

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2018-10 dated November 8, 2018, 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 2021 FORM at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the 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. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPs website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DEPARTMENT OF BUDGET AND MANAGEMENT REGION IV-A	Agency Account Code: E087	Contact Person: JULIE M. FERNANDEZ
Region: MAIN & NCR	Organization Type: NATIONAL GOVERNMENT AGENCY	Position: ADMINISTRATIVE OFFICER III
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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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
PESTICIDES OR PEST REPELLENTS																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml ml	can	2			2	278.72			0	0.00	1			1	139.36			0	0.00	3.00	139.36	418.08			
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	20			20	3,028.60			15	15	2,271.45			0	0.00			15	15	2,271.45	50.00	151.43	7571.50		
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20			20	871.60	15			15	653.70	15		15	653.70	20			20	871.60	70.00	43.58	3050.60		
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00			0	0.00			0	0.00	0.00	457.60	0.00			
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle				0	0.00				0	0.00			0	0.00			0	0.00	0.00	43.58	0.00			
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00			0	0.00			0	0.00	0.00	455.00	0.00			
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00			0	0.00			0	0.00	0.00	207.75	0.00			
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	2			2	4	126.08			0	0.00			2				2	63.04		0	0.00	6.00	31.52	189.12
FILMS																											
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1	847.82				0	0.00	1		1	847.82				0	0.00	2.00	847.82	1695.64		
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	221.00				0	0.00	1		1	221.00				0	0.00	2.00	221.00	442.00		
11	13111201-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	208.52	0.00		
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00			0	0.00				0	0.00	0.00	83.72	0.00		
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00			0	0.00				0	0.00	0.00	882.55	0.00		
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	1			1	1,029.60	1			1	1,029.60	1		1	1,029.60	1		1	1,029.60	4.00	1029.60	4118.40			
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1528.80	0.00		
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00			0	0.00				0	0.00	0.00	906.36	0.00		
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00			0	0.00				0	0.00	0.00	884.00	0.00		
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00			0	0.00				0	0.00	0.00	1508.00	0.00		

