

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:
 1. Download the worksheet file APP-CSE 2020 template at 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 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.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: MAIN AND NCR
 Address: BEN-LOR BUILDING, 1184 QUEZON AVENUE, QUEZON

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

Agency Account Code: N-037
 Organization Type: NATIONAL GOVERNMENT

Contact Person: MARY ANN S. JASTIA
 Position: Administrative Officer V
 E-mail: adminrad@gmail.com
 Telephone/Mobile Nos: 7407733/7817871/09179960591

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 1019159-NH-401 INSECTICIDE, aerosol type, net content, 600ml/ml	can	10	10	10	30	4,180.80	10	10	10	30	4,180.80	10	10	10	10	30	4,180.80	120.00	139.36	16,723.20			
2 12191601-AL-E01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (.50l)	bottle	20	20	20	60	2,639.52	20	20	20	60	2,639.52	20	20	20	60	2,639.52	240.00	43.992	10,558.08				
3 12171703-SI-F01 STAMP PAD INK, purple or violet	bottle	17	17	17	51	1,255.99	17	17	17	51	1,255.99	17	18	18	53	1,305.24	15	15	45	1,108.22	200.00	24,627.2	4,925.44
Films																							
4 13111203-AC-F01 ACETATE, thickness: 0.075mm/mm (gauge #3)	roll	1	0	0	1	737.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1.00	737.2352	737.24
5 13111201-CF-F01 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	208.52
6 13111201-CF-F02 CARBON FILM, PE, black, size 216mm x 330mm	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	208.52
Paper Materials and Products																							
7 14111525-CA-A01 CARTOLINA, assorted colors 241mm	pack	2	2	2	6	436.68	2	2	2	6	436.68	2	2	2	6	436.68	4	4	12	873.35	30.00	72,792	2,183.38
8 14111506-CF-L11 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	682.24	682.24
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	1029.6
10 14111506-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	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	1300	1300

Lighting and Fixtures and Accessories

46	3910165F-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	20	20	20	60	2,433.60	20	20	20	60	2,433.60	20	20	10	50	2,028.00	10	10	10	30	1,216.80	200.00	40.56	8,112.00
47	3910162B-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece	5	5	5	15	1,087.32	5	5	5	15	1,087.32	5	5	5	15	1,087.32	5	0	0	5	362.44	50.00	72.488	3,624.40

Measuring and Observing and Testing Equipment

48	4111004-RU-R02	RULER, plastic, 450mm (18"), width: 38mm mm	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	15.4752	0.00
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Cleaning Equipment and Supplies

49	47131812-AE-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	5	5	5	15	1,290.90	5	5	5	15	1,290.90	5	5	5	15	1,290.90	5	5	5	15	1,290.90	60.00	86.06	5,163.60
50	47131604-BE-S01	BROOM, soft (bamboo)	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	130	0.00
51	47131604-BE-T01	BROOM, STICK (TING-TING), usable length: 760mm min	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	30.576	0.00
52	47131629-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml CAP	bottle	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	41.6	0.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can	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	23.92	0.00
54	47131811-DE-R02	DETERGENT BAR, 140 grams as packed	bar	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	8.008	0.00
55	47131811-DE-R02	DETERGENT POWDER, all purpose, 1kg	pack	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	37.4296	0.00
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	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	122.98	0.00
57	47131801-DU-P01	DUST PAIL, non-rigid plastic, w/ detachable handle	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	24.8352	0.00
58	47131802-FW-R02	FLOOR WAX, PASTE, RED	can	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	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	5	5	5	15	1,310.40	5	5	5	15	1,310.40	5	5	5	15	1,310.40	5	5	5	15	1,310.40	60.00	87.36	5,241.60
60	47121804-PP-R01	MOP BUCKET, heavy duty, hard plastic	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	1911	0.00
61	47131813-PP-PP-R02	MOPHANDLE, heavy duty, aluminum, screw type	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	145.6	0.00
62	47131619-PP-R01	MOPHEAD, made of rayon, weight: 400 grams min	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	110.24	0.00
63	47131501-RC-C01	RAGS, all cotton, 32 pieces per 40gram min	bundle	3	3	3	9	447.22	3	3	3	9	447.22	3	3	3	9	447.22	3	3	3	9	447.22	27.00	49.6912	1,341.66
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	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	102.96	0.00
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	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	139.88	0.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	5	5	5	15	353.81	5	5	5	15	353.81	5	5	5	15	353.81	5	5	5	15	353.81	60.00	23.5872	1,415.23

