

**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:**

1. Download the worksheet file APP-CSE 2019 template at [www.ps-philegps.gov.ph](http://www.ps-philegps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philegps.gov.ph](http://www.ps-philegps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. 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.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

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.

Department/Bureau/Office: \_\_\_\_\_ Contact Person: Antonette M. Legson  
 Region: V - Legazpi Agency Account Code: No Code Administrative Officer V/Supply Officer  
 Address: Doña Aurora Street, Old Albay, Legazpi City Organization Type: Government Owned and Controlled Corporation (GOCC) Position: doleros\_supply@yahoo.com  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Q3 AMOUNT	Q4 AMOUNT	Q4			Total Quantity for the year										
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>Pesticides or Pest Repellents</b>																										
1 10191509-1N-A01	INSECTICIDE, aerosol type, net content: 600ml/min	can	0	24	0	24	0	24	0	24	0	24	0	24	0	24	0	24	0	24	3,473.28	96.00	144.72	13,893.12		
<b>Solvents</b>																										
2 12-191601-AL-E01	ALCOHOL, ethyl, 68% 70%, scented, 500ml ( 5ml)	bottle	75	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	4,568.40	400.00	45.68	18,273.60	
<b>Color Compounds and Dispersions</b>																										
3 1317103-SI-P01	STAMP PAD INK, purple or violet	bottle	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	0	25	639.36	100.00	25.57	2,557.44
<b>Films</b>																										
4 1311003-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll																							0.00	
5 1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box																							0.00	
6 1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box																							0.00	
<b>Paper, Materials and Products</b>																										

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year											
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Q4 AMOUNT						
			Q1	Q2	Q3	Q4																					
7	1411523 CA A01	CARTOLINA, assorted colors	pack	0	0	10	755.78	0	0	0	0	0	0	10	755.78	0	0	0	0	0.00	20.00	75.58	1,511.57				
8	1411506 CF L11	CONTINUOUS FORM, 1 PLY, 280 x 244mm	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	708.48	0.00			
9	1411506 CF L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	1,069.20	0.00			
10	1411506 CF L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	1,350.00	0.00			
11	1411506 CF L21	CONTINUOUS FORM, 2 ply, 280mm x 244mm, carbonless	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	794.88	0.00			
12	1411506 CF L31	CONTINUOUS FORM, 3 PLY, 280 x 244mm, carbonless	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	619.76	0.00			
13	1411506 CF L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	1,074.60	0.00			
14	1411609 LL C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	696.49	0.00			
15	1411514 NP S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	24	0	0	803.00	24	0	0	0	24	803.00	24	0	0	0	24	803.00	24	0	24	33.46	3,212.01			
16	1411514 NP S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	24	0	0	1,397.09	24	0	0	0	24	1,397.09	24	0	0	0	24	1,397.09	24	0	24	58.21	5,588.35			
17	1411514 NP S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	24	0	0	1,034.21	24	0	0	0	24	1,034.21	24	0	0	0	24	1,034.21	24	0	24	43.09	4,136.83			
18	1411514 NB S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	50	0	625.32	0	50	0	0	50	625.32	0	50	0	50	0	50	625.32	200.00	12.51	2,501.28				
19	1411507 PP M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	150	0	20,619.36	0	150	0	0	150	20,619.36	0	150	0	150	0	150	20,619.36	600.00	137.46	82,477.44				
20	1411507 PP M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	100	0	16,070.40	0	100	0	0	100	16,070.40	0	100	0	100	0	100	16,070.40	400.00	160.70	64,281.60				
21	1411507 PP C01	PAPER, MULTIPURPOSE (COPY) A4, 70 gsm	ream	0	100	0	11,891.88	0	100	0	0	100	11,891.88	0	100	0	100	0	100	11,891.88	400.00	118.92	47,567.52				
22	1411507 PP C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	0	50	0	6,748.92	0	50	0	0	50	6,748.92	0	50	0	50	0	50	6,748.92	200.00	134.98	26,995.68				
23	1411551 PP A01	PAPER, PAD, ruled, size: 216mm x 330mm (+ 2mm)	pad	0	20	0	360.29	0	0	0	0	20	360.29	0	0	0	0	0	0	0.00	40.00	18.01	720.58				
24	1411503 PA P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	0	2	0	199.80	0	2	0	0	2	199.80	0	2	0	2	0	2	199.80	8.00	99.90	799.20				
25	1411818 TH P02	PAPER, THERMAL, 58gsm, size: 216mm x 1mm x 30m-0.3m	roll	0	24	0	1,215.65	0	24	0	0	24	1,215.65	0	24	0	0	0	0	0.00	72.00	50.65	3,646.94				
26	1411531 RE B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	15	0	1,101.60	0	15	0	0	15	1,101.60	0	15	0	15	0	15	1,101.60	60.00	73.44	4,406.40				
27	1411531 RE B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	15	0	1,587.60	0	15	0	0	15	1,587.60	0	15	0	15	0	15	1,587.60	60.00	105.84	6,350.40				
28	1411704 TT P01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	67.93	0.00				
<b>Batteries and Cells and Accessories</b>																											
29	2611702 BT A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	16	0	327.80	0	16	0	0	16	327.80	0	16	0	16	0	16	327.80	64.00	20.49	1,311.21				
30	2611702 BT A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	12	0	243.00	0	12	0	0	12	243.00	0	12	0	12	0	12	243.00	48.00	20.25	972.00				
31	2611702 BT A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	6	0	550.80	0	6	0	0	6	550.80	0	6	0	6	0	6	550.80	24.00	91.80	2,203.20				
<b>Manufacturing Components and Supplies</b>																											
32	3101610 CL J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	36	0	1,787.70	0	36	0	0	36	1,787.70	0	36	0	36	0	36	1,787.70	144.00	49.66	7,150.81				
33	31151804 SW H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	24	0	515.29	0	24	0	0	24	515.29	0	24	0	24	0	24	515.29	96.00	21.47	2,061.16				
34	31151804 SW S01	STAPLE WIRE, STANDARD, (26/6)	box	0	15	0	312.34	0	15	0	0	15	312.34	0	15	0	15	0	15	312.34	60.00	20.82	1,249.34				
35	3201602 TA E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	12	0	226.80	0	12	0	0	12	226.80	0	12	0	12	0	12	226.80	48.00	18.90	907.20				

