

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 AP 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 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 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-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. 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.)
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.

Department/Bureau/Office:
Region:
Address:

Note: Consistent with Memorandum Circular No. 2019 - 1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

NATIONAL LABOR RELATIONS COMMISSION
REGIONAL ARBITRATION BRANCH - III
ASCORP Bldg., Dolores, City of San Fernando, Pampanga

Agency Account Code: 16-004-03-0003
Organization Type: Government Agency

Contact Person: Fe Q. Dabu
Position: Supply Officer
E-mail: feq.dabu@nlrc.gov.ph
Telephone/Mobile Nos: 045-961-2431/09087159282

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. 10191506-NA-401 INSECTICIDE, aerosol type, net content: 600ml/600ml	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	139.36	0.00									
Solvents																													
2. 12191801-4A-601 ALCOHOL, ethyl, 68%-70%, sealed, 500ml (.50ml)	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	43.992	0.00									
Color Compounds and Dispersions																													
3. 12171703-SI-901 STAMP PAD INK, purple or violet	bottle	7	0	0	7	172.39	0	0	0	0	0	0	0	0	0	0	0	0.00	24.6272	172.39									
Films																													
4. 13111303-KC-R01 ACETATE, thickness: 0.075mm min (Gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	737.2352	0.00									
5. 13111201-CR-R01 CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	208.52	0.00									
6. 13111201-CR-R02 CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	208.52	0.00									
Paper Materials and Products																													
7. 14111525-CA-A01 CARBOLUNA, assorted colors	pack	3	0	0	3	218.34	0	0	0	0	0	0	0	0	0	0	0	0.00	145.56	0	0	0	0	0	0	0.00	5.00	72.7792	363.90
8. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	682.24	0.00								
9. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1029.6	0.00								

C. For the Transport of Sick and/or Injured Persons

<p>25181601-VC101A MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<p>25181601-VC101B MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<p>25101703-VC201A Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2000 cc for gasoline</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<p>25101703-VC201B Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<p>25101703-VC3-01 Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units)</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

D. For Patrol Operations																					
<p>25101702-VD101A Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	

