

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

Introduction:

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

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.jps-phlilgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.jps-phlilgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA),
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
 - The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)889-7750 local 4019 and look for Ms. Evelyn L. Torres or Ms. Anna Liza C. Bonta.

Department/Bureau/Office: BAVUGAN WATER DISTRICT
 Region: XIII - Bataan
 Address: Lanzones Street, Poblacion, Bavguan City, Arguan del Sur

Agency Account Code: No Code
 Organization Type: Government Owned and Controlled Corporation (GOCC)

Position: JULIENE V. CODOY
 Corporate Budget Assistant
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Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																						
Pesticides or Pest Repellents																						
1. <u>toxyng-N-Azin</u> INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00				0	0.00						0	0.00	146.06	0.00		
Solvents																						
2. <u>toxyng-AI-don</u> ALCOHOL, ethyl, 68% vol, scented, 500ml (500)	bottle	30			30	1,383.21	30			30	1,383.21	30					30	1,383.21	120.00	46.11	5,532.84	
Color Compounds and Dispersions																						
3. <u>toxyng-SI-Pai</u> STAMP PAD INK, purple or violet	bottle	10			10	258.11	5			5	129.06	5					5	129.06	25.00	25.81	645.28	
Films																						
4. <u>toxyng-Ac-for</u> (gauge #3) ACETATE, thickness 0.075mm min	roll	1			1	772.68				0	0.00						0	0.00	1.00	772.68	772.68	
5. <u>toxyng-CF-302</u> CARBON TUM, PE, black, size 210mm x 287mm	box				0	0.00				0	0.00						0	0.00	0.00	218.55	0.00	
6. <u>toxyng-CF-302</u> CARBON TUM, PE, black, size 216mm x 333mm	box				0	0.00				0	0.00						0	0.00	0.00	218.55	0.00	
Paper Materials and Products																						
7. <u>toxyng-CA-401</u> CONTINUOUS FORM, 1 PL, 280 x 241mm	pack				0	0.00				0	0.00						0	0.00	0.00	76.28	0.00	
8. <u>toxyng-CF-11</u> CONTINUOUS FORM, 1 PL, 280 x 241mm	box	25			25	17,876.00	25			25	17,876.00	25					25	17,876.00	14,300.80	95.00	75.04	67,928.80
9. <u>toxyng-CF-12</u> CONTINUOUS FORM, 1 PL, 280 x 328mm	box	10			10	10,791.00	10			10	10,791.00	10					10	10,791.00	40.00	1,079.10	43,164.00	
10. <u>toxyng-CF-12</u> CONTINUOUS FORM, 2 PLY, 280 x 328mm, carbonless	box				0	0.00				0	0.00						0	0.00	0.00	1,962.50	0.00	
11. <u>toxyng-CF-12</u> CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box				0	0.00				0	0.00						0	0.00	0.00	802.24	0.00	

