

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.ps-philgeps.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.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in the 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 IV-A).
 - 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 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 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Boma.

Department/Bureau/Office: DEPT. OF TRADE & INDUSTRY - REGION IV-B(MIMAROPA)
 Region: MAIN & NCR
 Address: 5F OPPEN Bldg, 349 Sen Gil J. Puyat Avenue Makati City

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.
 Agency Account Code: 7073
 Organization Type: National Government Agency (NCA)

Contact Person: JOANN B. CHUAQUICO
 Position: Administrative Officer III
 E-mail: joannchuaquico@dti.gov.ph
 Telephone/Mobile Nos: 8901712

Item & Specifications

Unit of Measure	Monthly Quantity Requirement														
	Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Pesticides or Pest Repellents

1	1019309 IN A01	INSECTICIDE, aerosol type, net content 600ml min	can	6				6	836.16	6			6	836.16	6		6	836.16	24.00	199.36	3,344.64
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Solvents

2	1019301 AL E01	ALCOHOL, ethyl, 68% 70%, scented, 500ml (500ml)	bottle	60				60	2,639.52	60			60	2,639.52	60		60	2,639.52	240.00	43.99	10,558.08
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Color Compounds and Dispersions

3	1019303 SP P01	STAMP PAD INK, purple or violet	bottle	5				5	123.14				5	123.14			5	123.14	10.00	24.63	246.27
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Films

4	1019303 AC E01	ACETATE, thickness 0.075mm min (GAUGE #3)	roll					0	0.00				0	0.00			0	0.00		737.24	0.00
5	1019301 CF P02	CARBON FILM, PE, black, size 210mm x 397mm	box					0	0.00				0	0.00			0	0.00		208.52	0.00
6	1019301 CF P02	CARBON FILM, PE, black, size 216mm x 336mm	box					0	0.00				0	0.00			0	0.00		208.52	0.00

Paper Materials and Products

7	1019305 CA A01	CARTOLINA, assorted colors	pack					0	0.00				0	0.00			0	0.00		72.78	0.00
8	1019306 CF L11	CONTINUOUS FORM, 1 PLY, 280 x 341mm	box					0	0.00				0	0.00			0	0.00		682.24	0.00
9	1019306 CF L11	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box					0	0.00				0	0.00			0	0.00		1,039.60	0.00
10	1019306 CF L12	CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box					0	0.00				0	0.00			0	0.00		1,300.00	0.00
11	1019306 CF L13	CONTINUOUS FORM, 2 PLY, 280mm x 341mm, carbonless	box					0	0.00				0	0.00			0	0.00		765.44	0.00
12	1019306 CF L13	CONTINUOUS FORM, 3 PLY, 280 x 341mm, carbonless	box					0	0.00				0	0.00			0	0.00		596.80	0.00
13	1019306 CF L13	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box					0	0.00				0	0.00			0	0.00		1,034.80	0.00
14	1019309 L1 C01	LOOSELEAF COVER, made of chipboard, for legal	bundle					0	0.00	2			2	1,341.39			0	0.00		2.00	1,341.39

