

**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. 2016-9 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:*

1. Download the worksheet file APP-CSE 2020 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.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-philgeps.gov.ph](http://www.ps-philgeps.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 Excel should be submitted via online using the Virtual Store (VS) facility at PhilGEPS 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 - dated August 2019 the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.*

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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-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00						0	0.00						0	0.00	0.00	139.36	0.00		
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			65	65	2,859.48						0	0.00			65	65	2,859.48			0	0.00	130.00	43.992	5,718.96
<b>Color Compounds and Dispersions</b>																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle			25	25	615.68						0	0.00			25	25	615.68			0	0.00	50.00	24.6272	1,231.36
<b>Films</b>																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00						0	0.00								0	0.00	0.00	737.2352	0.00
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm 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 216mm x 330mm	box			25	25	5,213.00						0	0.00			25	25	5,213.00			0	0.00	50.00	208.52	10,426.00
<b>Paper Materials and Products</b>																											
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00						0	0.00								0	0.00	0.00	72.7792	0.00
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	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	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	0.00	0.00	596.804	0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		0	0.00		0	0.00		0	0.00		0	0.00	0.00	1034.8	0.00
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle		0	0.00	10	10	6,706.96		0	0.00		0	0.00	10.00	670.696	6,706.96
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	500	500	16,109.60	500	500	16,109.60	500	500	16,109.60	500	500	16,109.60	2,000.00	32.2192	64,438.40
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		0	0.00		0	0.00		0	0.00		0	0.00	0.00	56.056	0.00
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	500	500	20,748.00	600	600	24,897.60	500	500	20,748.00	600	600	24,897.60	2,200.00	41.496	91,291.20
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	90	90	1,083.89		0	0.00	90	90	1,083.89		0	0.00	180.00	12.0432	2,167.78
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		0	0.00		0	0.00		0	0.00		0	0.00	0.00	132.3712	0.00
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		0	0.00		0	0.00		0	0.00		0	0.00	0.00	154.752	0.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		0	0.00		0	0.00		0	0.00		0	0.00	0.00	114.5144	0.00
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	30	30	3,899.38		0	0.00		0	0.00		0	0.00	30.00	129.9792	3,899.38
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad		0	0.00		0	0.00		0	0.00		0	0.00	0.00	17.3472	0.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		0	0.00		0	0.00		0	0.00		0	0.00	0.00	96.2	0.00
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		0	0.00		0	0.00		0	0.00		0	0.00	0.00	48.776	0.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		0	0.00	50	50	3,536.00		0	0.00	50	50	3,536.00	100.00	70.72	7,072.00
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		0	0.00	50	50	5,096.00		0	0.00	50	50	5,096.00	100.00	101.92	10,192.00
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		0	0.00		0	0.00		0	0.00		0	0.00	0.00	65.416	0.00

**Batteries and Cells and Accessories**

29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		0	0.00		0	0.00		0	0.00		0	0.00	0.00	19.7288	0.00
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		0	0.00		0	0.00		0	0.00		0	0.00	0.00	19.5	0.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack		0	0.00		0	0.00		0	0.00		0	0.00	0.00	88.4	0.00

**Manufacturing Components and Supplies**

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		0	0.00	120	120	5,738.30		0	0.00	120		120	5,738.30	240.00	47.8192	11,476.61
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	20	20	413.50		0	0.00		0	0.00		0	0.00	20.00	20.6752	413.50	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box		0	0.00	400	400	8,020.48		400	400	8,020.48		0	0.00	800.00	20.0512	16,040.96
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	30	30	546.00		0	0.00	30	30	546.00		0	0.00	60.00	18.2	1,092.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	100	100	5,512.00		0	0.00	100	100	5,512.00		0	0.00	200.00	55.12	11,024.00	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	80	80	8,528.00		0	0.00	80	80	8,528.00		0	0.00	160.00	106.6	17,056.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	60	60	1,092.00	60	60	1,092.00	60	60	1,092.00	60	60	1,092.00	240.00	18.2	4,368.00	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	500	500	4,550.00	500	500	4,550.00	500	500	4,550.00	500	500	4,550.00	2,000.00	9.1	18,200.00	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		0	0.00		0	0.00		0	0.00		0	0.00	0.00	18.2	0.00	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	40	40	2,038.40		0	0.00	40	40	2,038.40		0	0.00	80.00	50.96	4,076.80	

**Heating and Ventilation and Air Circulation**

42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit		0	0.00		0	0.00		0	0.00		0	0.00	0.00	974.48	0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit		0	0.00		0	0.00		0	0.00		0	0.00	0.00	1192.88	0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit		0	0.00		0	0.00		0	0.00		0	0.00	0.00	1006.3872	0.00