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	43211507-DCT-Q03	Desktop Computer, branded	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	39208	0.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	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	2724.8	0.00
70	43202010-FC-U01	FLASH DRIVE, 16 GB capacity	piece	5	5	4	14	3,872.96	4	4	4	12	3,319.68	4	4	4	12	3,319.68	4	4	4	12	3,319.68	50.00	276.64	13,832.00
71	43211503-LCT-Q03	Laptop Computer, branded	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	35916.4	0.00
72	43211306-MO-C01	MOUSE, optical, USB connection type	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	134.992	0.00
73	43212102-PP-Q02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	33131.28	0.00
74	43212102-PP-Q01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column	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	7995.52	0.00
75	43212105-PP-L01	PRINTER, LASER, monochrome, network-ready	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	724.88	0.00

Office Equipment and Accessories and Supplies

76	44121710-CH-W01	CHALK, modded, white, dustless, length: 28mm min	box	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	25.6776	0.00
77	44121205-PP-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	2	2	2	6	45.43	2	2	2	6	45.43	2	2	2	6	45.43	2	2	2	6	45.43	24.00	7.5712	181.71
78	44121205-PP-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	2	2	2	6	80.37	2	2	2	6	80.37	2	2	2	6	80.37	2	2	2	6	80.37	24.00	13.3952	321.48
79	44121205-PP-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	2	2	2	6	123.30	2	2	2	6	123.30	2	2	2	6	123.30	2	2	2	6	123.30	24.00	20.5504	493.21

16	Ink for Numbering Machine	htl	10	10	30	3,840.00	10	10	5	25	3,200.00	5	5	5	15	1,920.00	10	10	30	3,840.00	100.00	128.00	12,800.00
17	Ink for Numbering Machine	pcs	4	4	12	16,200.00	4	4	4	12	16,200.00	3	3	3	9	12,150.00	3	2	7	9,450.00	40.00	1,350.00	54,000.00
18	Paste, Solid with applicator	jar	50	50	150	4,950.00	50	50	50	150	4,950.00	50	50	50	150	4,950.00	50	50	150	4,950.00	600.00	33.00	19,800.00
19	Push Pin	box	1	0	1	120.00	1	0	0	1	120.00	1	0	0	1	120.00	1	0	1	120.00	4.00	120.00	480.00
20	Ribbon for Brother Fax 878	spool	5	5	15	8,820.00	5	5	10	10	5,880.00	0	0	0	0	0.00	0	0	0	0.00	25.00	588.00	14,700.00
21	Rubber Dater	pcs	9	9	27	2,160.00	9	9	9	27	2,160.00	9	9	9	27	2,160.00	7	6	19	1,520.00	100.00	80.00	8,000.00
22	Time Card	pcs	100	100	300	360.00	100	100	100	300	360.00	100	100	100	300	360.00	100	0	100	120.00	1,000.00	1.20	1,200.00
Common Janitorial Supplies																							
1			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
2			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
3			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
4			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
5			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00

Office Equipment and Accessories

1			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
2			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
3			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
4			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
5			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
6			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
7			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
8			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
9			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
10			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
11			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
12			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
13			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
14			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
15			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00

Office Supplies

1			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
2			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
3			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
4			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
5			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
6			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
7			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00
8			0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		0.00

