

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
- 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
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and/
 - 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:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - 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 Procuring Entity. 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/Bureau/Office: National Labor Relations Commission-CAR
 Region: Cordillera Administrative Region
 Address: #17 Private Road, Magaravay Avenue, Baguio City

Agency Account Code: _____
 Organization Type: _____
 Contact Person: _____
 Position: _____
 E-mail: nlic.car@valhoo.com
 Telephone/Mobile Nos: (074)445-8380/0917-685-8854

Dennis D. Tomillas
 Administrative Officer I
nlic.car@valhoo.com
 (074)445-8380/0917-685-8854

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/min	can	5			5	696.80				0	0.00	5					5	696.80	0	0.00	10.00	139.36	1393.60	
PERFUMES OR COLOGNES OR FRAGRANCES																								
2. 53131626-HS-S01 HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00													0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
3. 12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (5ml)	bottle				0	0.00				0	0.00													0.00
4. 12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	2	2	2	6	2,745.60	2	2	2	6	2,745.60	2	2	2	6	2,745.60	2	2	2	6	2,745.60	24.00	457.60	10982.40
5. 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (5ml)	bottle	24			24	1,045.92	24			24	1,045.92	24			24	1,045.92	24			24	1,045.92	96.00	43.58	4183.68
6. 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00			0.00
7. 51471505-PO-F01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	1	1	1	3	623.25	1	1	1	3	623.25	1	1	1	3	623.25	1	1	1	3	623.25	12.00	207.75	2493.00
COLOR COMPOUNDS AND DISPERSIONS																								
8. 12171703-SI-F01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	3			3	94.56	3			3	94.56	3			3	94.56	3			3	94.56	12.00	31.52	378.24
FILMS																								
9. 13111203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00			0.00
10. 13111201-CF-F01 CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00			0.00
11. 13111201-CF-F02 CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00			0.00
PAPER MATERIALS AND PRODUCTS																								
12. 14111506-CF-L11 CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00			83.72
13. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00			882.55
14. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00			1029.60

