

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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 2021 FORM at www.ps-phillgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. A form used is other than the prescribed format which can be downloaded only at www.ps-phillgeps.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. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILGEP's 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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AQ 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: Region VI
 Region: Region VI
 Address: 15th Corner Aquinaldo Street, Bacolod City

Agency Account Code: N/A Code
 Organization Type: GOCC

Contact Person: German M. Dela Cruz
 Position: Acting Procurement Officer I
 E-mail: german.delacruz@psgc.gov.ph
 Telephone/Mobile Nos: 034-434-8912

Item & Specifications

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Category	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	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	139.36	0.00						
PERFUMES OR COSMETICS OR FRAGRANCES																										
2	53131626-MS-S01	HAND SANITIZER, 500 ml	bottle	83	83	83	249	37,706.07	83	83	83	249	37,706.07	83	83	83	249	37,706.07	996.00	151.43	150824.28					
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	262	274	272	808	35,212.64	345	296	298	939	40,921.62	346	298	296	940	40,965.20	348	296	350	994	43,318.52	3,681.00	43.58	160417.98
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.285 liters	gallon	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	457.60	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	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	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	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	455.00	0.00
7	51471505-PC-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	2	0	2	4	831.00	0	2	0	2	415.50	2	0	2	4	831.00	0	2	0	2	415.50	12.00	207.75	2493.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SL-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	0	1	0	1	31.52	1	0	2	3	94.56	0	1	0	1	31.52	0	0	0	0	0.00	5.00	31.52	157.60
FILMS																										
9	13111203-AC-F01	ACEFATE, thickness: 0.075mm min (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	847.82	0.00
10	13111201-CF-P01	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	0.00	0.00	221.00	0.00
11	13111201-CF-P02	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	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																										

275	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7441.20	0.00
276	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	5616.00	0.00
277	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7472.40	0.00
278	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	5616.00	0.00
279	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7472.40	0.00
280	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	5616.00	0.00
281	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7472.40	0.00
282	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	3900.00	0.00
283	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	4399.20	0.00
284	44103103-SA-906	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	3406.00	0.00
285	44103103-SA-807	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	2350.40	0.00
286	44103103-SA-808	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	2454.40	0.00
287	44103103-SA-809	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	3380.00	0.00
288	44103103-SA-814	TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	2875.58	0.00
289	44103103-SA-821	TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7259.20	0.00
290	44103103-SA-818	TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	3458.00	0.00
291	44103103-SA-820	TONER CART, SAMSUNG MLT-D203U, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	6442.80	0.00
292	44103103-SA-812	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	7321.14	0.00
293	44103103-SA-805	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	3962.24	0.00
294	44103103-SA-810	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	4066.40	0.00
295	44103103-BR-815	TONER CART, BROTHER TN-3478 Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	6370.00	0.00
296	44103103-CA-800	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	13399.36	0.00

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

297	45121517-00-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	23623.60	0.00
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSILumens	unit	1	0	0	0	17,472.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1,747,200	17,472.00		

FLAG OR ACCESSORIES

299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	284.84	0.00
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PRINTED PUBLICATIONS

300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	10	0	0	0	372.10	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10.00	37.21	372.10	
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FIRE FIGHTING EQUIPMENT

301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kg	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	1144.00	0.00
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE KCPC 123, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	5613.25	0.00

CONSUMER ELECTRONICS

303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	6415.64	0.00
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FURNITURE AND FURNISHINGS

304	56101504-CH-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	303.68	0.00
305	56101504-CH-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	301.60	0.00
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	1336.40	0.00
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	0.00	1315.60	0.00

