

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](http://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](http://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: REGIONAL OFFICE XIII  
 Address: J ROSALES AVENUE, BUTUAN CITY

Agency Account Code: \_\_\_\_\_  
 Organization Type: NGA

Contact Person: NELJUN M. CATINDIN  
 Position: SUPPLY OFFICER  
 E-mail: [ncatindin@dbm.gov.ph](mailto:ncatindin@dbm.gov.ph)  
 Telephone/Mobile Nos: (085) 342-8977/341-5932/342-1227

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		
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	5	5	5	15	2,090.40	5	5	5	15	2,090.40	5	5	5	15	2,090.40	5	5	5	15	2,090.40	60.00	139.36	8361.60
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	151.43	0.00
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	39	10	10	59	2,571.22	9	10	10	29	1,263.82	39	10	10	59	2,571.22	9	10	10	29	1,263.82	176.00	43.58	7670.08
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
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	5	4	4	13	409.76	5	4	4	13	409.76	5	4	4	13	409.76	5	4	4	13	409.76	52.00	31.52	1639.04
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	221.00	0.00
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
<b>PAPER MATERIALS AND PRODUCTS</b>																										
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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00

15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box					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	0.00	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	0.00	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	0.00	1508.00	0.00		
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle					0	0.00					0	0.00					0	0.00	0.00	794.96	0.00		
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad					0	0.00					0	0.00					0	0.00	0.00	37.06	0.00		
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	5		25	1,482.00	15		15	889.20	20	5	25	1,482.00	15		15	889.20	80.00	59.28	4742.40			
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad					0	0.00						0	0.00				0	0.00	0.00	47.73	0.00		
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece					0	0.00						0	0.00				0	0.00	0.00	12.04	0.00		
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams					0	0.00						0	0.00				0	0.00	0.00	170.56	0.00		
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams					0	0.00						0	0.00				0	0.00	0.00	181.42	0.00		
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	45	25	10	80	10,649.60	40	25	10	75	9,984.00	40	25	15	80	10,649.60	40	25	10	75	9,984.00	310.00	133.12	41267.20
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	32	2	1	35	4,863.95	25	5		30	4,169.10	34		5	39	5,419.83	25	5		30	4,169.10	134.00	138.97	18621.98
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad					0	0.00						0	0.00				0	0.00	0.00	30.68	0.00		
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box					0	0.00						0	0.00				0	0.00	0.00	98.05	0.00		
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll					0	0.00						0	0.00				0	0.00	0.00	55.64	0.00		
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book					0	0.00						0	0.00				0	0.00	0.00	70.72	0.00		
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10			10	1,019.20				10			10	1,019.20				0	0.00	20.00	101.92	2038.40		
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	4	4	4	12	1,048.80	4	4	4	12	1,048.80	4	4	4	12	1,048.80	4	4	4	12	1,048.80	48.00	87.40	4195.20
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack					0	0.00						0	0.00				0	0.00	0.00	34.84	0.00		
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	13			13	471.90						0	0.00	12				12	435.60			25.00	36.30	907.50
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	13			13	256.49						0	0.00	12				12	236.76			25.00	19.73	493.25
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00						0	0.00					0	0.00	0.00	96.20		0.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	12			12	745.20		1	1	62.10	8			8	496.80				0	0.00	21.00	62.10	1304.10	
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00						0	0.00					0	0.00	0.00	19.76		0.00	
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	21		1	22	463.98	20			20	421.80	22			22	463.98	20		20	421.80	84.00	21.09	1771.56	
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	10			10	186.70					0	0.00	5			5	93.35			0	0.00	15.00	18.67	280.05
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll				0	0.00					0	0.00				0	0.00			0	0.00	0.00	54.60	0.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	1	1	1	3	319.80	1	1	1	3	319.80	1	1	1	3	319.80	1	1	1	3	319.80	12.00	106.60	1279.20
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	2	2		4	79.88					0	0.00	2	2		4	79.88			0	0.00	8.00	19.97	159.76
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0	0.00					0	0.00				0	0.00			0	0.00	0.00	10.09	0.00
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	16	1		17	339.49			1	1	19.97	16			16	319.52	1		1	19.97	35.00	19.97	698.95	
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00						0	0.00					0	0.00	0.00	58.24		0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00						0	0.00					0	0.00	0.00	1109.68		0.00	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00						0	0.00					0	0.00	0.00	1369.68		0.00	
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00						0	0.00					0	0.00	0.00	856.86		0.00	
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00						0	0.00					0	0.00	0.00	674.96		0.00	
<b>MEDICAL THERMOMETERS AND ACCESSORIES</b>																										
52	41112224-TG-T01	THERMOGUN	piece	2			2	6,136.00						0	0.00					0	0.00	2.00	3068.00		6136.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																										

