

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-phileggs.gov.ph](http://www.ps-phileggs.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
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-phileggs.gov.ph](http://www.ps-phileggs.gov.ph) and;
  - b. 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:
  - a. Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office\_APP2021\_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.
- 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 Phileggs 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: NATIONAL LABOR RELATIONS COMMISSION  
 Region: Regional Arbitration Branch VIII  
 Address: Trece Martires St., Tacloban City

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

Contact Person: JAMES P. CINCO  
 Position: Acting Supply Officer  
 E-mail: [rp5nrc@yahoo.com](mailto:rp5nrc@yahoo.com)  
 Telephone/Mobile Nos: 053-832-0116

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		
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																						
<b>PESTICIDES OR PEST REPELLENTS</b>																						
1. 10191509-IN-001 INSECTICIDE, aerosol type, net content: 600ml min	can	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	1	3	418.08	12.00	139.36	1672.32		
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																						
2. 53131626-HS-S01 HAND SANITIZER, 500 ml	bottle	17			17	2,574.31	17			17	2,574.31	17			17	2,574.31	17		68.00	151.43	10297.24	
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																						
3. 12191601-AL-F01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle	17			17	740.86	17			17	740.86	17			17	740.86	17		68.00	43.58	2963.44	
4. 12191601-AL-F02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00			0.00	457.60	0.00	
5. 51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle				0	0.00				0	0.00				0	0.00			0.00	43.58	0.00	
6. 51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00			0.00	455.00	0.00	
7. 51471505-PO-F01 POWIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00			0.00	207.75	0.00	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																						
8. 12171703-SI-F01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle			3	3	94.56			1	1	31.52				0	0.00			0.00	4.00	31.52	126.08
<b>FILMS</b>																						
9. 13111205-AC-F01 ACETATE, thickness: 0.075mm min (Gauge #3)	roll				0	0.00				0	0.00				0	0.00			0.00	847.82	0.00	
10. 13111201-CF-F01 CARBON FILM, PE, back, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00			0.00	221.00	0.00	
11. 13111201-CF-F02 CARBON FILM, PE, back, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00			0.00	268.52	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			0.00	83.72	0.00	
13. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 290 x 241mm	box				0	0.00				0	0.00				0	0.00			0.00	882.55	0.00	
14. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 290 x 378mm	box				0	0.00				0	0.00				0	0.00			0.00	1029.60	0.00	



53	39101628-1T-101	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	2	2	2	6	1,294.92	1	1	1	3	617.46	1	1	3	617.46	1	1	3	617.46	1	1	3	617.46	15.00	205.82	3067.30
54	39101628-1B-101	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	1	1	1	3	246.48	1	1	1	3	246.48	1	1	3	246.48	1	1	3	246.48	1	1	3	246.48	10.00	82.16	821.60
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																												
55	41111604-RU-802	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00		17.88	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																												
56	47131812-AF-401	AIR FRESHENER, aerosol, 280ml/150g min	can	5			5	451.10	5			5	451.10	5		5	451.10	5		5	451.10	5		5	451.10	20.00	90.22	1804.40
57	47131604-BR-901	BROOM, soft (rambo)	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	136.24	0.00
58	47131604-BR-101	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	18.20	0.00
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	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	0.00	0.00	23.92	0.00
61	47131811-DE-802	DETERGENT BAR, 140 grams as packed	piece				0	0.00				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	187.15	5			5	187.15	5		5	187.15	5		5	187.15	5		5	187.15	20.00	37.43	748.60
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	2			2	257.92	2			2	257.92	2		2	257.92	2		2	257.92	2		2	257.92	8.00	128.96	1031.68
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	24.83	0.00
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	5			5	656.25	5			5	656.25	5		5	656.25	5		5	656.25	5		5	656.25	20.00	131.25	2625.00
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	102.96	0.00
67	47131802-FV-P02	FLOOR WAX, PASTE, RED	can				0	0.00				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				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	115.53	0.00
69	47121804-MP-801	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	2288.00	145.60	0.00
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	123.76	0.00
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	53.82	0.00
72	47131501-MG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	107.12	0.00
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	124.68	0.00
74	47121701-TB-P04	TRASHBAG, GPM specs, black, 940mmx1016mm	pack				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	124.68	0.00
75	47121702-MP-R01	WASTEBASKET, non-rigid plastic	piece				0	0.00				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	0.00	0.00	1144.00	0.00
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	124.80	0.00
78	46181804-GG-C01	PROTECTIVE SAFETY GOGGLES	piece				0	0.00				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	0.00	0.00	15.08	0.00
80	42131702-SC-A1	SURGICAL GOWN	piece				0	0.00				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	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	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	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	0.00	0.00	5.02	0.00
85	42131713-SM-H01	SURGICAL MASK, 3-ply	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	14.04	0.00
86	46182008-KM-H01	KN95 FACE MASK	piece				0	0.00				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	WITH DESKTOP, basic	unit				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	24,793.60	0.00
88	43211507-DSK002	WITH DESKTOP, mid-range	unit				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	42,390.40	0.00
89	43211503-LAPP01	WITH LAPTOP, mid-range	unit				0	0.00				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	0.00	0.00	2650.83	0.00
91	43202010-HD-U01	FLASH DRIVE, 16 GB capacity	piece	1	1	1	3	502.32				0	0.00			0	0.00			0	0.00			0	0.00	0.00	167.44	502.32