134	44122104-PC-302	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	24		24	411.36			0	0.00	24			24	411.36			0	0.00	24			24	411.36			0	0.00	48.00	17.14	822.72
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	24		24	498.96			0	0.00	0			0	0.00	24.00			0	0.00	0.00			0	0.00			24.00	20.79	498.96	
136	44122037-8B-P10	RING BINDER, plastic, 32mm, 84 rings	bundle			0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	0.00			0	0.00			239.79		0.00	
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	12		12	1,314.00			0	0.00	0			0	0.00	12.00			0	0.00	0.00			0	0.00			109.50		1314.00	
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	0.00			0	0.00			34.95		0.00	
139	44121612-BL-H01	CUTTER BLADE for heavy duty cutter	piece	0		0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	0.00			0	0.00			14.82		0.00	
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	0		0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	5.00			0	0.00			33.43		0.00	
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	5		5	2,269.80			0	0.00	0			0	0.00	5.00			0	0.00	0.00			0	0.00			453.96		2269.80	
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0		0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	0.00			0	0.00			202.80		0.00	
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	0		0	0.00			0	0.00	0			0	0.00	0.00			0	0.00	0.00			0	0.00			131.96		0.00	
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	0		0	0.00			0	0.00	0			0	0.00	40.56			0	0.00	0.00			0	0.00			40.56		0.00	
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0		0	0.00			0	0.00	0			0	0.00	176.80			0	0.00	0.00			0	0.00			176.80		0.00	
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0		0	0.00			0	0.00	0			0	0.00	914.16			0	0.00	0.00			0	0.00			914.16		0.00	
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	0		0	0.00			0	0.00	0			0	0.00	24.90			0	0.00	0.00			0	0.00			24.90		0.00	
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	0		0	0.00			0	0.00	0			0	0.00	64.20			0	0.00	0.00			0	0.00			64.20		0.00	
149	44101602-PR-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00			0	0.00	0			0	0.00	9534.72			0	0.00	0.00			0	0.00			9534.72		0.00	
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	0		0	0.00			0	0.00	0			0	0.00	346.85			0	0.00	0.00			0	0.00			346.85		0.00	
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit			0	0.00			0	0.00	0			0	0.00	5642.00			0	0.00	0.00			0	0.00			5642.00		0.00	
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0	0.00			0	0.00	0			0	0.00	9297.60			0	0.00	0.00			0	0.00			9297.60		0.00	
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-9mm (Entry Level)	unit	0		0	0.00			0	0.00	0			0	0.00	5699.20			0	0.00	0.00			0	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	0.00	6947.20			0	0.00	0.00			0	0.00			6947.20		0.00
155	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart			0	0.00			0	0.00	0			0	0.00	910.00			0	0.00	0.00			0	0.00			910.00		0.00
156	44103105-BR-B05	INK CART, BROTHER LC67H/BK, Black	Cart			0	0.00			0	0.00	0			0	0.00	1601.60			0	0.00	0.00			0	0.00			1601.60		0.00
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart			0	0.00			0	0.00	0			0	0.00	6760.00			0	0.00	0.00			0	0.00			6760.00		0.00
158	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart			0	0.00			0	0.00	0			0	0.00	5080.40			0	0.00	0.00			0	0.00			5080.40		0.00
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart			0	0.00			0	0.00	0			0	0.00	8569.60			0	0.00	0.00			0	0.00			8569.60		0.00
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart			0	0.00			0	0.00	0			0	0.00	8569.60			0	0.00	0.00			0	0.00			8569.60		0.00
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart			0	0.00			0	0.00	0			0	0.00	8569.60			0	0.00	0.00			0	0.00			8569.60		0.00
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart			0	0.00			0	0.00	0			0	0.00	5116.80			0	0.00	0.00			0	0.00			5116.80		0.00
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	Cart			0	0.00			0	0.00	0			0	0.00	989.04			0	0.00	0.00			0	0.00			1029.60		0.00
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart			0	0.00			0	0.00	0			0	0.00	754.00			0	0.00	0.00			0	0.00			754.00		0.00
165	44103105-CA-B04	INK CART, CANON PG-740, Black	Cart			0	0.00			0	0.00	0			0	0.00	780.00			0	0.00	0.00			0	0.00			780.00		0.00
166	44103105-CA-B02	INK CART, CANON PG-810, Black	Cart			0	0.00			0	0.00	0			0	0.00	249.60			0	0.00	0.00			0	0.00			249.60		0.00
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	0		0	0.00			0	0.00	10			0	0.00	249.60			0	0.00	0.00			0	0.00			249.60		2496.00
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	5		5	1,248.00			0	0.00	5			0	0.00	249.60			0	0.00	0.00			0	0.00			249.60		2496.00
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	5		5	1,248.00			0	0.00	5			0	0.00	249.60			0	0.00	0.00			0	0.00			249.60		2496.00
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	5		5	1,248.00			0	0.00	5			0	0.00	249.60			0	0.00	0.00			0	0.00			249.60		2496.00
171	44103105-HP-B40	INK CART, HP C2P94AA (HP82), Black	Cart			0	0.00			0	0.00	0			0	0.00	773.76			0	0.00	0.00			0	0.00			773.76		0.00
172	44103105-HP-T40	INK CART, HP C2P96AA (HP82), Tri-color	Cart			0	0.00			0	0.00	0			0	0.00	950.56			0	0.00	0.00			0	0.00			950.56		0.00
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	Cart			0	0.00			0	0.00	0			0	0.00	795.60			0	0.00	0.00			0	0.00			795.60		0.00
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	Cart			0	0.00			0	0.00	0			0	0.00	920.40			0	0.00	0.00			0	0.00			920.40		0.00
175	44103105-HP-P48	Ink Cartridge, HP C9397A (HP72), 65ml Photo Black	Cart			0	0.00			0	0.00	0			0	0.00	1996.80			0	0.00	0.00			0	0.00			1996.80		0.00