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year														
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
36	31001603 TA-M01 TAPE, MASKING, width: 24mm (±1mm)	roll	0	24	0	24	0	24	1,373.76	0	24	0	24	0	24	1,373.76	0	24	0	24	1,373.76	96.00	57.24	5,495.04							
37	31001603 TA-M02 TAPE, MASKING, width: 48mm (±1mm)	roll	0	36	0	36	0	36	3,985.20	0	36	0	36	0	36	3,985.20	0	36	0	36	3,985.20	144.00	110.70	15,940.80							
38	31001617 TA-P01 TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	36	0	36	0	36	680.40	0	36	0	36	0	36	680.40	0	36	0	36	680.40	144.00	18.90	2,721.60							
39	3120512 TA-T01 TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	36	0	36	0	36	340.20	0	36	0	36	0	36	340.20	0	36	0	36	340.20	144.00	9.45	1,360.80							
40	3120512 TA-T02 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	24	0	24	0	24	453.60	0	24	0	24	0	24	453.60	0	24	0	24	453.60	96.00	18.90	1,814.40							
41	3151502 TW-P01 TWINE, plastic, one (1) kilo per roll	roll	0	6	0	6	0	6	317.52	0	6	0	6	0	6	317.52	0	6	0	6	317.52	24.00	52.92	1,270.08							
<b>Heating and Ventilation and Air Circulation</b>																															
42	40101604 EF-C01 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	3	0	3	0	3	3,035.88	0	0	0	3	0	3	3,035.88	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,011.96	6,071.76
43	40101604 EF-C01 ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	4	0	4	0	4	4,955.04	0	0	0	4	0	4	4,955.04	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1,238.76	9,910.08
44	40101604 EF-S01 ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1,045.09	0.00	
45	40101604 EF-W01 ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	695.41	0.00	
<b>Lighting and Fixtures and Accessories</b>																															
46	39101605 FL-T01 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	12	0	12	0	12	505.44	0	12	0	12	0	12	505.44	0	12	0	12	0	12	0	12	0	12	0	12	505.44	42.12	2,021.76
47	39101618 LB-L01 Light Bulb, LED, 7 watts 1 pc in individual box	piece	0	12	0	12	0	12	903.31	0	12	0	12	0	12	903.31	0	12	0	12	0	12	0	12	0	12	0	12	903.31	75.28	3,613.25
<b>Measuring and Observing and Testing Equipment</b>																															
48	41111604 RU-P02 RULER, plastic, 450mm (18"), width: 38mm min	piece	0	15	0	15	0	15	241.06	0	0	0	15	0	15	241.06	0	0	0	0	0	0	0	0	0	0	0	0	0.00	16.07	482.11
