

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-5 dated October 27, 2016, 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 2019 template at www.ps-phileps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 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-phileps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your 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: APP2019_ Name of Agency_ Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- 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 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION RAB-VIII
 Region: REGION VIII
 Address: Three Martires St., Tacloban City, Leyte

Agency Account Code: _____
 Contact Person: DEXTER D. GEONZON
 Position: BUDGET OFFICER
 Email: rabbinitz@yahoo.com
 Telephone/Mobile No: 932016

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT	
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																					
Pesticides or Pest Repellents																					
1. Insecticide, aerosol type, net content: 100ml min	can																	0.00	139.36	0.00	
Solvents																					
2. Alcohol, ethyl, 68% 70%, scented, 100ml (100)	bottle	20				20												879.84	43.99	80.00	3,579.36
Color Compounds and Dispersions																					
3. Stamp Pad Ink, purple or violet	bottle																	133.14	24.63	20.00	492.54
Films																					
4. Acetate, thickness: 0.075mm min (gauge #3)	roll																	0.00	737.24	0.00	0.00
5. Carbon Film, PE, black, size 210mm x 297mm	box																	1,042.60	208.52	30.00	41,700.40
6. Carbon Film, PE, black, size 210mm x 330mm	box																	0.00	208.52	0.00	0.00
Paper Materials and Products																					
7. Cartolina, assorted colors	pack																	0.00	72.78	0.00	0.00

