

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 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).

**Instructions:**

1. Download the worksheet file APP-CSE 2019 template at [www.psp-philgeps.gov.ph](http://www.psp-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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.psp-philgeps.gov.ph](http://www.psp-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 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 on its last purchase.
7. Once 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 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. 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.
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 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-RA8 XII Contract Person: LEO DOMINIC A. PADUA  
 Region: XII - Koronadal Agency Account Code: No Code Position: ADMINISTRATIVE OFFICER I  
 Address: Corner Aldeguer and Arellano Streets, Koronadal City Organization Type: National Government Agency (NCA) E-mail: grabeekhalie@gmail.com  
 Telephone/Mobile Nos: 9218744011

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. <u>109599 IN Air</u> INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00				0	0.00						0	0.00	0.00	147.40	0.00		
<b>Solvents</b>																							
2. <u>139604 AL Air</u> ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle		15		15	697.95				0	0.00	14					14	691.42	0	0.00	29.00	46.53	1,349.37
<b>Color Compounds and Dispersions</b>																							
3. <u>137703 SH Air</u> STAMP PAD INK, purple or violet	bottle			2		\$2.10				0	0.00	2					2	\$2.10	0	0.00	4.00	28.05	104.19
<b>Films</b>																							
4. <u>131209 AC For</u> (Gauge #3) ACETATE, thickness: 0.075mm min	roll				0	0.00				0	0.00						0	0.00	0	0.00	0.00	779.77	0.00
5. <u>131101 CF For</u> CARBON FILM, PE, black, size 210mm x 397mm	box				0	0.00				0	0.00						0	0.00	0	0.00	0.00	220.55	0.00

6	1411320-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	9	9	1,984.95	0	0.00	9	9	1,984.95	0	0.00	18.00	220.55	3,969.90
<b>Paper Materials and Products</b>																
7	1411535-CA-A01	CARTOLINA, assorted colors	pack			0.00	0	0.00				0	0.00	0.00	76.98	0.00
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0.00	0	0.00				0	0.00	0.00	721.60	0.00
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0.00	0	0.00				0	0.00	0.00	1,089.00	0.00
10	1411506-CF-L13	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0.00	0	0.00				0	0.00	0.00	1,375.00	0.00
11	1411506-CF-L14	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0.00	0	0.00				0	0.00	0.00	809.60	0.00
12	1411506-CF-L17	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			0.00	0	0.00				0	0.00	0.00	631.24	0.00
13	1411506-CF-L19	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0.00	0	0.00				0	0.00	0.00	1,094.50	0.00
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle			0.00	0	0.00				0	0.00	0.00	709.39	0.00
15	1411514-NP-S01	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0.00	0	0.00				0	0.00	0.00	34.08	0.00
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			0.00	0	0.00				0	0.00	0.00	59.29	0.00
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			0.00	0	0.00				0	0.00	0.00	43.89	0.00
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0.00	0	0.00				0	0.00	0.00	12.74	0.00
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0.00	0	0.00				0	0.00	0.00	140.01	0.00
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			0.00	0	0.00				0	0.00	0.00	163.68	0.00
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	12	12	1,453.45	0	0.00	12	12	1,453.45	0	0.00	24.00	121.12	2,906.90
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	100	100	13,747.80	0	0.00	53	53	7,286.33	0	0.00	153.00	137.48	21,034.13
23	1411531-PP-R01	PAPER, PAD, ruled, size 216mm x 330mm (2 20mm)	pad			0.00	0	0.00				0	0.00	0.00	18.35	0.00
24	1411509-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream			0.00	0	0.00				0	0.00	0.00	101.75	0.00
25	1411618-TH-F02	PAPER, THERMAL, 55gsm, size: 216mm x 300mm	roll			0.00	0	0.00				0	0.00	0.00	51.59	0.00
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			0.00	0	0.00				0	0.00	0.00	74.80	0.00
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			0.00	0	0.00				0	0.00	0.00	107.80	0.00
28	1411704-TT-F01	TOILET TISSUE PAPER 2-ply/s sheets, 150 pulls	pack			0.00	0	0.00				0	0.00	0.00	69.19	0.00
<b>Batteries and Cells and Accessories</b>																
29	2611202-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	5	104.34	0	0.00				0	0.00	5.00	20.87	104.34
30	2611202-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			0.00	0	0.00				0	0.00	0.00	20.63	0.00
31	2611202-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack			0.00	0	0.00				0	0.00	0.00	93.50	0.00
<b>Manufacturing Components and Supplies</b>																
33	313060-01-01	GLUE, all purpose, gross weight: 200 grams min	jar			0.00	0	0.00				0	0.00	0.00	50.58	0.00
33	3131804-SW-H01	STAPLE WIRE, for heavy duty staplers, (2313)	box	10	10	218.68	0	0.00	11	11	240.55	0	0.00	21.00	21.87	459.23



