50	431964-BR-501	BROOM, soft (bambo)	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00			130.00	0.00	
51	431964-BR-101	BROOM, STICK (TINC-TINC), usable length: 760mm min	piece	6			6	183.46	6			6	183.46	6		6	183.46	6		6	183.46	6		6	183.46	24.00	30.58	733.82		
52	431963-1B-501	CLEANER, TOILET BOWL AND URINAL, 900ml, 1000ml cap	bottle				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	4.60	0.00			
53	431965-CL-501	CLEANER, SCOURING POWDER, 350g min./can	can	12			12	287.04	12			12	287.04	12		12	287.04	12		12	287.04	12		12	287.04	48.00	39.92	1,148.16		
54	431968-DE-502	DETERGENT BAR, 140 grams as packed	bar	10			10	80.08	10			10	80.08	10		10	80.08	10		10	80.08	10		10	80.08	40.00	8.01	320.32		
55	431968-DE-502	DETERGENT POWDER, all purpose, 1kg	pack	20			20	748.59	20			20	748.59	20		20	748.59	20		20	748.59	20		20	748.59	80.00	37.43	2,994.37		
56	431963-DS-501	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10			10	1,229.80	10			10	1,229.80	10		10	1,229.80	10		10	1,229.80	10		10	1,229.80	40.00	122.98	4,919.20		
57	431960-DU-501	DUST PAN, non-rigid plastic, w/ detachable handle	piece	6			6	149.01	6			6	149.01			6	0.00			6	0.00			0	0.00	12.00	24.84	298.02		
58	4319602-FV-502	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	269.36	0.00			
59	431959-FC-501	FURNITURE CLEANER, aerosol type, 300ml min per can	can	10			10	873.60	10			10	873.60	10		10	873.60	10		10	873.60	10		10	873.60	40.00	87.36	3,494.40		
60	431964-MR-501	MOP BUCKET, heavy duty, hard plastic	unit	1			1	1,911.00				0	0.00	1		1	1,911.00			1	1,911.00			0	0.00	2.00	1,911.00	3,822.00		
61	431963-MR-502	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00	6			6	873.60			6	0.00			6	0.00			6	873.60	12.00	145.60	1,747.20		
62	431963-MR-501	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00	6			6	661.44			6	0.00			6	0.00			6	661.44	12.00	110.24	1,322.88		
63	431950-NC-501	RAQS, all cotton, 32 pieces per kilogram min	bundle	10			10	496.91	10			10	496.91	10		10	496.91	10		10	496.91	10		10	496.91	40.00	49.69	1,987.65		
64	431960-SC-501	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	6			6	617.76				6	0.00	6		6	617.76			6	0.00			0	0.00	12.00	102.96	1,235.52		
65	431960-TB-502	TRASHBAG, plastic, transparent	roll	20			20	2,797.60	20			20	2,797.60	20		20	2,797.60	20		20	2,797.60	20		20	2,797.60	80.00	199.88	11,190.40		
66	431963-WB-501	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	23.59	0.00		

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	431969-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00					0	0.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									</
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Office Equipment and Accessories and Supplies

82	441970-CH-500	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	25.68	0.00		
83	441970-BF-50	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	10			10	75.71	10			10	75.71	10		10	75.71	10		10	75.71	10		10	75.71	40.00	7.57	302.85		
84	441970-BF-50	CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box	10			10	133.95	10			10	133.95	10		10	133.95	10		10	133.95	10		10	133.95	40.00	13.40	535.81		
85	441970-BF-50	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box	10			10	205.50	10			10	205.50	10		10	205.50	10		10	205.50	10		10	205.50	40.00	20.55	822.02		
86	441970-BF-50	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	10			10	395.20	10			10	395.20	10		10	395.20	10		10	395.20	10		10	395.20	40.00	39.52	1,580.80		
87	441980-CT-50	CORRECTION TAPE, film base type, UL 6m min	piece	20			20	351.10	20			20	351.10	10		10	175.55	10		10	175.55	10		10	60.00	17.56	1,053.31			
88	441970-BF-50	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00				0	0.00			0	0.00			0	0.00			0	0.00	0.00	69.78	0.00		

