

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. 2016-9 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 2019 template at www.dps-phileps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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.dps-phileps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_ Name of Agency_ Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. 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.
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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: PAGCOR 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.

Region: REGION VI Agency Account Code: No Code

Address: 5th Street cor. Aguinado Street, Bacolod City Organization Type: PAGCOR

Contact Person: German M. Dela Cruz

Position: Acting Assistant Procurement Officer

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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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																								
Pesticides or Pest Repellents																								
1. 1009199 IN A01 INSECTICIDE aerosol type, net content: 600ml/ml	can	1	2	1	4	557.44	2	2	2	6	896.16	2	1	1	4	557.44	2	1	1	4	557.44	18.00	139.36	2,508.48

Solvents																								
2. 1291601-AL-E01 ALCOHOL, ethyl, 68% 70%, scented, 500ml (50ml)	bottle	151	145	102	398	17,508.82	140	147	145	432	19,004.54	101	95	152	348	15,309.22	140	96	95	331	14,561.93	1,509.00	43.99	66,383.93

Color Compounds and Dispersions																								
3. 127703 SI-F01 STAMP PAD INK, purple or violet	bottle	4	4	4	12	295.53	4	4	4	12	295.53	4	2	4	10	246.27	4	4	2	10	246.27	44.00	24.63	1,083.60

Films																								
4. 1311003-A-F01 ACETATE, thickness: 0.075mm/ml (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	0.00	0.00	737.24	0.00

32	3101010-CL-101	GLUE, all purpose, gross weight: 200 grams min	jar	5	3	2	10	478.19	4	4	4	3	11	526.01	3	4	2	9	430.37	4	0	0	4	191.28	34.00	47.82	1,625.85
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	41	41	41	123	2,543.05	41	41	41	41	123	2,543.05	41	41	41	123	2,543.05	41	41	41	123	2,543.05	492.00	20.68	10,172.20
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.05	0.00
35	3101021-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00
36	3101031-TA-M01	TAPE, MASKING, width: 24mm (1mm)	roll	44	44	44	132	7,275.84	44	44	44	44	132	7,275.84	44	44	44	132	7,275.84	44	44	44	132	7,275.84	528.00	55.12	29,103.36
37	3101031-TA-M02	TAPE, MASKING, width: 48mm (1mm)	roll	18	18	18	54	5,756.40	18	18	18	18	54	5,756.40	18	18	18	54	5,756.40	18	18	18	54	5,756.40	216.00	106.60	23,025.60
38	3100171-TA-P01	TAPE, PACKAGING, width: 48mm (1mm)	roll	19	19	19	57	1,037.40	19	19	19	19	57	1,037.40	19	19	19	57	1,037.40	19	19	19	57	1,037.40	228.00	18.20	4,149.60
39	3100121-TA-T01	TAPE, TRANSPARENT, width: 24mm (1mm)	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9.10	0.00
40	3100121-TA-T02	TAPE, TRANSPARENT, width: 48mm (1mm)	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00
41	31151071-W-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	50.96	0.00

Heating and Ventilation and Air Circulation

42	4001004-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	974.48	0.00
43	4001004-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,192.88	0.00
44	4001004-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,006.39	0.00
45	4001004-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	669.66	0.00

Lighting and Fixtures and Accessories

46	3901005-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	40.56	0.00
47	3901008-LB-L01	Light Bulb, LED, 7 watts, 1 pc in individual box	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	72.49	0.00

Measuring and Observing and Testing Equipment

48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	3	3	3	9	199.28	3	3	3	3	9	199.28	3	3	3	9	199.28	3	3	3	9	199.28	36.00	15.48	557.11
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Cleaning Equipment and Supplies