300	56019-TM-501	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	3	4,207.50	0	0.00	0	0.00	3	3	4,207.50	0	0.00	6.00	1,402.50	8,415.00
301	56019-TM-502	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	1,402.50	0.00

**Arts and Crafts Equipment and Accessories and Supplies**

302	60113-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	42.08	0.00
303	60113-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	44.83	0.00
304	60134-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	4.68	0.00
305	60134-SF-C01	SICN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	36.61	0.00
306	60134-SF-C02	SICN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	46	1,683.97	0	0.00	46	1,683.97	0	0	0.00	0	0.00	92.00	36.61	3,367.94
307	60134-SF-C03	SICN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	36.61	0.00
308	60113-WR-P01	WRAPPING PAPER, kraft, 65gsm (53)	pack	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	137.15	0.00

**SOFTWARE**

1	433000-SFT-001	Business function specific software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
2	433000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
3	433000-SFT-003	Computer game or entertainment software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
4	433000-SFT-004	Content authoring and editing software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
5	433000-SFT-005	Content management software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
6	433000-SFT-006	Data management and query software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
7	433000-SFT-007	Development software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
8	433000-SFT-008	Educational or reference software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
9	433000-SFT-009	Industry specific software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
10	433000-SFT-010	Network applications software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
11	433000-SFT-011	Network management software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
12	433000-SFT-012	Networking software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
13	433000-SFT-013	Operating environment software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
14	433000-SFT-014	Security and protection software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
15	433000-SFT-015	Utility and device driver software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
16	433000-SFT-016	Information exchange software	license	0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00

**OTHER SOFTWARE**

1				0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
2				0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00
3				0	0.00	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0.00