40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
409930-1A-10	419930-1A-10	420004-1A-10	430004-1A-10	440004-1A-10	450004-1A-10	460004-1A-10	470004-1A-10	480004-1A-10	490004-1A-10	500004-1A-10	510004-1A-10	520004-1A-10	530004-1A-10	540004-1A-10	550004-1A-10	560004-1A-10	570004-1A-10	580004-1A-10	590004-1A-10	600004-1A-10	610004-1A-10	620004-1A-10	630004-1A-10	640004-1A-10	650004-1A-10	660004-1A-10	670004-1A-10	680004-1A-10
TAPE, TRANSPARENT, width: 48mm (2mm)	TWINE, plastic, one (1) kilo per roll	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	ELECTRIC FAN, ORBIT type, ceiling, metal blade	ELECTRIC FAN, STAND type, plastic blade	ELECTRIC FAN, WALL type, plastic blade	FLUORESCENT LAMP, 48 WATTS, linear, tubular (T8)	FLUORESCENT LAMP, 48 WATTS, individual T8	RULER, plastic, 450mm (18"), width: 38mm min	AIR FRESHENER, aerosol, 280ml/50g min	BROOM, soft (bambo)	BROOM, STICK (TING THIN), usable length: 700mm min	CLEANER, TOILET BOWL AND URINAL, 400g aerosol can	GLASS, SCOURING POWDER, 354g min, bar	DETERGENT BAR, 140 grams as packed	DETERGENT POWDER, all purpose, 1kg	DISINFECTANT SPRAY, aerosol type, 400-500 grams	DUST PAN, non-rigid plastic, w/ detachable handle	FLOOR WAX, PASTE, RED 1000 ml per can	MOP BUCKET, heavy duty, hard plastic	MOP HANDLE, heavy duty, aluminum, screw type	MOP HEAD, made of rayon, weight: 400 grams min	RAGS, all cotton, 31 pieces per kilogram min	SCOURING PAD, made of synthetic nylon, 40 x 210mm	TRASH BAG, plastic, transparent	WASTEBASKET, non-rigid plastic	Desktop Computer, branded	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	
roll	roll	unit	unit	unit	unit	piece	piece	piece	can	piece	piece	bottle	can	bar	pack	can	piece	can	unit	piece	piece	bundle	pack	roll	piece	unit	piece	
5	5	0	2	2	2	5	5	5	5	3	5	3	3	3	5	2	3	3	1	5	5	5	10	2	2	0	0	
91.00	0.00	0.00	3,395.76	3,002.77	1,539.91	362.44	0.00	430.30	430.30	390.00	152.88	124.80	0.00	24.02	187.15	0.00	538.72	5,733.00	145.60	0.00	248.46	0.00	335.87	0.00	0.00	0.00	75.46.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	0	2	2	2	5	5	5	5	3	5	3	3	3	5	2	3	3	1	5	5	5	10	2	2	0	0	
91.00	0.00	0.00	3,395.76	3,002.77	1,539.91	362.44	0.00	430.30	430.30	390.00	152.88	124.80	0.00	24.02	187.15	0.00	538.72	5,733.00	145.60	0.00	248.46	0.00	335.87	0.00	0.00	0.00	75.46.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	0	2	2	2	5	5	5	5	3	5	3	3	3	5	2	3	3	1	5	5	5	10	2	2	0	0	
91.00	0.00	0.00	3,395.76	3,002.77	1,539.91	362.44	0.00	430.30	430.30	390.00	152.88	124.80	0.00	24.02	187.15	0.00	538.72	5,733.00	145.60	0.00	248.46	0.00	335.87	0.00	0.00	0.00	75.46.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	0	2	2	2	5	5	5	5	3	5	3	3	3	5	2	3	3	1	5	5	5	10	2	2	0	0	
91.00	0.00	0.00	3,395.76	3,002.77	1,539.91	362.44	0.00	430.30	430.30	390.00	152.88	124.80	0.00	24.02	187.15	0.00	538.72	5,733.00	145.60	0.00	248.46	0.00	335.87	0.00	0.00	0.00	75.46.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	0	2	2	2	5	5	5	5	3	5	3	3	3	5	2	3	3	1	5	5	5	10	2	2	0	0	
91.00	0.00	0.00	3,395.76	3,002.77	1,539.91	362.44	0.00	430.30	430.30	390.00	152.88	124.80	0.00	24.02	187.15	0.00	538.72	5,733.00	145.60	0.00	248.46	0.00	335.87	0.00	0.00	0.00	75.46.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NO	ITEM CODE	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	TAX	NET PRICE	DISCOUNT	AMOUNT	DATE	STATUS	REMARKS
102	4102060100	FOLDER, FANCY, for legal size documents	bundle	0	1,495.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
103	4102060100	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
104	4102060100	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
105	4102020100	INDEX CARDS, STANDARD, size 24x36mm (3.5x4.5 inch)	box	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
106	4102060100	FOLDER, TAGBOARD, for A4 size documents	pack	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107	4102060100	FOLDER, TAGBOARD, for legal size documents	pack	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
108	4102060100	INDEX TAB, self adhesive, transparent	box	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
109	4102060100	MAGAZINE FILE BOX, LARGE SIZE, made of chipboard	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
110	4102060100	MARKER, FLUORESCENT, assorted colors per set	set	5	186.16	930.80	0.00	930.80	0.00	930.80	0.00	0.00	
111	4102060100	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
112	4102060100	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
113	4102060100	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
114	4102060100	MARKER, PERMANENT, bullet type, black	piece	5	48.26	241.30	0.00	241.30	0.00	241.30	0.00	0.00	
115	4102060100	MARKER, PERMANENT, bullet type, blue	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
116	4102060100	MARKER, PERMANENT, bullet type, red	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
117	4102060100	PAPER CLIP, vinylplastic coat, length: 48mm min	box	5	39.90	199.50	0.00	199.50	0.00	199.50	0.00	0.00	
118	4102060100	PAPER CLIP, vinylplastic coat, length: 48mm min	box	5	63.70	318.50	0.00	318.50	0.00	318.50	0.00	0.00	
119	4102060100	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
120	4102020100	RING BINDER, 80 rings, plastic, 32mm x 1.2cm	bundle	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
121	4102060100	RUBBER BAND, 20mm min by flat length (#18)	box	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
122	4102060100	STAMP PAD, FELT, lead dimension: 50mm x 50mm min	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123	4102060100	CUTTER BLADE, for heavy duty cutter	piece	3	35.32	105.96	0.00	105.96	0.00	105.96	0.00	0.00	
124	4102060100	CUTTER KNIFE, for general purpose	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
125	4102060100	DATING AND STAMPING MACHINE, heavy duty	piece	1	475.38	475.38	0.00	475.38	0.00	475.38	0.00	0.00	
126	4102060100	PENCIL SHARPENER, manual, single cutter head	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
127	4102060100	PUNCHER, paper, heavy duty, with two hole guide	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
128	4102060100	SCISSORS, symmetrical, blade length: 50mm min	pair	3	395.87	1187.61	0.00	1187.61	0.00	1187.61	0.00	0.00	
129	4102060100	STAPLER, STANDARD TYPE, leaf cap, 300 staples min	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
130	4102060100	STAPLER, BINGO TYPE, heavy duty, 14mm width tape	unit	3	2,636.40	7,909.20	0.00	7,909.20	0.00	7,909.20	0.00	0.00	
131	4102060100	STAPLE REMOVER, PLIER TYPE	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
132	4102060100	TAPE DISPENSER, TABLE TOP, for 14mm width tape	piece	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
133	4102060100	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
134	4102060100	CALCULATOR, compact, 13 digits	unit	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
135	4102060100	FACSIMILE MACHINE, uses thermal paper	unit	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Electrical equipment and components and supplies												
1												0.00
2												0.00
3												0.00
												0.00
												0.00
Computer Supplies												
1												0.00
2												0.00
3												0.00
												0.00
												0.00
Common ICT Equipment												
1												0.00
2												0.00
3												0.00
												0.00
												0.00
CONSUMABLES												
1	Toner (Centimeter)	1	1	3,700.00								0.00
2												0.00
3												0.00
												0.00
												0.00
Other Categories												
1												0.00
2												0.00
3												0.00
												0.00
												0.00
A. TOTAL												
B. ADDITIONAL PROVISION FOR INFLATION												
(% of TOTAL)												
											P.	776,544.02
											P.	77,654.40

