

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.ps-philgeps.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
 - a form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.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)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office:
Region:
Address:

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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 .

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																								
Pesticides or Pest Repellents																								
1	1019509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	6			6	852.24	22		22	3,124.88	12		12	1,704.48				0	0.00	40.00	142.04	5,681.60
Solvents																								
2	1219601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (5ml)	bottle	46			46	2,062.55	27		27	1,210.63	50		50	2,241.50				0	0.00	123.00	44.84	5,515.07
Color Compounds and Dispersions																								
3	1277035-S1-P01	STAMP PAD INK, purple or violet	bottle				0	0.00		0	0.00				0	0.00				0	0.00	0.00	25.10	0.00
Films																								
4	1311203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00		0	0.00				0	0.00				0	0.00	0.00	751.41	0.00
5	1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00		0	0.00				0	0.00				0	0.00	0.00	212.53	0.00
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00		0	0.00				0	0.00				0	0.00	0.00	212.53	0.00
Paper Materials and Products																								

98	4411935-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5					5	359.82	2				2	143.93	3							0	0.00	10.00	71.96	719.63
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set						0	0.00					0	0.00								0	0.00	0.00	12.72	0.00
100	44132218-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	4					4	67.84					0	0.00	4							0	0.00	8.00	16.96	135.68
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	1					1	258.16					0	0.00								0	0.00	1.00	258.16	258.16
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	4					4	1,187.20					0	0.00	3							0	0.00	7.00	296.80	2,077.60
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack						0	0.00					0	0.00								0	0.00	0.00	174.37	0.00
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack						0	0.00					0	0.00								0	0.00	0.00	217.83	0.00
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box	10					10	7,610.80	1				1	761.08	10							0	0.00	21.00	761.08	15,982.68
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	6					6	1,329.24	1				1	221.54								0	0.00	7.00	221.54	1,550.78
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	6					6	1,710.08					0	0.00								0	0.00	6.00	285.01	1,710.08
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	3					3	158.62					0	0.00	13							0	0.00	16.00	52.87	845.96
109	4411935-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	3					3	127.20					0	0.00	3							0	0.00	6.00	42.40	254.40
110	4411976-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	3					3	113.84	1				1	37.95	8							0	0.00	12.00	37.95	455.38
111	4412908-MW-S01	MARKER, whiteboard, black, felt tip, bullet type	piece	5					5	52.52	1				1	10.50	15							0	0.00			
112	4412908-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	6					6	63.03					0	0.00	16							0	0.00			
113	4412908-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	7					7	73.53		2			2	21.01	14							0	0.00			
114	4412908-MP-B01	MARKER, PERMANENT, bullet type, black	piece	27					27	265.59	5				5	49.18	32							0	0.00	64.00	9.84	629.56
115	4412908-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	27					27	265.59	2				2	19.67	29							0	0.00	58.00	9.84	570.53
116	4412908-MP-B03	MARKER, PERMANENT, bullet type, red	piece	5					5	49.18					0	0.00	18							0	0.00	23.00	9.84	226.25
117	4412104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	9					9	54.86					0	0.00	10							0	0.00	19.00	6.10	115.81
118	4412104-PC-B02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	9					9	116.87					0	0.00	10							0	0.00	19.00	12.99	246.72
119	4412706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	24					24	508.55					0	0.00	4							0	0.00	28.00	21.19	593.30
120	4412007-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.02m	bundle						0	0.00					0	0.00								0	0.00	0.00	205.51	0.00
121	4412101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box						0	0.00	1				1	98.58								0	0.00	1.00	98.58	98.58
122	4412905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2					2	56.39					0	0.00								0	0.00	2.00	28.20	56.39
123	4412602-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	1					1	12.00					0	0.00								0	0.00	1.00	12.00	12.00
124	4412101-CL-H01	CUTTER KNIFE, for general purpose	piece	3					3	83.79	2				2	55.86	2							0	0.00	7.00	27.93	195.52
125	4410300-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	3					3	1,462.74					0	0.00	2							0	0.00	5.00	487.58	2,437.89
126	4412101-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece						0	0.00	1				1	190.80								0	0.00	1.00	190.80	190.80
127	4410100-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece						0	0.00					0	0.00								0	0.00	0.00	134.49	0.00
128	4412101-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	4					4	63.60					0	0.00								0	0.00	4.00	15.90	63.60
129	4412101-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1					1	83.74					0	0.00								0	0.00	1.00	83.74	83.74
130	4412101-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit						0	0.00					0	0.00								0	0.00	0.00	895.70	0.00

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