

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
 - 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
- 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:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. 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.(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: NLRC, RAB 1
 Region: JUNAR N. OLPINDO
 Address: Admin. Officer I / Supply Officer
 2/F, GSMA Bldg., Gov. Luna cor. Gov. Ortega Sts., San Fernando City, E-mail: nrc.rabone@gmail.com
 Telephone/Mobile Nos: (072) 607 8363
 Organization Type: Government
 Agency Account Code: _____

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-NA-01	INSECTICIDE, aerosol type, net content: 500ml min	can	2	2	2	6	836.16	2	2	2	6	836.16	2	2	2	6	836.16	24.00	139.36	3,344.64	
Solvents																						
2	12191601-AL-01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (500)	bottle				0	0.00				0	0.00				0	0.00	0.00	0.00	43.992	0.00
Color Compounds and Dispersions																						
3	12171703-SI-01	STAMP PAD INK, purple or violet	bottle	1			1	24.63	1			1	24.63	1			1	24.63	4.00	24.672	98.51	
Films																						
4	1311203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00	0.00	737.2352	0.00	
5	1311201-CF-P01	CARBON FILM, PE, black, size 21.0mm x 297mm	box				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 21.6mm x 330mm	box				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00	
Paper Materials and Products																						
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	1			1	72.78				1	72.78				0	0.00	2.00	72.792	145.56	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				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	0.00				0	0.00	0.00	1029.6	0.00	
10	14111506-CF-L22	CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	1300	0.00	
11	14111506-CF-L21	CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	765.44	0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	596.804	0.00	

166	44103105-HP-C03	INK CART, HP CN048AA, (HP951XL), Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1175.2	0.00
169	44103105-HP-M03	INK CART, HP CN077AA, (HP951XL), Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1180.4	0.00
170	44103105-HP-Y03	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1180.4	0.00
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
175	44103105-HP-B42	INK CART, HP CZ121A, (HP685A), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	366.08	0.00
176	44103105-HP-C33	INK CART, HP CZ122A, (HP685A), Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
177	44103105-HP-M33	INK CART, HP CZ123A, (HP685A), Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
178	44103105-HP-Y33	INK CART, HP CZ124A, (HP685A), Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
179	44103105-HP-T43	INK CART, HP F6726AA, (HP680) Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	403.832	0.00
180	44103105-HP-B43	INK CART, HP F6727AA, (HP680) Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	403.832	0.00
181	44103105-HP-C50	INK CART, HP L0551AA, (HP955) Cyan Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
182	44103105-HP-M50	INK CART, HP L0554AA, (HP955) Magenta Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
183	44103105-HP-Y50	INK CART, HP L0557AA, (HP955) Yellow Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
184	44103105-HP-B50	INK CART, HP L0560AA, (HP955) Black Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
185	44103105-HP-C48	INK CART, HP L0563AA, (HP955XL) Cyan Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1277.7648	0.00
186	44103105-HP-M48	INK CART, HP L0566AA, (HP955XL) Magenta Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1277.7648	0.00
187	44103105-HP-Y48	INK CART, HP L0569AA, (HP955XL) Yellow Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1277.7648	0.00
188	44103105-HP-B48	INK CART, HP L0572AA, (HP955XL) Black Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1737.0184	0.00
189	44103105-HP-C51	INK CART, HP T6L89AA, (HP905) Cyan Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	453.6168	0.00
190	44103105-HP-M51	INK CART, HP T6L93AA, (HP905) Magenta Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	453.6168	0.00
191	44103105-HP-Y51	INK CART, HP T6L97AA, (HP905) Yellow Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	453.6168	0.00
192	44103105-HP-B51	INK CART, HP T6M01AA, (HP905) Black Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	741.2808	0.00
193	44103105-HP-C49	INK CART, HP T6M05AA, (HP905XL) Cyan Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
194	44103105-HP-M49	INK CART, HP T6M09AA, (HP905XL) Magenta Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
195	44103105-HP-Y49	INK CART, HP T6M13AA, (HP905XL) Yellow Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
196	44103105-HP-B49	INK CART, HP T6M17AA, (HP905XL) Black Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
197	44103112-EP-905	RIBBON CART, EPSON C135015516 (#8750), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	76.752	0.00
198	44103112-EP-907	RIBBON CART, EPSON C135015531 (S015086), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	724.88	0.00
199	44103112-EP-413	RIBBON CART, EPSON C135015632, Black, for LX-310	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	75.92	0.00
200	44103103-BR-803	TONER CART, BROTHER TN-2025, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2556.32	0.00
201	44103103-BR-804	TONER CART, BROTHER TN-2130, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1820	0.00
202	44103103-BR-805	TONER CART, BROTHER TN-2150, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2615.6	0.00
203	44103103-BR-809	TONER CART, BROTHER TN-3320, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2941.952	0.00
204	44103103-BR-811	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4288.544	0.00
205	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2857.92	0.00
206	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3312.4	0.00
207	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6791.2	0.00
208	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3179.28	0.00

3	25101507-VA202A	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VA202B	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101503-VA104A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
4	25101503-VA104B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VA203A	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VA203B	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101503-VA105A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101503-VA105B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

25181601-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit	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-VB5-01 Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ visitors who by the nature of their functions have to travel to remote areas not readily accessible by ordinary motorcycle	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
4	25101505-VB302A Passenger Van Engine displacement not exceeding 2200 cc for gasoline For transport of personnel/visitors for official functions related to education, tourism, trade and investment, promotions, banking and finance, foreign affairs, and other official functions	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
4	25101505-VB302B Passenger Van Engine displacement not exceeding 3000 cc for diesel For transport of personnel/visitors for official functions related to education, tourism, trade and investment, promotions, banking and finance, foreign affairs, and other official functions	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
5	25101502-VB6-01 Bus Engine displacement not exceeding 8500 cc for diesel For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment, promotions, banking and finance, foreign affairs, and other official functions	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
5	25101502-VB7-01 Mini-Bus Engine displacement not exceeding 4500 cc for diesel For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment, promotions, banking and finance, foreign affairs, and other official functions	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
C. For the Transport of Sick and/or Injured Persons																	
	25181601-VC101A APV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

Electrical equipment and components and supplies																						
12															0.00							
13															0.00							
1															0.00							
2															0.00							
3															0.00							
4															0.00							
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12															0.00							
13															0.00							
14															0.00							
15															0.00							
Computer Supplies																						
1		CD-RW		10	piece										520.00	10	520.00	0	0.00	20.00	52.00	1,040.00
2		Keyboard		3	piece										1,110.00	0	0.00	0	0.00	3.00	370.00	1,110.00
3		PRINTER, EPSON L360		4	unit										51,580.00	0	0.00	0	0.00	4.00	12,895.00	51,580.00
4				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
5				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
6				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
7				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
8				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
9				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
10				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
11				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
12				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
13				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
14				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
15				0											0.00	0	0.00	0	0.00	0.00	0.00	0.00
Common ICT Equipment																						
1		43212105-LC-P01	PRINTER, LASER, Color												0.00	0	0.00	0	0.00	0.00	0.00	0.00
2		43212104-PI-M01	PRINTER, Inkjet, Monochrome												0.00	0	0.00	0	0.00	0.00	0.00	0.00
3		43212104-PI-C01	PRINTER, Inkjet, Color												0.00	0	0.00	0	0.00	0.00	0.00	0.00
4		43212105-PP-001	Portable Printer												0.00	0	0.00	0	0.00	0.00	0.00	0.00
5		43211509-AT-001	Android Tablet												0.00	0	0.00	0	0.00	0.00	0.00	0.00