15	Toilet Bowl Cleaner	bottle	8	1,184.00				0	0.00	8	8	1,184.00			0	0.00			0	0.00	16.00	148.00	2,368.00
16	Insect Spray	bottle	5	1,930.00				0	0.00	6	6	2,316.00			0	0.00			0	0.00	11.00	386.00	4,246.00
	Detergent Powder	bag	10	1,050.00				0	0.00	5	5	525.00			0	0.00			0	0.00	15.00	105.00	1,575.00
	Dishwashing Paste	piece	10	560.00				0	0.00	8	8	448.00			0	0.00			0	0.00	18.00	56.00	1,008.00
	Mop	piece	2	400.00				0	0.00	2	2	400.00			0	0.00			0	0.00	4.00	200.00	800.00
	Soft Broom	piece	3	225.00				0	0.00	3	3	225.00			0	0.00			0	0.00	6.00	75.00	450.00
	Feather Duster	piece	2	40.00				0	0.00	2	2	40.00			0	0.00			0	0.00	4.00	20.00	80.00
	Paper, Letter, Substance 20	ream	15	2,835.00				0	0.00	12	12	2,268.00			0	0.00			0	0.00	27.00	189.00	5,103.00
	Balpen, Blue	box	3	750.00				0	0.00		0	0.00			0	0.00			0	0.00	3.00	250.00	750.00
	Staple Wire No. 10	box	10	250.00				0	0.00		0	0.00			0	0.00			0	0.00	10.00	25.00	250.00
	Thermal Paper	roll	6	450.00				0	0.00		0	0.00			0	0.00			0	0.00	6.00	75.00	450.00
	Rubber Dater	piece	1	350.00				0	0.00	1	1	350.00			0	0.00			0	0.00	2.00	350.00	700.00
	Ruler	piece	2	30.00				0	0.00		0	0.00			0	0.00			0	0.00	2.00	15.00	30.00
	Puncher	piece	6	1,368.00				0	0.00	6	6	1,368.00			0	0.00			0	0.00	12.00	228.00	2,736.00
	Pente Pen, Broad, Black	piece	20	740.00				0	0.00	17	17	619.00			0	0.00			0	0.00	37.00	37.00	1,369.00
	Filing Tray	piece	1	645.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	645.00	645.00
	Pencil	box	1	88.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	88.00	88.00
	Toilet Brush	piece	3	165.00				0	0.00	3	3	165.00			0	0.00			0	0.00	6.00	55.00	330.00
	Mop Head	piece	4	310.00				0	0.00	4	4	310.00			0	0.00			0	0.00	8.00	80.00	640.00
	Hand Towel	piece	6	240.00				0	0.00		0	0.00			0	0.00			0	0.00	6.00	40.00	240.00
	Folder, Long, Blue	piece	50	400.00				0	0.00	50	50	400.00			0	0.00			0	0.00	100.00	8.00	800.00
	White Board Marker, Blue	piece	3	168.00				0	0.00	2	2	112.00			0	0.00			0	0.00	5.00	56.00	280.00
	Paper Clip, Small	piece	4	78.00				0	0.00	3	3	58.50			0	0.00			0	0.00	7.00	19.50	136.50
	Numbering Machine	piece	1	2,000.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	2,000.00	2,000.00
	Folder Organizer	piece	50	7,000.00				0	0.00	50	50	7,000.00			0	0.00			0	0.00	100.00	140.00	14,000.00
	Index Box 5x8	piece	1	300.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	300.00	300.00
	Highlighter, Blue	piece	1	37.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	37.00	37.00
	Highlighter, Yellow/Green	piece	1	37.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	37.00	37.00
	Highlighter, Orange	piece	1	37.00				0	0.00		0	0.00			0	0.00			0	0.00	1.00	37.00	37.00
	Paper, Legal, Pink	ream	2	452.00				0	0.00		0	0.00			0	0.00			0	0.00	2.00	226.00	452.00
	Stapler Remover	piece	3	162.00				0	0.00		0	0.00			0	0.00			0	0.00	3.00	54.00	162.00



Office Supplies													0	0,000	0	0,000	0	0,000	0	0,000	0	0,000	0,000
1													0	0,000							0,000		
2													0	0,000							0,000		
3													0	0,000							0,000		
													0	0,000							0,000		
Audio and visual presentation and composing equipment													0	0,000	0	0,000	0	0,000	0	0,000	0	0,000	0,000
1													0	0,000							0,000		
2													0	0,000							0,000		
3													0	0,000							0,000		
													0	0,000							0,000		
Photographic or filming or video equipment													0	0,000	0	0,000	0	0,000	0	0,000	0	0,000	0,000
1													0	0,000							0,000		
2													0	0,000							0,000		
3													0	0,000							0,000		
													0	0,000							0,000		
Cleaning Equipment and Supplies													0	0,000	0	0,000	0	0,000	0	0,000	0	0,000	0,000
1													0	0,000							0,000		
2													0	0,000							0,000		
3													0	0,000							0,000		
													0	0,000							0,000		
Paper Materials and Products													0	0,000	0	0,000	0	0,000	0	0,000	0	0,000	0,000
1													0	0,000							0,000		
2													0	0,000							0,000		
3													0	0,000							0,000		
													0	0,000							0,000		



