

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 6, 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:

1. Download the worksheet file APP-CSE 2020 template at www.pps-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.pps-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.

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: NATIONAL LABOR RELATIONS COMMISSION
 Region: CORDILLERA ADMINISTRATIVE REGION
 Address: #17 Private Road, Magsaysay Avenue, Baguio City

Agency Account Code: NATIONAL GOVERNMENT
 Organization Type: NATIONAL GOVERNMENT

Contact Person: DENNIS D. TOMILAS
 Position: Administrative Officer I
 E-mail: nlc_car@yahoo.com
 Telephone/Mobile Nos: (063)09176585854

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-IN-A01 INSECTICIDE, aerosol type, net content, 600ml/0.6L	can	5	0	0	5	696.80	5	0	0	0	5	696.80	5	0	0	5	696.80	20.00	139.36	2,767.20
Solvents																				
2 12191601-AL-E01 ALCOHOL, ethyl, 68%-70% scented, 500ml (.50L)	bottle	36	0	0	36	1,583.71	36	0	0	0	36	1,583.71	36	0	0	36	1,583.71	144.00	43.99	6,334.85
Color Compounds and Dispersions																				
3 12171703-SI-F01 STAMP PAD INK, purple or violet	bottle	3	0	0	3	73.88	3	0	0	0	3	73.88	3	0	0	3	73.88	12.00	24.63	295.53
Films																				
4 13111203-AC-F01 ACEFATE, thickness: 0.075mm/mln (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	737.24	0.00
5 13111201-CF-F01 CARBON FILM, PE, black, size 210mm X 297mm	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
6 13111201-CF-F02 CARBON FILM, PE, black, size 215mm X 330mm	box	3	0	0	3	623.56	0	0	0	0	2	0.00	2	0	0	2	417.04	0	208.52	1,042.60
Paper Materials and Products																				
7 14111525-CA-A01 CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	72.78	0.00
8 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	682.24	0.00

Printer or Facsimile or Photocopier Supplies

138	44103105-EP-817 (176-41), Black	INK CART, EPSON C13176-4100	cart	10	0	0	10	2,548.00	10	0	0	10	2,548.00	10	0	0	10	2,548.00	10	0	0	10	2,548.00	40.00	254.80	10,192.00
139	44103105-EP-C17 (176-42), Cyan	INK CART, EPSON C13176-4200	cart	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	20.00	254.80	5,096.00
140	44103105-EP-M17 (176-43), Magenta	INK CART, EPSON C13176-4300	cart	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	20.00	254.80	5,096.00
141	44103105-EP-Y17 (176-44), Yellow	INK CART, EPSON C13176-4400	cart	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	5	0	0	5	1,274.00	20.00	254.80	5,096.00

Audio and Visual Equipment and Supplies

285	45121517-00-C01	DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	28,860.00	0.00
286	45111609-NM-F01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1	0	0	1	18,616.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	18,616.00	18,616.00

Flag or Accessories

287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% Polyester	piece	1	0	0	1	319.28	1	0	0	1	319.28	2	0	0	2	638.56	1	0	0	1	319.28	5.00	319.28	1,596.40
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Printed Publications

288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	1	0	0	1	46.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	46.28	46.28
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Fire Fighting Equipment

289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5KG	unit	6	0	0	6	6,864.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1,144.00	6,864.00
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Consumer Electronics

291	52161535-OV-R01	DIGITAL VOICE RECORDER, Memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6,828.14	0.00
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Furniture and Furnishings

292	56101504-CH-R01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	12	0	0	12	3,151.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	262.60	3,151.20
293	56101504-CH-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	12	0	0	12	3,151.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	262.60	3,151.20

Arts and Crafts Equipment and Accessories and Supplies

298	60121534-ER-F01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	24	0	0	24	106.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	4.42	106.08
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	15	0	0	15	519.17	15	0	0	15	519.17	15	0	0	15	519.17	15	0	0	15	519.17	60.00	34.61	2,076.67
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	15	0	0	15	519.17	15	0	0	15	519.17	15	0	0	15	519.17	15	0	0	15	519.17	60.00	34.61	2,076.67
302	60211214-WR-F01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	2	0	0	2	259.33	0	0	0	2	259.33	0	0	0	2	259.33	0	0	0	0	0.00	4.00	129.67	518.67

SOFTWARE

OTHER SOFTWARE

PASSENGER AIR TRANSPORTATION

Motor Vehicles

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Common Electrical Supplies																											
Common Office Equipment																											
Common Office Supplies																											
1	PEN, BALLPEN, Blue	piece	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	100.00	24.00	2,400.00		
2	PEN, BALLPEN, Black	piece	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	100.00	24.00	2,400.00		
3	PEN, BALLPEN, Red	piece	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	25	0	0	25	600.00	50.00	24.00	1,200.00		
4	PEN, SIGNPEN, Gel, 0.08, blue	piece	12	0	0	12	1,200.00	0	0	0	12	1,200.00	0	0	0	12	1,200.00	0	0	0	12	1,200.00	24.00	100.00	2,400.00		
5	PEN, SIGNPEN, Gel, 0.08, black	piece	12	0	0	12	1,200.00	0	0	0	12	1,200.00	0	0	0	12	1,200.00	0	0	0	12	1,200.00	24.00	100.00	2,400.00		