101	4412105-BF-C03	CLIP, BACKBOARD, all metal, clamping, 32mm (1.2mm)	box	2		2	41.60			0	0.00	2			2	41.60			0	0.00	2			0	0.00	400	20.80	83.20
102	4412105-BF-C04	CLIP, BACKBOARD, all metal, clamping, 50mm (1.9mm)	box			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	47.84		0.00
103	44121801-CT-R01	CORRECTION TAPE, thin base type, UL 68mm	piece	25		25	350.50			0	0.00	20			20	280.40			0	0.00				0	0.00	45.00	14.02	630.96
104	4411515-DF-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	10		10	772.00		6	463.20		6			6	463.20			6	0.00				10	772.00	32.00	77.20	2470.40
105	4412011-DF-R01	DATA FOLDER, made of chipboard, lignin lock	piece	2		2	137.28			0	0.00	2			2	137.28			2	0.00				0	0.00	4.00	66.64	274.56
106	4412106-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1		1	673.09			0	0.00	1			1	673.09			1	0.00				0	0.00	2.00	673.09	1346.18
107	4412106-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1		1	927.16			0	0.00	1			1	927.16			1	0.00				0	0.00	2.00	927.16	1854.32
108	4412106-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1		1	758.40			0	0.00	1			1	758.40			1	0.00				0	0.00	2.00	758.40	1476.80
109	4412106-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.59mm thickness min	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	30.49		0.00
110	4412106-EN-X02	ENVELOPE, mailing, white, 70gsm	box	2		2	756.40			0	0.00	2			2	756.40			2	0.00				0	0.00	6.00	378.20	2269.20
111	4412104-EN-W02	ENVELOPE, mailing, white, with window	box	2		2	867.36			0	0.00	3			3	867.36			3	0.00				0	0.00	7.00	433.68	3035.76
112	4411912-ER-R01	EASER, FELT, for backboard/whiteboard	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	10.30		0.00
113	4412118-FA-R01	FASTENER, METAL, 70mm between prongs	box	2		2	166.82		2	166.82		2			2	166.82			2	0.00				0	0.00	4.00	83.41	331.64
114	4411515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	2		2	172.08			0	0.00				0	0.00			2	0.00				0	0.00	4.00	86.04	344.16
115	4412018-FT-S01	FILE TAB DIVIDER, brass board, for A4	set			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	11.13		0.00
116	4412018-FT-S02	FILE TAB DIVIDER, brass board, for legal	set			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	14.23		0.00
117	4412011-FO-R01	FOLDER, FANCY, for A4 size documents	bundle			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	270.40		0.00
118	4412011-FO-R02	FOLDER, FANCY, for legal size documents	bundle			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	311.88		0.00
119	4412011-FO-D01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	171.43		0.00
120	4412011-FO-D02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	243.24		0.00
121	4412027-FO-R01	FOLDER, PRES909040, size: 240mm x 170mm (9.5mm)	box	1		1	952.64			0	0.00	2			2	1,905.28			2	0.00				0	0.00	3.00	952.64	2857.92
122	4412011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2		2	558.00			0	0.00	2			2	558.00			2	0.00				0	0.00	4.00	279.00	1116.00
123	4412011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	1		1	321.36			0	0.00	1			1	321.36			1	0.00				0	0.00	2.00	321.36	642.72
124	4412008-IT-T01	INDEX TAB, self-adhesive, transparent	box			0	0.00		1	56.68		1			1	56.68			1	0.00				0	0.00	2.00	56.68	113.36
125	4411515-MF-R02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0	0.00		2	83.20		2			2	83.20			2	0.00				0	0.00	4.00	41.60	166.40
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	2		2	93.36			0	0.00	2			2	93.36			2	0.00				0	0.00	4.00	46.68	186.72
127	44121708-MW-R01	MARKER, whiteboard, black, felt tip, bullet type	piece	2		2	26.76			0	0.00	2			2	26.76			2	0.00				0	0.00	4.00	13.38	53.52
128	44121708-MW-R02	MARKER, whiteboard, blue, felt tip, bullet type	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00
129	44121708-MW-R03	MARKER, whiteboard, red, felt tip, bullet type	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	13.38		0.00
130	44121708-MW-R01	MARKER, PERMANENT, bullet type, black	piece	3		3	26.94			0	0.00	3			3	26.94			3	0.00				0	0.00	6.00	8.98	53.88
131	44121708-MW-R02	MARKER, PERMANENT, bullet type, blue	piece	2		2	17.96			0	0.00	2			2	17.96			2	0.00				0	0.00	4.00	8.98	35.92
132	44121708-MW-R03	MARKER, PERMANENT, bullet type, red	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00
133	4412104-PC-S01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10		10	77.60			0	0.00	10			10	77.60			10	0.00				0	0.00	20.00	7.76	155.20
134	4412104-PC-S02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box			10	171.40			0	0.00	10			10	171.40			10	0.00				0	0.00	20.00	17.14	342.80
135	44121706-PE-D01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	2		2	41.58			0	0.00	2			2	41.58			2	0.00				0	0.00	4.00	20.79	83.16
136	4412027-RB-RP10	RING BINDER, plastic, 32mm, B4 rings	bundle			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	239.79		0.00
137	4412201-RU-R01	RUBBER BAND, 70mm min by lat length (8.8)	box			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	109.50		0.00
138	44121905-SR-R1	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2		2	69.90			0	0.00	2			2	69.90			2	0.00				0	0.00	4.00	34.95	139.80
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00
140	44121612-CL-H01	CUTTER KNIFE, for general purpose	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	3.00	14.82	100.29
141	4410302-OS-H01	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	453.96	33.43	0.00
142	44121619-FS-H01	PENCIL SHARPENER, manual, single cutter head	piece			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	202.80		0.00
143	44101602-FU-R1	PUNCHER, paper, heavy duty, with two hole guide	piece	2		2	263.92			0	0.00	2			2	263.92			2	0.00				0	0.00	4.00	131.96	527.84
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	2		2	81.12			0	0.00	2			2	81.12			2	0.00				0	0.00	4.00	40.56	162.24
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2		2	353.60			0	0.00	2			2	353.60			2	0.00				0	0.00	4.00	176.80	707.20
146	44121615-ST-R01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00			0	0.00				0	0.00			0	0.00				0	0.00	0.00	914.16	0.00

2	Paper, multicoopy, 80 gm, 84 size	ream	1	330.00	1	330.00	1	330.00	1	330.00	1	330.00	4.00	330.00	1320.00
3	Paper, multicoopy, 80 gm, 8.5" x 14"	ream	2	600.00	1	300.00	1	300.00	1	300.00	1	300.00	5.00	300.00	1500.00
4	Paper, multicoopy, 80 gm, letter size	ream	2	560.00	1	280.00	1	280.00	1	280.00	1	280.00	5.00	280.00	1400.00
5	Arrow Sticker	pack	20	1,000.00	0	0.00	10	500.00	0	0.00	0	0.00	30.00	50.00	1500.00
6				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
7				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
8				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
9				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
10				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
11				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
12				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
13				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
14				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
15				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

Common Janitorial Supplies

1	Ce Air Freshener, gal type	canister	2	320.00	2	160.00	1	160.00	1	160.00	2	320.00	6.00	160.00	960.00
2	Toilet Tissue, big roll	roll	2	550.00	2	550.00	2	550.00	2	550.00	2	550.00	20.00	110.00	2200.00
3	Trashbag, medium size	pack	2	300.00	2	300.00	2	300.00	2	300.00	2	300.00	8.00	150.00	1200.00
4				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
5				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
6				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
7				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
8				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
9				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
10				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
11				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
12				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
13				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
14				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
15				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

Office Equipment and Accessories

1				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
2				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
3				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
4				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
5				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
6				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
7				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
8				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
9				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
10				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
11				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
12				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
13				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
14				0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