<b>Cleaning Equipment and Supplies</b>																															
49	47131812 AF-A01 AIR FRESHENER, aerosol, 280ml/50g min	can	36	0	0	36	0	36	3,217.32	36	0	0	36	0	36	3,217.32	36	0	0	36	0	36	0	36	0	36	0	36	3,217.32	89.37	12,869.28
50	47131604 BR-S01 BROOM, soft (tambo)	piece	18	0	0	18	0	18	2,430.00	18	0	0	18	0	18	2,430.00	18	0	0	18	0	18	0	18	0	18	0	18	2,430.00	135.00	9,720.00
51	47131604 BR-T01 BROOM, STICK (TING-TING), usable length: 760mm min	piece	15	0	0	15	0	15	476.28	15	0	0	15	0	15	476.28	15	0	0	15	0	15	0	15	0	15	0	15	476.28	31.75	1,905.12
52	47131829 IB-C01 CLEANER, TOILET BOWL AND URINAL, 900ml/1000ml cap	bottle	45	0	0	45	0	45	1,944.00	45	0	0	45	0	45	1,944.00	45	0	0	45	0	45	0	45	0	45	0	45	1,944.00	43.20	7,776.00
53	47131805 CL-P01 CLEANSER, SCOURING POWDER, 350g min./can	can	45	0	0	45	0	45	1,117.80	45	0	0	45	0	45	1,117.80	45	0	0	45	0	45	0	45	0	45	0	45	1,117.80	24.84	4,471.20
54	47131811 DE-B02 DETERGENT BAR, 140 grams as packed	bar	45	0	0	45	0	45	374.22	45	0	0	45	0	45	374.22	45	0	0	45	0	45	0	45	0	45	0	45	374.22	8.32	1,496.88
55	47131811 DE-P03 DETERGENT POWDER, all purpose, 1kg	pack	45	0	0	45	0	45	1,749.11	45	0	0	45	0	45	1,749.11	45	0	0	45	0	45	0	45	0	45	0	45	1,749.11	38.87	6,996.46
56	47131803 DS-A01 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	45	0	0	45	0	45	5,746.95	45	0	0	45	0	45	5,746.95	45	0	0	45	0	45	0	45	0	45	0	45	5,746.95	127.71	22,987.80
57	47131601 DU-P01 DUST PAN, non-rigid plastic, w/ detachable handle	piece	16	0	0	16	0	16	412.65	16	0	0	16	0	16	412.65	16	0	0	16	0	16	0	16	0	16	0	16	412.65	25.79	1,650.59
58	47131802 FW-P02 FLOOR WAX, PASTE, RED	can	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	279.72	0.00
59	47131830 FC-A01 FURNITURE CLEANER, aerosol type, 300ml/min per can	can	36	0	0	36	0	36	3,265.92	36	0	0	36	0	36	3,265.92	36	0	0	36	0	36	0	36	0	36	0	36	3,265.92	90.72	13,063.68
60	47131804 MP-B01 MOP BUCKET, heavy duty, hard plastic	unit	0	8	0	8	0	8	15,876.00	0	8	0	8	0	8	15,876.00	0	8	0	8	0	8	0	8	0	8	0	8	15,876.00	1,984.50	63,504.00
61	47131613 MP-H02 MOP HANDLE, heavy duty, aluminum, screw type	piece	0	12	0	12	0	12	1,814.40	0	15	0	15	0	15	2,268.00	0	15	0	15	0	15	0	15	0	15	0	15	2,268.00	151.20	8,618.40
62	47131619 MP-R01 MOP HEAD, made of rayon, weight: 400 grams min	piece	0	16	0	16	0	16	1,831.68	90	2	2	94	0	94	10,761.12	90	2	2	94	0	94	0	94	0	94	0	94	10,761.12	114.48	34,115.04