134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	2	2	4	68.56	2	2	2	6	102.84	2	2	2	6	102.84	2	2	2	6	102.84	22.00	17.14	377.08
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.79	0.00
136	44122027-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle			0	0.00				0	0.00				0	0.00				0	0.00	0.00	239.79	0.00
137	44122101-RU-B01	RUBBER BAND, 70mm min lgy/flat length (#16)	box	1	1	3	328.50	1	1	1	3	328.50	1	1	2	2	219.00				0	0.00	8.00	109.50	0.00
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	1	2	69.90				0	0.00				0	0.00				0	0.00	2.00	34.95	676.00
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	14.82	69.90
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	33.43	0.00
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.96	0.00
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	202.80	0.00
143	44101602-FU-F01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	1	3	395.88				0	0.00				0	0.00				0	0.00	0.00	131.96	395.88
144	44121618-SS-S01	SCISSORS, symmetrical blade length: 65mm min	pair	1	1	3	121.68	1	1	1	3	121.68				0	0.00				0	0.00	3.00	40.56	243.36
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	1	3	530.40	1	1	1	3	530.40				0	0.00				0	0.00	6.00	176.80	1060.80
146	44121615-ST-F01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00				0	0.00				0	0.00				0	0.00	0.00	914.16	0.00
147	44121613-SR-F01	STAPLE REMOVER, PLIER-TYPE	piece	1	1	3	74.70	1	1	1	3	74.70	1	1	1	3	74.70				0	0.00	10.00	24.90	249.00
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			0	0.00				0	0.00				0	0.00				0	0.00	0.00	64.20	0.00
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.00	0.00
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	1	1	3	1,040.55				0	0.00				0	0.00				0	0.00	3.00	9534.72	0.00
151	44101714-FX-M01	FAXSIMILE MACHINE, uses thermal paper	unit			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5642.00	1040.55
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit			0	0.00				0	0.00				0	0.00				0	0.00	0.00	9297.60	0.00
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-9mm (Entry Level)	unit			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5699.20	0.00

**PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES**

154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	6947.20	0.00
155	44103105-BR-B04	INK CART, BROTHER LC678, Black	Cart	2	2	6	5,460.00	2	2	2	6	5,460.00	2	2	2	6	5,460.00	2	2	2	6	5,460.00	24.00	910.00	21640.00
156	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart	2	2	6	9,609.60	2	2	2	6	9,609.60	2	2	2	6	9,609.60	2	2	2	6	9,609.60	24.00	1601.60	38438.40
157	44103103-BR-C03	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	6760.00	0.00
158	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5080.40	0.00
159	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	8569.60	0.00
160	44103103-SK-B03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	8569.60	0.00
161	44103103-CA-C04	INK CART, CANON CL-741, Cbl.	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5116.80	0.00
162	44103103-CA-C02	INK CART, CANON CL-811, Colored	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	989.04	0.00
163	44103105-CA-B04	INK CART, CANON PG-740, Black	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00
164	44103105-CA-B02	INK CART, CANON PG-810, Black	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00
165	44103105-EP-C17	INK CART, EPSON C13T664206 (T6642), Cyan	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	780.00	0.00
166	44103105-EP-C17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00
167	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00
168	44103105-HP-T10	INK CART, HP C2P04AA (HP2), Black	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	773.76	0.00
169	44103105-HP-T10	INK CART, HP C2P06AA (HP2), Tri-color	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	950.55	0.00
170	44103105-HP-T10	INK CART, HP C9352AA (HP22), Tri-color	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	795.60	0.00
171	44103105-HP-T10	INK CART, HP C9393YA (HP27), 99ml Photo Black	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	920.40	0.00
172	44103105-HP-T10	INK CART, HP C9393YA (HP27), 99ml Photo Black	Cart			0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00

























