

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-philgeps.gov.ph](http://www.ps-philgeps.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-philgeps.gov.ph](http://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. 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 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 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/Office: NATIONAL LABOR RELATIONS COMMISSION RAB XIII  
 Region: CARAGA  
 Address: Z/F VETERANS BANK BLDG., J.C. AQUINO AVE., BUTUAN CITY  
 Agency Account Code: No.37  
 Organization Type: National Government Agency  
 Contact Person: FLORENCE B. LABRADOR  
 Position: ADMIN. OFFICER I  
 E-mail: [fbbl73@yahoo.com](mailto:fbbl73@yahoo.com)  
 Telephone/Mobile Nos: 9493799406

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-A01 INSECTICIDE, aerosol type, net content: 600ml/min	can	5			5	696.80	5			5	696.80	5			5	696.80	5	696.80	20.00	136.36	2787.20		
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																							
2. 53134626-HS-S01 HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00			0	0.00	0.00	151.43	0.00
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																							
3. 12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle	25			25	1,089.50			0	0.00		25			25	1,089.50			0	0.00	50.00	43.58	2179.00
4. 12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	5			5	2,288.00			5	2,288.00		5			5	2,288.00			5	2,288.00	20.00	457.60	9152.00
5. 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	43.58	0.00
6. 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	455.00	0.00
7. 51471505-PO-P01 PONDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																							
8. 12171703-SI-P01 STRAPP PAD INK, purple or violet, 50ml (min.)	bottle	5			5	157.60			0	0.00		0			0	0.00			0	0.00	5.00	31.52	157.60
<b>FILMS</b>																							
9. 13111203-AC-F01 ACETATE, thickness: 0.075mm (mil) (gauge #3)	roll				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	847.82	0.00
10. 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	5			5	1,105.00			0	0.00		5			5	1,105.00			0	0.00	10.00	221.00	2210.00
11. 13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	208.52	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																							
12. 14111525-CA-A01 CARTONNA, assorted colors	pack				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	83.72	0.00
13. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	882.55	0.00
14. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00			0	0.00		0			0	0.00			0	0.00	0.00	1029.60	0.00































