0			0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0			0			0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit			0			0			0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0			0			0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0			0			0			0	0	1,379.04	-
22	Desktop Computer, branded	unit	1	1	2	4		0			0			0	4	35,887.49	143,549.96
23	Laptop Computer, branded	unit	2		1	3		0			0			0	3	36,587.28	109,761.84
COMMON COMPUTER SUPPLIES																	
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0			0			0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0			0			0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0			0			0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0			0			0			0	0	1,352.00	-

5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0			Pages 8 of 0				0				0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0			0				0				0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	91	3	3	97	15	30		45	33	33	3	69	15	30		45	256	22.66	5,800.96
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	4	1		5		1	2	3		1		1		2		2	11	3,152.86	34,681.46
9	FLASH DRIVE, 16 GB capacity	piece	89	9	5	103	53	3	6	62	53	13	3	69	56	4	1	61	295	261.75	77,216.25
10	MOUSE, optical, USB connection type	unit	28		3	31	10			10	18	3		21	10	3		13	75	140.39	10,529.25
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	1			1				0				0				0	1	48.13	48.13
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	50	11	11	72	37	11	11	59	37	11	14	62	37	8	16	61	254	264.99	67,307.46
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	48	9	9	66	21	9	9	39	21	9	12	42	35	6	17	58	205	264.99	54,322.95
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	48	9	9	66	21	9	9	39	21	9	12	42	35	6	22	63	210	264.99	55,647.90
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	48	9	9	66	21	9	9	39	21	9	12	42	35	6	30	71	218	264.99	57,767.82
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-

15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				Pages 9 of 0				0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0			0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0			0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0			0	0	1,227.62	-

39	INK CART, HP CN692AA, (HP704), Black	cart	15		2	17	10	3	2	15	10		5	15	10		5	15	62	373.15	23,135.30
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	14		2	16	10	2	2	14	10		4	14	10		4	14	58	373.15	21,642.70
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-

63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0			0					0		0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0			0					0		0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0			0					0		0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0					0		0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0			0					0		0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0			0					0		0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0			0					0		0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0					0		0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0			0					0		0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0					0		0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0					0		0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0			0					0		0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0			0					0		0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0					0		0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0			0					0		0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0			0					0		0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0			0					0		0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0			0					0		0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0			0					0		0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0			0					0		0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0			0					0		0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0			0					0		0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0			0					0		0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0			0					0		0	7,998.43	-

87	TONER CART, HP CE400A, Black	cart				0			0					0		0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0			0					0		0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0			0					0		0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0			0					0		0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0			0					0		0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0			0					0		0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0			0					0		0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0			0					0		0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0			0					0		0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0			0					0		0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0			0					0		0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0			0					0		0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0			0					0		0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0			0					0		0	0.00	-
101	TONER CART, HP CF280XC	cart				0			0					0		0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0			0					0		0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0			0					0		0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0			0					0		0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0			0					0		0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0			0					0		0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0			0					0		0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0			0					0		0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0			0					0		0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0			0					0		0	0.00	-

111	TONER CART, HP CF350A Black LJ	cart				0			0					0		0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0			0					0		0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0			0					0		0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0			0					0		0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0			0					0		0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0			0					0		0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0			0					0		0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0			0					0		0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0			0					0		0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0			0					0		0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0			0					0		0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0			0					0		0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0			0					0		0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0			0					0		0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0			0					0		0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0			0					0		0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0			0					0		0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0			0					0		0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0			0					0		0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0			0					0		0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0			0					0		0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0			0					0		0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0			0					0		0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0			0					0		0	0.00	-

