

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 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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 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
 - 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
- 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.
- 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.
- 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.)
- 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 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.

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**.

Department/Bureau/Office: _____ Contact Person: JAMES P. CINCO
 Regional Arbitration Branch No. VIII Acting Supply Officer
 Region: _____ Position: _____
 Address: TRECE MARTIRES ST., TAGLOBAN CITY Organization Type: _____ E-mail: rat@nlrc@yahoo.com
 Telephone/Mobile Nos: 09260223090

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. 10191509-1H-A01 INSECTICIDE, aerosol type, net content: 600ml mlh	can				0	0.00											0	0.00	0.00	139.36	0.00
Solvents																					
2. 12191601-AL-E01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (.50l)	bottle				0	0.00													0.00	43.992	0.00
Color Compounds and Dispersions																					
3. 12171703-SI-F03 STAMP PAD INK, purple or violet	bottle			3	3	73.88	1	24.63											4.00	24.6272	98.5
Films																					
4. 13111203-AC-F01 ACETATE, thickness: 0.075mm mlh (gauge #3)	roll				0	0.00													0.00	737.2352	0.00
5. 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00													0.00	208.52	0.00
6. 13111201-CF-P02 CARBON FILM, PE, black, size 215mm x 330mm	box				0	0.00													0.00	208.52	0.00
Paper Materials and Products																					
7. 14111525-CA-A01 CARTOLINA, assorted colors	pack				0	0.00													0.00	72.7792	0.00
8. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00													0.00	682.24	0.00
9. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00													0.00	1029.6	0.00

115	4412101-RU-001	RUBBER BAND, 70mm min lay flat length (#18)	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	193.44	0	0.00	8.00	96.72	773.7
116	4412102-SP-001	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	2.00	27.664	55.3
117	4412161-BL-001	CUTTER BLADE, for heavy duty cutter	piece	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	11.7728	0.0
118	4412161-CU-001	CUTTER KNIFE, for general purpose	piece	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	27.404	0.0
119	4410202-DS-001	DATING AND STAMPING MACHINE, heavy duty	piece	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	478.3792	0.0
120	4412161-PS-001	PENCIL SHARPENER, manual, single cutter head	piece	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	187.2	0.0
121	4410602-RU-001	PUNCHER, paper, heavy duty, with two hole guide	piece	1	1	3	395.87	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	3.00	131.9552	395.8
122	4412161-SS-001	SCISSORS, symmetrical, blade length: 65mm min	pair	1	1	3	46.80	1	1	1	1	1	1	1	1	1	1	1	1	0.00	0	0.00	6.00	15.6	93.6
123	4412161-ST-001	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	1	3	246.48	1	1	1	1	1	1	1	1	1	1	1	1	0.00	0	0.00	6.00	82.16	492.9
124	4412161-ST-001	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	878.8	0.0
125	4412161-SR-001	STAPLE REMOVER, PLIER-TYPE	piece	1	1	3	54.54	1	1	1	1	1	1	1	1	1	1	1	1	0.00	1	18.18	10.00	18.1792	181.7
126	44121605-TD-001	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	55.8272	0.0
127	44101602-PB-001	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	10.400	0.0
128	44101807-CA-001	CALCULATOR, compact, 12 digits	unit	1	1	3	405.60	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	3.00	135.2	405.6
129	44101714-FX-001	FACSIMILE MACHINE, uses thermal paper	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	4711.2	0.0
130	44101601-PT-001	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	8088.08	0.0
131	44101603-PS-001	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	5699.2	0.0
132	44101603-PS-002	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0	0.0

Printer or Facsimile or Photocopier Supplies

133	4410109-BR-005	DRUM CART, BROTHER DR-3455	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	6864	0.0
134	44103105-CA-004	INK CART, CANON CL-741, Col.	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1001.52	0.0
135	44103105-CA-002	INK CART, CANON CL-811, Colored	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1029.6	0.0
136	44103105-CA-004	INK CART, CANON PG-740, Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	754	0.0
137	44103105-CA-002	INK CART, CANON PG-810, Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	780	0.0
138	44103105-EP-817	INK CART, EPSON C13T664100 (T6641), Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	254.8	0.0
139	44103105-EP-417	INK CART, EPSON C13T664200 (T6642), Cyan	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	254.8	0.0
140	44103105-EP-417	INK CART, EPSON C13T664300 (T6643), Magenta	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	254.8	0.0
141	44103105-EP-417	INK CART, EPSON C13T664400 (T6644), Yellow	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	254.8	0.0
142	44103105-HP-040	INK CART, HP C2P04AA (HP62) Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0	0.0
143	44103105-HP-140	INK CART, HP C2P06AA (HP62) Tri-color	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	0	0.0
144	44103105-HP-069	INK CART, HP C9351AA, (HP21), Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	658.32	0.0
145	44103105-HP-110	INK CART, HP C9352AA, (HP22), Tri-color	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	745.68	0.0
146	44103105-HP-130	INK CART, HP C9363WA, (HP97), Tri-color	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1492.4	0.0
147	44103105-HP-048	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1996.8	0.0
148	44103105-HP-048	INK CART, HP C9398A (HP72) 69ml Cyan	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1996.8	0.0
149	44103105-HP-048	INK CART, HP C9399A (HP72) 69ml Magenta	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1996.8	0.0
150	44103105-HP-148	INK CART, HP C9400A (HP72) 69ml Yellow	cart	1	1	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00	1996.8	0.0

C. For the Transport of Sick and/or Injured Persons												
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	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
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	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25101703-VC201A	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
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	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
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)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
D. For Patrol Operations												
25101702-VD101A	Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

F. For Disaster Response and Rescue/Relief Operations

	25101703-VF101A	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
1	25101703-VF101B	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VF201A	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101507-VF201B	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
3	25101801-VF3-01	Motorcycle Specifications may vary according to the interest of the agency and in consideration of the requirements and specifications of motorcycles allowed in certain areas For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

H. For Fire Fighting Operations

	25101705-VH1-01	Fire Truck Custom-built fire trucks (other versions are built/manufactured locally) Specifications may vary according to the manufacturer model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency. To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
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