

ANNUAL PROCUREMENT PLAN-COMM. SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

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 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).

sheet file APP-CSE 2021 FORM at www.ps-philegeps.gov.ph /s monthly requirement per item in the APP-CSE 2021 form. indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month. delete any item in the template; neither should revise the template. idered incorrect or invalid if ver than the prescribed format which can be downloaded only at www.ps-philegeps.gov.ph and; s used but fields were deleted and/or inserted in PART I of the template

items 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 used items are only applicable in PART II.

and finalized, the APP-CSE 2021 form should be: s format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).

ted 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. 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.)

rise 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 original APP-CSE will not be served if not covered by a revised APP-CSE.

ance/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
 Region: Eighth Division
 Address: 3/F Cahuloogan bldg., masterson ave., xavier states, sagayan de oro city 9000
 Agency Account Code: _____
 Organization Type: _____
 Contact Person: Allan M. Resoor
 Acting supply officer: allanresoor@yahoo.com
 E-mail: _____
 Telephone/Mobile Nos: 881-2013

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Cataloging	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																	
AT PROCUREMENT SERVICE STORES																																									
EPPELLENTS																																									
INSECTICIDE, aerosol type, net content, 600ml min	can	2			2	278.72			2	278.72			2	278.72			2	278.72			2	278.72	8.00	139.36	1114.88																
RES OR FRAGRANCES																																									
HAND SANITIZER, 500 ml	bottle	3			3	454.29			3	454.29			3	454.29			3	454.29			3	454.29	12.00	151.43	1817.16																
BASED ANTISEPTICS																																									
ALCOHOL, ethyl, 68% 72%, scented, 500ml (5ml)	bottle	6			6	261.48			6	261.48			6	261.48			6	261.48			6	261.48	24.00	43.58	1045.92																
ALCOHOL, ethyl, 68% 72%, scented, 3.785 liters	gallon				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	457.60	0.00																
ALCOHOL, isopropyl, 68% 72%, 500ml (5ml)	bottle				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	43.58	0.00																
ALCOHOL, isopropyl, 68% 72%, scented, 3.785 liters	gallon				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	455.00	0.00																
POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	207.75	0.00																
IND DISPERSIONS																																									
STAMP PAD INK, purple or violet, 50ml (min.)	bottle				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	31.52	0.00																
OTHER PRODUCTS																																									
ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	847.82	0.00																
CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	221.00	0.00																
CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	208.52	0.00																
OTHER PRODUCTS																																									
CARTONNA assorted colors	pack				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	83.72	0.00																
CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	882.55	0.00																
CONTINUOUS FORM, 1 PLY, 280 x 278mm	box				0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1029.60	0.00																