4					0				0				0				0	0		
5					0				0				0				0	0		
COMMON OFFICE EQUIPMENT																				
1	Table Desk	piece			0	7			7				0				0	7	1,999.00	13,993.00
2	Computer Chair, mesh	piece			0	7			7				0				0	7	1,999.00	13,993.00
3	Steel Cabinet	piece			0	5			5				0				0	5	7,000.00	35,000.00
4	Executive Chair	unit	8		8				0				0				0	8	2,500.00	20,000.00
5					0				0				0				0	0		
COMMON OFFICE SUPPLIES																				
1	Ballpen 0.5 mm tip, black	piece	150		150				0				0				0	150	10.00	1,500.00
2	Ballpen, Regular, Black	piece	127		127	120			120	127			127	120			120	494	7.00	3,458.00
3	Ballpen, Regular, Blue	piece	72		72	72			72	72			72	72			72	288	7.00	2,016.00
4	Ballpen, Heavy-duty, Black	piece	24		24	12			12	12			12	12			12	60	30.00	1,800.00
5	Ballpen, Heavy-duty, Blue	piece	12		12	6			6	6			6	6			6	30	30.00	900.00
6	Ballpen, Heavy-duty, Red	piece	12		12	6			6	6			6	6			6	30	30.00	900.00
7	Special Paper, A4 size, laid, cream	ream	2	2	2	6	1	1	1	3			0				0	9	300.00	2,700.00
8	Transparency Film, A4 size	box	12	2	2	16	10		10	11	1	1	13	10			10	49	250.00	12,250.00
9	Cartolina, white	pack		2	2	4			0			2	2				0	6	100.00	600.00
10	Signpen, 1.0, black	piece	36		36	24			24	24			24	24			24	108	70.00	7,560.00
11	Ring Binder, 1/4"	bundle	35		35	5			5	30			30	5			5	75	200.00	15,000.00
12	Ring Binder, 1/2"	bundle	11	2	2	15	5		5	7	2	2	11	5			5	36	250.00	9,000.00
13	Ring Binder, 3/4"	bundle	11	2	2	15	5		5	7	2	2	11	5			5	36	300.00	10,800.00
14	Ring Binder, 1"	bundle	10		10	5			5	5			5	5			5	25	350.00	8,750.00
15	Laminating Film	roll		1	1				0				0				0	1	250.00	250.00

16	Sticker Paper, A4	pack			3	3				0				0			0	3	150.00	450.00
17	Stamp Pad Ink, 50ml, green	bottle	1			1			1	1				0			0	2	50.00	100.00
18	Stamp Pad Ink, 50ml, red	bottle	1			1			1	1				0			0	2	50.00	100.00
19	Bond Paper, Letter size, sub. 24, white	ream	20			20	10			10	10			10	10		10	50	200.00	10,000.00
20						0				0				0			0	0		-

COMMON JANITORIAL SUPPLIES

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

CONSUMABLES

1	Toner Brother TN 1000	piece	3			3				0				0			0	3	1,500.00	4,500.00	
2	Drum Brother TN 1000	piece	3			3				0				0			0	3	2,500.00	7,500.00	
3	Ink, Canon PG 88, Black	piece	1			1		1		1			1	1			1	1	4	855.00	3,420.00
4	Ink, Canon CL 98, Tri-color	piece	1			1		1		1	1			1	1			1	4	1,499.00	5,996.00
5	Toner Cart., Canon 331 Black	piece	3			3	2			2	2			2	2			2	9	5,000.00	45,000.00
6	Toner Cart., Canon 331 Cyan	piece	2			2	1			1	1			1	1			1	5	5,000.00	25,000.00
7	Tbner Cart., Canon 331 Magenta	piece	2			2	1			1	1			1	1			1	5	5,000.00	25,000.00
8	Toner Cart., Canon 331 Yellow	piece	2			2	1			1	1			1	1			1	5	5,000.00	25,000.00
9						0				0				0				0	0		-
10						0				0				0				0	0		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-

13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-
24					0				0				0				0	0		-
25					0				0				0				0	0		-
26					0				0				0				0	0		-
27					0				0				0				0	0		-
28					0				0				0				0	0		-
29					0				0				0				0	0		-
30					0				0				0				0	0		-

Office Equipment and Accessories

1	Laser Pointer	unit	1			1				0				0				0	1	3,000.00	3,000.00
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		-

Office Supplies

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

Audio and visual presentation and composing equipment

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	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		-

Photographic or filming or video equipment

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	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		-

Cleaning Equipment and Supplies

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

10					0				0				0				0	0		-
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Paper Materials and Products

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		-

Lighting and fixtures and accessories

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		-

Electrical equipment and components and supplies

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

Computer Supplies

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

Computer Equipment and Accessories

1					0				0				0				0	0		-
2					0				0				0				0	0		-

G.1 Available at Procurement Service Stores		890,745.20		Pages 23 of 46 405,148.29		422,806.01		421,010.41		P	2,139,709.91
G.2 Other Items not available at PS but regularly purchased from other sources		118,957.00		105,084.00		50,397.00		41,098.00		P	315,536.00
TOTAL MONTHLY CASH REQUIREMENTS		1,009,702.20		510,232.29		473,203.01		462,108.41		P	2,455,245.91

*Other categories that are not indicated herein

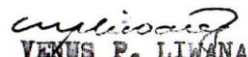
**Prices are FOB Manila/Applicable for items under A.

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

Prepared by:


Iris Valerie A. Cabang
Property/Supply Officer

**Certified Funds Available / Certified
Appropriate Funds Available:**


VENUS P. LIWANAG
Accountant / Local Budget Officer

Approved by:


Giovanni T. Platero
Head of Office/Agency

Date: 27/11/2017