81	NA	Wireless Access Point	unit	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	0	0.00	0.00
82	4412106-CHW01	CHALK, molded, white, dustless, length: 76mm min.	box	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	0	0.00	0.00
83	4412106-BF-G01	CLIP, BACKFOLD, all metal, clamping: 39mm (3mm)	box	50	396.76	50	50	396.76	3000.00	7.94	1587.04							
84	4412106-BF-C02	CLIP, BACKFOLD, all metal, clamping: 29mm (3mm)	box	50	701.96	50	50	701.96	2000.00	14.04	2,807.84							
85	4412106-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (3mm)	box	0	0.00	0	0	0.00	0.00	21.54	0.00							
86	4412106-BF-C04	CLIP, BACKFOLD, all metal, clamping: 32mm (3mm)	box	0	0.00	0	0	0.00	0.00	41.42	0.00							
87	4412106-CT-R01	CORRECTION TAPE, firm base type, DATA FILE BOX, made of chipboard, with closed ends	piece	50	919.96	50	50	919.96	2000.00	18.40	3,679.84							
88	4412106-EN-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	15	1,097.09	15	15	1,097.09	60.00	73.14	4,388.34							
89	4412106-EN-F01	DATA FOLDER, made of chipboard, single lock	piece	60	4,316.40	60	60	4,316.40	240.00	71.94	17,265.60							
90	4412106-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0.00	0	0	0.00	0.00	427.76	0.00							
91	4412106-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0.00	0	0	0.00	0.00	542.98	0.00							
92	4412106-EN-X01	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	box	0	0.00	0	0	0.00	0.00	773.90	0.00							
93	4412106-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.60mm thickness min	piece	0	0.00	0	0	0.00	0.00	31.96	0.00							
94	4412106-EN-W01	ENVELOPE, MAILING, white, 80gsm (-52)	box	5	1,722.20	5	5	1,722.20	10.00	344.44	3,444.40							
95	4412106-EN-W01	ENVELOPE, mailing, white, with window	box	2	861.10	2	2	861.10	4.00	430.55	1,722.20							
96	4412106-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	0.00	0	0	0.00	0.00	11.64	0.00							
97	4412106-FA-P01	FASTENER, METAL, 70mm between prongs	box	0	0.00	0	0	0.00	0.00	82.71	0.00							
98	4412106-FO-S01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0.00	0	0	0.00	0.00	74.00	0.00							
99	4412106-FO-D01	FILE TAB DIVIDER, Bristol board, for A4	set	0	0.00	0	0	0.00	0.00	13.08	0.00							
100	4412106-FO-D02	FILE TAB DIVIDER, Bristol board, for legal	set	0	0.00	0	0	0.00	0.00	17.44	0.00							
101	4412106-FO-D01	FOLDER, FANCY, for A4 size documents	bundle	0	0.00	0	0	0.00	0.00	285.47	0.00							
102	4412106-FO-D02	FOLDER, FANCY, for legal size documents	bundle	5	1,526.00	5	5	1,526.00	20.00	395.20	6,104.00							
103	4412106-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0.00	0	0	0.00	0.00	179.31	0.00							
104	4412106-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0.00	0	0	0.00	0.00	224.00	0.00							
105	4412106-FO-P01	FOLDER, PRESSBOARD, size 240mm x 370mm (57mm)	box	0	0.00	0	0	0.00	0.00	782.63	0.00							
106	4412106-FO-P03	FOLDER, TAGBOARD, for A4 size documents	pack	0	0.00	0	0	0.00	0.00	227.81	0.00							
107	4412106-FO-P04	FOLDER, TAGBOARD, for legal size documents	pack	3	879.24	3	3	879.24	12.00	293.08	3,516.95							
108	4412106-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	0.00	0	0	0.00	0.00	54.37	0.00							
109	4412106-ME-S02	MACAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0.00	0	0	0.00	0.00	43.60	0.00							
110	4412106-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	10	390.22	10	10	390.22	40.00	39.02	1,560.88							
111	4412106-MW-R01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0.00	0	0	0.00	0.00	10.80	0.00							
112	4412106-MW-R02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0.00	0	0	0.00	0.00	10.80	0.00							
113	4412106-MW-R03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0.00	0	0	0.00	0.00	10.80	0.00							
114	4412106-MP-R01	MARKER, PERMANENT, bullet type, black	piece	5	50.58	5	5	50.58	10.00	10.12	101.15							
115	4412106-MP-R02	MARKER, PERMANENT, bullet type, blue	piece	0	0.00	0	0	0.00	0.00	10.12	0.00							
116	4412106-MP-R03	MARKER, PERMANENT, bullet type, red	piece	0	0.00	0	0	0.00	0.00	10.12	0.00							
117	4412106-PC-G01	PAPER CLIP, #197/plastic coat, length: 32mm min	box	20	125.35	20	20	125.35	80.00	6.27	501.40							

16	4412104-PC-02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10	133-53	10	133-53	10	133-53	10	133-53	10	133-53	40.00	13.35	534.10
19	4412706-PE-L61	PENCIL, lead, w/ eraser, wood case, hardness: HB	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	21.79	0.00
20	4412207-RB-716	RING BINDER, 80 rings, plastic, 32mm x 132mm	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	211.33	0.00
21	4412101-RJ-361	RUBBER BAND, 70mm min lay flat length (P16)	box	1	101.37	0	0.00	0	0.00	0	0.00	0	0.00	1.00	101.37	101.37
22	4419105-SP-011	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	28.99	0.00
23	4416101-BL-101	CUTTER BLADE, for heavy duty cutter	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.34	0.00
24	4416102-CU-101	CUTTER KNIFE, for general purpose	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	38.72	0.00
25	4419202-DS-101	DATING AND STAMPING MACHINE, heavy duty	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	501.38	0.00
26	4416101-PS-101	PENCIL SHARPENER, manual, single cutter head	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	196.20	0.00
27	4416102-PJ-701	PUNCHER, paper, heavy duty, with two hole guide	piece	2	276.60	2	276.60	2	276.60	2	276.60	2	276.60	4.00	138.30	553.20
28	4416108-SS-101	SCISSORS, symmetrical, blade length: 63mm min	pair	5	81.75	5	81.75	5	81.75	5	81.75	5	81.75	10.00	16.35	163.50
29	4416105-ST-101	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10	861.10	10	861.10	10	861.10	10	861.10	10	861.10	40.00	86.11	3,444.40
30	4416105-ST-101	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	921.05	0.00
31	4416109-SR-101	STAPLE REMOVER, PUJER-TYPE	piece	5	95.27	5	95.27	5	95.27	5	95.27	5	95.27	5.00	19.05	95.27
32	4412105-TD-101	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3	175.53	3	175.53	3	175.53	3	175.53	3	175.53	6.00	58.51	351.07
33	4416102-PS-101	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	10,900.00	0.00
34	4416107-CA-101	CALCULATOR, compact, 12 digits	unit	5	708.50	5	708.50	5	708.50	5	708.50	5	708.50	20.00	141.70	2,854.00
35	4410714-PS-101	FACSIMILE MACHINE, uses thermal paper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	4,937.70	0.00
36	4410161-PT-101	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	8,476.93	0.00
37	4416109-PS-101	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5,973.20	0.00
38	4416109-PS-102	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

