

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
 - 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.

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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

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Pesticides or Pest Repellents																							
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	300		300	41,808.00	300		300	41,808.00	300		300	41,808.00	300		300	41,808.00	1200	139.36	167,232.00	
Solvents																							
2	12191601-AL-F01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	894		894	39,328.85	894		894	39,328.85	894	700	700	2294	100,917.65	1584		1584	69,683.33	5666	43.99	249,258.67
Color Compounds and Dispersions																							
3	12171703-SL-P01	STAMP PAD INK, purple or violet	bottle	47		47	1,157.48	47		47	1,157.48	47	200	200	447	11,008.36	247		247	6,082.92	788	24.63	19,406.23
Films																							
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	12		12	8,846.82	12		12	8,846.82	12		12	8,846.82	12		12	8,846.82	48	737.24	35,387.29	
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	4	1	5	1,042.60			0	0.00	3		3	625.56			0	0.00	8	208.52	1,668.16	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	4		4	834.08		2	2	417.04	4		4	834.08	2		2	417.04	12	208.52	2,502.24	
Paper Materials and Products																							
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	50		50	3,638.96	50		50	3,638.96	50		50	3,638.96	50		50	3,638.96	200	72.78	14,555.84	
8	14111506-CF-I11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box		10	10	6,822.40			0	0.00			0	0.00			0	0.00	10	682.24	6,822.40	
9	14111506-CF-I12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	14		14	14,414.40			0	0.00	4		4	4,118.40			0	0.00	18	1,029.60	18,532.80	
10	14111506-CF-I22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0	0.00	10		10	13,000.00			0	0.00			0	0.00	10	1,300.00	13,000.00	
11	14111506-CF-I21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	6		6	4,592.64			0	0.00	19		19	14,543.36			0	0.00	25	765.44	19,136.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	47		47	31,522.71	25		25	16,767.40	37		37	24,815.75	70		70	46,948.72	179	670.70	120,054.58	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	250		250	8,054.80	250		250	8,054.80	1000		1000	32,219.20	250		250	8,054.80	1750	32.22	56,383.60	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	240		240	13,453.44	240		240	13,453.44	240		240	13,453.44	240		240	13,453.44	960	56.06	53,813.76	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	240		240	9,959.04	240		240	9,959.04	240		240	9,959.04	240		240	9,959.04	960	41.50	39,836.16	