

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

roduction:
 ed 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. 6-9 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).

uctions:
 ownload the worksheet file APP-CSE 2019 template at www.ps-phillgeps.gov.ph
 ndicate the agency's monthly requirement per item in the APP-CSE 2019 form.
 he 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.
 in 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-phillgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
- ill 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 its last purchase.
- nce accomplished and finalized, the APP-CSE 2019 form should be:

- a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region VA).
 - 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.
- he 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.

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.

Department/Bureau/Office: National Labor Relations Commission Agency Account Code: _____ Contact Person: Allan M. Resoor
 Region: Eighth Division Organization Type: _____ Position: Acting Supply Officer
 Address: Henry Tan Bldg., Tirso Nerl St., Cagayan de Oro City E-mail: allanresoor@yahoo.com
 Telephone/Mobile No: 881-2013

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			

Part I. AVAILABLE AT PROCUREMENT SERVICE STORES

Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT	Total Quantity for the year	Price Catalogue	Total Amount for the year	
icides or Pest Repellents																					
1019509-IN-A01 INSECTICIDE aerosol type, net content: 600ml ml	can				0				0				0					0	0.00	0.00	0.00
vents																					
2191601-AL-01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle				12				12				12					0	0.00	36.00	89.00
or Compounds and Dispersions																					
1217903-SI-01 STAMP PAD INK, purple or violet	bottle				12				0				12					0	0.00	24.00	41.66

Part II																					
1311203-AC-F01 ACETATE, thickness 0.075mm ml	roll				0				0				0					0	0.00	0.00	737.24
1311201-CF-F02 CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0					0	0.00	0.00	208.52
1311201-CF-F02 CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0					0	0.00	0.00	208.52

1st Materials and Products

1411935-CA-A01	CARTOLINA, assorted colors	pack	24	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24.00	75.00	1,800.00
1411906-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	682.24	0.00
1411906-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,029.60	0.00
1411906-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,300.00	0.00
1411906-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	765.44	0.00
1411906-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	596.80	0.00
1411906-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,034.80	0.00
1411906-CF-L33	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	670.70	0.00
1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	670.70	0.00
1411909-LL-C01	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	12	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24.00	32.22	773.26
1411904-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	56.06	0.00
1411904-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	41.50	0.00
1411904-NP-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.04	0.00
1411907-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	132.37	0.00
1411907-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 390mm	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	154.75	0.00
1411907-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	155.00	1,860.00
1411907-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	75	0.00	0	0.00	75	0.00	0	0.00	75	0.00	0	0.00	0	0.00	300.00	210.00	63,000.00
1411931-PP-R01	PAPER, PAD, ruled, size: 216mm x 350mm (4 1/2mm)	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	17.35	0.00
1411903-PA-A01	PAPER, PARACHMENT, size: 210 x 297mm, multi-purpose	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	96.20	0.00
1411818-TH-H02	PAPER, THERMAL, 55gsm, size: 216mm x 300mm x 30mm x 0.3mm	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	48.78	0.00
1411931-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	70.72	0.00
1411931-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	25	0.00	0	0.00	0	0.00	0	0.00	25	0.00	0	0.00	0	0.00	50.00	101.92	5,096.00
1411704-TT-F01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	65.42	0.00

Batteries and Cells and Accessories

2611922-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	0	0.00	48.00	45.83	2,199.84
2611922-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	0	0.00	24.00	54.16	1,299.84
2611922-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	88.40	0.00

Manufacturing Components and Supplies

3201010-CL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	47.82	0.00
3191804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/19)	box	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	0	0.00	24.00	43.75	1,050.00
3191804-SW-S01	STAPLE WIRE, STANDARD (26/16)	box	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	12	0.00	0	0.00	48.00	49.00	2,352.00
3201020-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	18.20	0.00
3201020-TA-M01	TAPE, MASKING, width: 24mm (4.1mm)	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	55.12	0.00