720	4410305 HP C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00							0	0.00						0	0.00	0.00	1,300.00	0.00
721	4410305 HP M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00							0	0.00						0	0.00	0.00	1,300.00	0.00
722	4410305 HP V49	INK CART, HP CH568A (HP83) Yellow	cart				0	0.00							0	0.00						0	0.00	0.00	1,300.00	0.00
723	4410305 IXX43	INK CART, HP CN0459A (HP950XL) Black	cart				0	0.00							0	0.00						0	0.00	0.00	1,554.80	0.00
724	4410305 IXX43	INK CART, HP CN0460A (HP950XL) Cyan	cart				0	0.00							0	0.00						0	0.00	0.00	1,175.20	0.00
725	4410305 IXX44	INK CART, HP CN0470A (HP950XL) Magenta	cart				0	0.00							0	0.00						0	0.00	0.00	1,180.40	0.00
726	4410305 IXX44	INK CART, HP CN0480A (HP950XL) Yellow	cart				0	0.00							0	0.00						0	0.00	0.00	1,180.40	0.00
727	4410305 HP M46	INK CART, HP CN0520A (HP704) Black	cart				0	0.00							0	0.00						0	0.00	0.00	339.04	0.00
728	4410305 HP V46	INK CART, HP CN0530A (HP704) color	cart				0	0.00							0	0.00						0	0.00	0.00	339.04	0.00
729	4410305 HP B33	INK CART, HP CZ070A (HP678) Black	cart				0	0.00							0	0.00						0	0.00	0.00	339.04	0.00
730	4410305 HP V33	INK CART, HP CZ080A (HP678) Tricolor	cart				0	0.00							0	0.00						0	0.00	0.00	339.04	0.00
731	4410305 HP M42	INK CART, HP CZ11A (HP685A) Black	cart				0	0.00							0	0.00						0	0.00	0.00	366.08	0.00
732	4410305 HP C33	INK CART, HP CZ12A (HP685A) Cyan	cart				0	0.00							0	0.00						0	0.00	0.00	249.60	0.00
733	4410305 HP M33	INK CART, HP CZ13A (HP685A) Magenta	cart				0	0.00							0	0.00						0	0.00	0.00	249.60	0.00
734	4410305 HP V33	INK CART, HP CZ14A (HP685A) Yellow	cart				0	0.00							0	0.00						0	0.00	0.00	249.60	0.00
735	4410305 HP V43	INK CART, HP F0X260A (HP680) Tri-color	cart				0	0.00							0	0.00						0	0.00	0.00	403.83	0.00
736	4410305 HP M43	INK CART, HP F0Y270A (HP680) Black	cart				0	0.00							0	0.00						0	0.00	0.00	403.83	0.00
737	4410305 HP C50	INK CART, HP L0S510A (HP955) Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
738	4410305 HP M50	INK CART, HP L0S540A (HP955) Magenta Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
739	4410305 HP V50	INK CART, HP L0S570A (HP955) Yellow Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
740	4410305 HP B50	INK CART, HP L0S600A (HP955) Black Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
741	4410305 IXX48	INK CART, HP L0S630A (HP955XL) Cyan Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
742	4410305 IXX48	INK CART, HP L0S660A (HP955XL) Magenta Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
743	4410305 IXX48	INK CART, HP L0S690A (HP955XL) Yellow Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
744	4410305 IXX48	INK CART, HP L0S720A (HP955XL) Black Original	cart				0	0.00							0	0.00						0	0.00	0.00	1,277.76	0.00
745	4410305 HP C51	INK CART, HP T0L890A (HP905) Original	cart				0	0.00							0	0.00						0	0.00	0.00	453.62	0.00
746	4410305 HP M51	INK CART, HP T0L920A (HP905) Magenta Original	cart				0	0.00							0	0.00						0	0.00	0.00	453.62	0.00
747	4410305 HP V51	INK CART, HP T0L970A (HP905) Yellow Original	cart				0	0.00							0	0.00						0	0.00	0.00	453.62	0.00
748	4410305 HP B51	INK CART, HP T0M100A (HP905) Black Original	cart				0	0.00							0	0.00						0	0.00	0.00	741.28	0.00
749	4410305 IXX49	INK CART, HP T0M130A (HP905XL) Cyan Original	cart				0	0.00							0	0.00						0	0.00	0.00	0.00	0.00
750	4410305 IXX49	INK CART, HP T0M160A (HP905XL) Magenta Original	cart				0	0.00							0	0.00						0	0.00	0.00	0.00	0.00
751	4410305 IXX49	INK CART, HP T0M190A (HP905XL) Yellow Original	cart				0	0.00							0	0.00						0	0.00	0.00	0.00	0.00
752	4410305 IXX49	INK CART, HP T0M170A (HP905XL) Black Original	cart				0	0.00							0	0.00						0	0.00	0.00	76.75	0.00
753	4410310 EP M05	RIBBON CART, EPSON C35015516 (48750) Black	cart				0	0.00							0	0.00						0	0.00	0.00	724.88	0.00
754	4410310 EP M07	RIBBON CART, EPSON C35015531 (509580) Black	cart				0	0.00							0	0.00						0	0.00	0.00	724.88	0.00
755	4410310 EP M13	RIBBON CART, EPSON C35015652 (509580) Black, for LK310	cart				0	0.00							0	0.00						0	0.00	0.00	724.88	0.00
756	4410310 EP M13	TONER CART, BROTHER TN-2025, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2,556.32	0.00
757	4410305 BR M04	TONER CART, BROTHER TN-230, Black	cart				0	0.00							0	0.00						0	0.00	0.00	1,820.00	0.00
758	4410305 BR M05	TONER CART, BROTHER TN-250, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2,615.60	0.00
759	4410305 BR M09	TONER CART, BROTHER TN-330, Black	cart				0	0.00							0	0.00						0	0.00	0.00	2,941.95	0.00
760	4410305 BR M11	TONER CART, BROTHER TN-330, Black, for HL5450DN (CU Printer)	cart				0	0.00							0	0.00						0	0.00	0.00	4,288.54	0.00