49	4713112-AF-A01	AIR FRESHENER, aerosol, 280ml/15oz min	can	12	12	10	34	2,926.04	13	13	13	39	3,356.34	15	14	14	42	3,614.52	14	14	14	42	3,614.52	157.00	86.06	13,511.42
50	47131604-8R-S01	BROOM, soft (tambo)	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	130.00	0.00
51	47131604-8R-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	30.58	0.00
52	47131831-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	41.60	0.00
53	47131805-CL-P01	CLEANER, 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-B02	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	8.01	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	14	10	10	34	1,272.61	10	10	10	30	1,122.89	10	10	10	30	1,122.89	10	10	10	30	1,122.89	124.00	37.43	4,641.27
56	47131803-05-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10	10	12	32	3,935.36	10	10	12	32	3,935.36	10	10	13	33	4,058.34	12	10	11	33	4,058.34	130.00	122.98	15,987.40
57	47131610-DU-P01	DUST PAN, 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	24.84	0.00

117	4412104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	7	5	17	29	173.42	7	17	5	29	173.42	7	5	5	17	101.66	7	5	7	19	113.62	94.00	5.98	562.12	
118	4412104-PC-C02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	15	19	16	50	637.00	18	14	17	49	624.26	13	16	15	44	560.56	19	13	16	48	611.52	191.00	12.74	2,433.34	
119	4412706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	4	4	4	12	249.48	4	4	5	13	270.26	4	4	4	12	249.48	4	4	5	13	270.26	50.00	20.79	1,039.48	
120	4412037-R8-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	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	201.64	0.00	
121	4412101-RU-B01	RUBBER BAND, 70mm min lay flat length (#8)	box	44	44	44	132	12,767.04	44	44	44	132	12,767.04	44	44	44	132	12,767.04	44	44	44	132	12,767.04	528.00	96.72	51,068.16	
122	44121905-SR-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3	3	3	9	248.98	6	3	3	12	331.97	3	3	5	11	304.30	3	3	3	9	248.98	41.00	27.66	1,134.22	
123	4412102-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	3	4	3	10	117.73	6	2	2	10	117.73	1	1	3	5	58.86	1	1	3	5	58.86	30.00	11.77	353.18	
124	4412102-CU-H01	CUTTER KNIFE, for general purpose	piece	0	2	0	2	54.81	4	0	0	4	109.62	3	1	1	5	137.02	0	1	0	1	27.40	12.00	27.40	328.85	
125	4410302-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	0	0	1	1	478.38	1	0	0	1	478.38	0	0	0	0	0.00	0	0	0	0	0.00	2.00	478.38	956.76	
126	4412109-P5-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	2	0	2	374.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	187.20	374.40	
127	4410602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	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	131.96	0.00	
128	4412106-R5-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	2	2	4	8	124.80	2	3	3	8	124.80	3	2	2	7	109.20	3	3	0	6	93.60	29.00	15.60	452.40	
129	4412105-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	4	2	3	9	739.44	5	5	3	13	1,068.08	1	1	1	3	246.48	6	1	1	8	657.28	33.00	82.16	2,711.28	
130	4412105-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0	7	7	6,151.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	878.80	6,151.60	
131	4412103-SR-P01	STAPLE REMOVER, PLEIER 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	18.18	0.00	
132	4412105-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1	0	2	3	167.48	1	0	0	1	55.83	0	0	1	1	55.83	0	0	0	0	0.00	5.00	55.83	279.14	
133	4410602-PB-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	10,400.00	0.00	
134	4410807-CA-C01	CALCULATOR, compact, 12 digits	unit	1	0	0	1	135.20	0	0	2	2	270.40	1	0	1	2	270.40	0	0	1	1	135.20	6.00	135.20	811.20	
135	4410174-FX-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	4,711.20	0.00	
136	4410601-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	8,088.08	0.00	
137	4410603-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	5,699.20	0.00	
138	4410603-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	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																											
139	4410309-BR-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	6,864.00	0.00	
140	4410305-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	1,001.52	0.00	
141	4410305-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	1,029.60	0.00	
142	4410305-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	754.00	0.00	
143	4410305-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	780.00	0.00	
144	4410305-EP-B17	INK CART, EPSON C13T664100 (T6641), 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	254.80	0.00	
145	4410305-EP-C17	INK CART, EPSON C13T664200 (T6642), 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	254.80	0.00	