3120903-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	0	0.00																0	0.00	0.00	106.60	0.00	
3120917-TA-B01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	12	0.00																0	0.00	0.00	24.00	54.00	1,296.00
3120912-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	0.00																0	0.00	0.00	0.00	9.10	0.00
3120912-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	12	0.00																12	0.00	0.00	48.00	28.00	1,344.00
3115907-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0.00																12	0.00	0.00	24.00	50.96	1,223.04

ting and Ventilation and Air Circulation

40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0.00																0	0.00	0.00	974.48	0.00	
40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0.00																0	0.00	0.00	0.00	1,192.88	0.00
40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	6	0.00																0	0.00	0.00	6.00	1,006.39	6,038.32
40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0.00																0	0.00	0.00	0.00	669.66	0.00

ting and Fixtures and Accessories

39101605-FL-T01	FLUORESCENT tube, 36 WATTS,	piece	12	0.00																0	0.00	0.00	24.00	45.83	1,099.92
39101604-LB-L01	Light Bulb, LED, 15 watts 1pc 1in individual box	piece	12	0.00																0	0.00	0.00	24.00	199.00	4,776.00

asuring and Observing and Testing Equipment

4111604-RU-P02	RULER, plastic, 450mm (8"), width: 38mm min	piece	0	0.00																0	12.00	12.00	15.48	185.70
----------------	---	-------	---	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	-------	-------	-------	--------

ming Equipment and Supplies

47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/9.5oz min	can	12	0.00																0	0.00	0.00	24.00	168.00	4,032.00
47131604-BR-S01	BROOM, soft (bambo)	piece	0	0.00																0	0.00	0.00	0.00	130.00	0.00
47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0.00																0	0.00	0.00	0.00	30.58	0.00
47131809-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	0.00																0	0.00	0.00	0.00	41.60	0.00
47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	0	0.00																0	0.00	0.00	0.00	23.92	0.00
47131811-DE-S02	DETERGENT BAR, 140 grams as packed	bar	0	0.00																0	0.00	0.00	0.00	8.01	0.00
47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	0.00																0	0.00	0.00	0.00	37.43	0.00
47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0.00																0	0.00	0.00	0.00	122.98	0.00
47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0.00																0	0.00	0.00	0.00	24.84	0.00
47131802-FM-P02	FLOOR WAX, PASTE, RED	can	12	0.00																0	0.00	0.00	24.00	29.75	714.00
47131830-FC-A01	FURNITURE CLEANER, aerosol type, Pledge	can	12	0.00																0	0.00	0.00	24.00	355.00	8,520.00
47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0.00																0	0.00	0.00	0.00	1,911.00	0.00
47131613-MP-P02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0.00																0	0.00	0.00	0.00	145.60	0.00
47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0.00																0	0.00	0.00	0.00	110.24	0.00
47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0.00																0	0.00	0.00	0.00	49.69	0.00
47131602-SC-A01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0.00																0	0.00	0.00	0.00	102.96	0.00

Common Office Supplies

Scotch tape (1/2")	pcs.	25	700.00	0	0.00	25	700.00	0	0.00	50.00	28.00	1,400.00
Ball pen (assorted color)	pcs.	25	125.00	25	125.00	25	125.00	25	125.00	100.00	5.00	500.00
Brown Envelope (long)	pcs.	200	600.00	100	300.00	100	300.00	100	300.00	500.00	3.00	1,500.00
Folder Expanding (long)	pcs.	50	350.00	50	350.00	50	350.00	50	350.00	200.00	7.00	1,400.00
Envelope Expanding (long)	pcs.	200	1,400.00	100	700.00	100	700.00	100	700.00	500.00	7.00	3,500.00

Office Equipment and Furniture

Computer Table	pcs.	12	15,000.00	0	0.00	0	0.00	0	0.00	12.00	1,250.00	15,000.00
Clerical Table	pcs.	6	30,000.00	0	0.00	0	0.00	0	0.00	6.00	5,000.00	30,000.00
Clerical Chair	pcs.	6	6,999.96	0	0.00	0	0.00	0	0.00	6.00	1,166.66	6,999.96
Executive Chair	pcs.	6	34,999.98	0	0.00	0	0.00	0	0.00	6.00	5,833.33	34,999.98
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Office Supplies

Paste, solid with applicator	pcs.	25	900.00	0	0.00	25	900.00	0	0.00	50.00	36.00	1,800.00
Paper Sticker	pack	6	204.00	6	204.00	6	204.00	6	204.00	24.00	34.00	816.00
Push Pin	box	6	156.00	0	0.00	6	156.00	0	0.00	12.00	26.00	312.00
Reso.(remand records)short	ms.	0	0.00	6	1,122.00	0	0.00	0	0.00	6.00	187.00	1,122.00
Reso.(routine slip)long	ms.	0	0.00	6	1,182.00	0	0.00	0	0.00	6.00	197.00	1,182.00

Audio and visual presentation and composing equipment

		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Photographic or filming or video equipment

		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Printing Equipment and Supplies

		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
		0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

