

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 APPR 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.ps-philegps.gov.ph](http://www.ps-philegps.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.ps-philegps.gov.ph](http://www.ps-philegps.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 PhilegPS 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 RAB XIII  
 Region: CARAGA  
 Agency Account Code: No37  
 Organization Type: National Government Agency  
 Contact Person: FLORENCE B. LABRADOR  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year									
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
<b>Pesticides or Pest Repellents</b>																									
1	10191509-IN-401	INSECTICIDE, aerosol type, net content: 600ml min	can	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	3	418.08	1	1	3	418.08	12.00	139.36	1,672.32
<b>Solvents</b>																									
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, sealed, 500ml (.50l)	bottle	3	3	3	9	395.93	2	2	2	6	263.95	2	2	2	6	263.95	2	2	6	263.95	27.00	43.992	1,187.78
<b>Color Compounds and Dispersions</b>																									
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	1	1	1	3	73.88	1	0	0	1	24.63	0	0	0	0	0.00	0	0	0	0.00	4.00	24.6272	98.51
<b>Films</b>																									
4	13111303-AC-R01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	737.2352	0.00
5	13111201-CF-R01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	208.52	0.00
6	13111201-CF-R02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	1	2	417.04	1	0	1	2	417.04	1	0	0	1	208.52	0	0	0	0.00	5.00	208.52	1,042.60
<b>Paper Materials and Products</b>																									
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	72.7792	0.00
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	1029.6	0.00







115	4412101-RU-801	RUBBER BAND, 70mm min lay flat length (#18)	box	2	1	1	4	386.88	2	1	1	4	386.88	2	1	0	3	290.16	1	0	0	1	96.72	12.00	96.72	1,160.64
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	1	0	2	55.33	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	27.664	55.33
117	44121612-QU-M01	CUTTER BLADE, for heavy duty cutter	piece	1	0	0	1	11.77	1	0	0	1	11.77	1	0	0	1	11.77	0	0	0	0	0.00	3.00	11.7728	35.32
118	44121612-CU-M01	CUTTER KNIFE, for general purpose	piece	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	27.404	0.00
119	44102002-05-M01	DATING AND STAMPING MACHINE, heavy duty	piece	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	478.3792	0.00
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	187.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	187.2	187.20
121	44101602-RU-F01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	1	1	3	395.87	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	131.9552	395.87
122	44121618-SS-501	SCISSORS, symmetrical blade length: 65mm min	pair	1	1	1	3	46.80	1	1	1	3	46.80	0	0	0	0	0.00	0	0	0	0	0.00	6.00	15.6	93.60
123	44121615-ST-501	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	1	1	3	246.48	1	1	1	3	246.48	0	0	0	0	0.00	0	0	0	0	0.00	6.00	82.16	492.96
124	44121615-ST-801	STAPLER, BINDER TYPE, heavy duty, desktop	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	878.8	0.00
125	44121613-SR-F01	STAPLE REMOVER, PLEER-TYPE	piece	2	2	2	6	109.08	1	1	1	3	54.54	1	1	1	3	54.54	1	0	0	1	18.18	13.00	18.1792	236.33
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	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	55.8272	0.00
127	44101602-RB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	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	10400	0.00
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	1	1	1	3	405.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	135.2	405.60
129	44101714-FR-M01	FACSIMILE MACHINE, uses thermal paper	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	4711.2	0.00
130	44101501-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	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	8088.08	0.00
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	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	5699.2	0.00
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	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	0	0.00

**Printer or Facsimile or Photocopier Supplies**

133	44103109-8R-D05	DRUM CART, BROTHER DR-3455	cart	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	6864	0.00
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	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	1001.52	0.00
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	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	1029.6	0.00
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	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	754	0.00
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	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	780	0.00
138	44103105-EP-B17	INK CART, EPSON C131664-100 (T6641), Black	cart	9	8	8	25	6,370.00	9	8	8	25	6,370.00	9	8	8	25	6,370.00	9	8	8	25	6,370.00	100.00	254.8	25,480.00
139	44103105-EP-C17	INK CART, EPSON C131664-200 (T6642), Cyan	cart	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	48.00	254.8	12,230.40
140	44103105-EP-M17	INK CART, EPSON C131664-300 (T6643), Magenta	cart	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	48.00	254.8	12,230.40
141	44103105-EP-Y17	INK CART, EPSON C131664-400 (T6644), Yellow	cart	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	48.00	254.8	12,230.40
142	44103105-HP-B40	INK CART, HP C2P06AA (HP62), Black	cart	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	0	0.00
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62), Tri-color	cart	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	0	0.00
144	44103105-HP-B09	INK CART, HP C9352AA (HP22), Tri-color	cart	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	658.32	0.00
145	44103105-HP-T10	INK CART, HP C9351AA (HP21), Tri-color	cart	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	745.68	0.00
146	44103105-HP-T30	INK CART, HP C9363WA (HP97), Tri-color	cart	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	1492.4	0.00
147	44103105-HP-M49	INK CART, HP C9397A (HP72), 69ml Cyan	cart	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	1996.8	0.00
148	44103105-HP-C48	INK CART, HP C9398A (HP72), 69ml Cyan	cart	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	1996.8	0.00
149	44103105-HP-M48	INK CART, HP C9399A (HP72), 69ml Magenta	cart	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	1996.8	0.00
150	44103105-HP-Y48	INK CART, HP C9400A (HP72), 69ml Yellow	cart	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	1996.8	0.00











