53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	40			40	8,232.80			0	0.00	40			40	8,232.80			0	0.00	80.00	205.82	16465.60		
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece				0	0.00			0	0.00				0	0.00			0	0.00	0.00	82.16	0.00		
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	14			14	247.52	10			10	176.80	10			10	176.80	10			10	176.80	44.00	17.68	777.92
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	2	1	1	4	360.88	1	1	1	3	270.66	1	1	1	3	270.66	1	1	1	3	270.66	13.00	90.22	1172.86
57	47131604-BR-S01	BROOM, soft (tambo)	piece	10			10	1,362.40				0	0.00	10			10	1,362.40				0	0.00	20.00	136.24	2724.80
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	10			10	182.00				0	0.00	10			10	182.00				0	0.00	20.00	18.20	364.00
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.60	0.00
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23.92	0.00
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.03	0.00
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	5	5	5	15	561.45	5	5	5	15	561.45	5	5	5	15	561.45	5	5	5	15	561.45	60.00	37.43	2245.80
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1			1	128.96	1			1	128.96	1			1	128.96	1			1	128.96	4.00	128.96	515.84
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2	49.66	2			2	49.66	2			2	49.66	2			2	49.66	8.00	24.83	198.64
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	131.25	0.00
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	102.96	0.00
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	309.76	0.00
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	2	2	2	6	693.18	2	2	2	6	693.18	2	2	2	6	693.18	2	2	2	6	693.18	24.00	115.53	2772.72
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2288.00	0.00
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5			5	728.00				0	0.00	5			5	728.00				0	0.00	10.00	145.60	1456.00
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	5			5	618.80				0	0.00	5			5	618.80				0	0.00	10.00	123.76	1237.60
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	5			5	269.10				0	0.00	5			5	269.10				0	0.00	10.00	53.82	538.20
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	10			10	1,071.20				0	0.00	10			10	1,071.20				0	0.00	20.00	107.12	2142.40
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	4	4	4	12	1,616.16	4	4	4	12	1,616.16	4	4	4	12	1,616.16	4	4	4	12	1,616.16	48.00	134.68	6464.64
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	27.96	0.00
<b>PERSONAL PROTECTIVE EQUIPMENT</b>																										
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1144.00	0.00
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece	60	60	60	180	22,464.00	60	60	60	180	22,464.00	60	60	60	180	22,464.00	60	60	60	180	22,464.00	720.00	124.80	89856.00
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	156.00	0.00
79	42131601-PA-A01	Polyethylene Apron (50g)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.08	0.00
80	42131702-SG-01	SURGICAL GOWN	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	299.52	0.00
81	42131711-HC-H01	HEAD COVER, disposable	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2.60	0.00
82	42131609-SC-S01	SHOE COVER, disposable	pair				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.32	0.00
83	42132203-MG-G01	NITRILE GLOVES	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3.07	0.00
84	42132203-MG-G02	PREMIUM LATEX GLOVES	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5.02	0.00
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	400	400	400	1200	16,848.00	400	400	400	1200	16,848.00	400	400	400	1200	16,848.00	400	400	400	1200	16,848.00	4,800.00	14.04	67392.00
86	46182008-KN-M01	KN95 FACE MASK	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	104.00	0.00
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																										
87	43211507-DSK001	MITHI DESKTOP, basic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	24,793.60	0.00
88	43211507-DSK002	MITHI DESKTOP, mid-range	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	42,390.40	0.00
89	43211503-LAP001	MITHI LAPTOP, mid-range	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41,392.00	0.00
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2650.83	0.00