Printer or Facsimile or Photocopier Supplies

39	4410309-DR-101	DRUM CART, BROTHER DR-3425	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	7,194.00	0.00
40	4410305-CA-101	INK CART, CANON CL-741, Col.	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,049.67	0.00
41	4410305-CA-102	INK CART, CANON CL-811, Colored	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,079.10	0.00
42	4410305-CA-104	INK CART, CANON PG-740, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	790.25	0.00
43	4410305-CA-102	INK CART, CANON PG-810, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	871.50	0.00
44	4410305-EP-107	INK CART, EPSON C13T664100 (T6651), Black	cart	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	10.00	267.05	2,670.50
45	4410305-EP-107	INK CART, EPSON C13T664200 (T6662), Cyan	cart	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	10.00	267.05	2,670.50
46	4410305-EP-107	INK CART, EPSON C13T664300 (T6653), Magenta	cart	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	10.00	267.05	2,670.50
47	4410305-EP-107	INK CART, EPSON C13T664400 (T6654), Yellow	cart	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	5	1,335.25	10.00	267.05	2,670.50
48	4410305-HP-140	INK CART, HP CP04AA (HP62) Black color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
49	4410305-HP-140	INK CART, HP CP06AA (HP62) Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
50	4410305-HP-109	INK CART, HP C9351A (HP21), Black color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	689.97	0.00
51	4410305-HP-116	INK CART, HP C9351AA (HP22), Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	78.53	0.00
52	4410305-HP-130	INK CART, HP C9351WA (HP97), Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,564.15	0.00
53	4410305-HP-148	INK CART, HP C9391A (HP72) 69ml Photo Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,092.80	0.00
54	4410305-HP-148	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,092.80	0.00

301 560099 16.500 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min. unit

301	560099 16.500	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min.	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,336.75	0.00
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Arts and Crafts Equipment and Accessories and Supplies

302	601043 CB 701	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	41.69	0.00
303	601043 CB 702	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	44.42	0.00
304	601034 ER 701	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4.63	0.00
305	601054 SF 001	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	36.28	0.00
306	601054 SF 002	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	25	906.88	0	0.00	25	906.88	0	0.00	0	0.00	0	0.00	36.28	1,813.76
307	601054 SF 003	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	36.28	0.00
308	601024 WR 701	WRAPPING PAPER, kraft, 65gsm (53)	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	153.90	0.00

SOFTWARE

1	4323000-SFT-001	Business function specific software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
2	4323000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
3	4323000-SFT-003	Computer game or entertainment software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
4	4323000-SFT-004	Content authoring and editing software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
5	4323000-SFT-005	Content management software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
6	4323000-SFT-006	Data management and query software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
7	4323000-SFT-007	Development software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
8	4323000-SFT-008	Educational or reference software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
9	4323000-SFT-009	Industry specific software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
10	4323000-SFT-010	Network applications software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
11	4323000-SFT-011	Network management software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
12	4323000-SFT-012	Networking software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
13	4323000-SFT-013	Operating environment software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
14	4323000-SFT-014	Security and protection software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
15	4323000-SFT-015	Utility and device driver software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
16	4323000-SFT-016	Information exchange software	license	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00

OTHER SOFTWARE

1				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
2				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
3				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00

PASSENGER AIR TRANSPORTATION

1	781500 05-001	Airline Ticket	ticket	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
2				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
3				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00

