

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:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.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-philgeps.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.

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.

Department/Bureau/Office:	Department of Trade & Industry - Caraga Region	Agency Account Code:	Contact Person:	Ana Roselyn C. Lagas
Region:	Caraga Region	Organization Type:	Position:	AO III
Address:	3rd & 4th Flrs. D & V Bldg. J.C. Aquino Ave., Butuan City		E-mail:	AnaRoselynLagas@dti.gov.ph
			Telephone/Mobile Nos:	3412293

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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509 IN-A01	INSECTICIDE, aerosol type, net contents: 600ml/min	can	6	5		11	1,532.96	11			11	1,532.96	10			10	1,393.60	10			10	1,393.60	42.00	139.36	5,853.12
Solvents																										
1	12191601 AL-A01	A.C.O.H.O., ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	46	11	11	68	2,991.46	51	6	11	68	2,991.46	51	6	11	68	2,991.46	51	6	11	68	2,991.46	272.00	43.99	11,965.82
Color Compounds and Dispersions																										
1	1217203 SI-P01	STAMP PAD INK, purple or violet	bottle	11	2		13	320.15	4			4	98.51	6			6	147.76	3			3	73.88	26.00	24.63	640.31
Films																										
2	1411024 AL-T01	ACETATE, thickness: 0.075mm/min (gauge #3)	roll	1			1	737.24				0	0.00				0	0.00				0	0.00	1.00	737.24	737.24
3	1411021 CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	1	1	1	3	625.56				0	0.00	1	1		2	417.04				0	0.00	5.00	208.52	1,042.60
6	1411021 CF-P03	CARBON FILM, PE, black, size 216mm x 330mm	box	3	2	1	6	1,251.12	1			1	208.52	2	1		3	625.56	1			1	208.52	11.00	208.52	2,293.72
Paper Materials and Products																										
7	1411025 CA-A01	CARTON, NA, assorted colors	pack	3	2	1	6	436.68	5	1	1	7	509.45	5	1	1	7	509.45	3			3	218.34	23.00	72.78	1,673.92

8	1411506-CF-L11	CONTINUOUS FORM, 2 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00					
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00					
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00					
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	765.44	0.00					
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	596.80	0.00					
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00	0.00	1,034.80	0.00					
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00	0.00	670.70	0.00					
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	25	5	1	31	998.80	21	5	1	27	869.92	21	6	27	869.92	21	6	27	869.92	112.00	32.22	3,608.55		
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	17	5	5	27	1,513.51	14	5	5	24	1,345.34	14	5	5	24	1,345.34	14	5	5	24	1,345.34	99.00	56.06	5,549.54
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	27	5	2	34	1,410.86	23	10		33	1,369.37	28	6	34	1,410.86	26	5	31	1,286.38	132.00	41.50	5,477.47		
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	300	112	100	512	6,166.12	200	112	100	412	4,961.80	250	112	100	462	5,563.96	200	112	100	412	4,961.80	1,798.00	12.04	21,653.67
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	164	20	45	229	30,313.00	153	38	35	226	29,915.89	167	25	37	229	30,313.00	153	54	25	232	30,710.12	916.00	132.37	121,252.02
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	62	2	23	87	13,463.42	50	17	8	75	11,606.40	62	2	20	84	12,999.17	50	20	14	84	12,999.17	330.00	154.75	51,068.16
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	89	30	75	194	22,215.79	90	36	69	195	22,330.31	89	30	69	188	21,528.71	89	39	60	188	21,528.71	765.00	114.51	87,603.52
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	51	5	11	67	8,708.61	51	10	16	77	10,008.40	51	8	16	75	9,748.44	54	6	15	75	9,748.44	294.00	129.98	38,213.88
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	3			3	52.04	3			3	52.04	3			3	52.04	3			3	52.04	12.00	17.35	208.17
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	12	5	7	24	2,308.80	10	5	7	22	2,116.40	12	5	7	24	2,308.80	10	5	7	22	2,116.40	92.00	96.20	8,850.40
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m±0.3m	roll	3			3	146.33	3			3	146.33	3			3	146.33	3			3	146.33	12.00	48.78	585.31
26	1411531-RE-B01	RECORD BOOK, 300 PACES, size: 214mm x 278mm min	book	30	10	10	50	3,536.00	16	10	10	36	2,545.92	19	10	10	39	2,758.08	16	10	10	36	2,545.92	161.00	70.72	11,385.92
27	1411531-RE-B02	RECORD BOOK, 500 PACES, size: 214mm x 278mm min	book	23	5		28	2,853.76	8	5		13	1,324.96	12	5		17	1,732.64	9	5		14	1,426.88	72.00	101.92	7,338.24
28	1411704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	12		4	16	1,046.66	20		2	22	1,439.15	20		2	22	1,439.15	10		2	12	784.99	72.00	65.42	4,709.95

Batteries and Cells and Accessories

29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	11	2		13	256.47	11			11	217.02	13		2	15	295.93	11	2		13	256.47	52.00	19.73	1,025.90
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	19	7	5	31	604.50	17	5	5	27	526.50	21	5	6	32	624.00	16	7	5	28	546.00	118.00	19.50	2,301.00
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	4			4	353.60	4			4	353.60	4			4	353.60	4			4	353.60	16.00	88.40	1,414.40

Manufacturing Components and Supplies

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	24	10	5	39	1,864.95	24	10	5	39	1,864.95	19	5		24	1,147.66	11	5		16	765.11	118.00	47.82	5,642.67
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	10	10	30	620.26	10	10	10	30	620.26	10	10	10	30	620.26	10	10	10	30	620.26	120.00	20.68	2,481.02
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	34			34	681.74	35		2	37	741.89	36		2	38	761.95	35		2	37	741.89	146.00	20.05	2,927.48
35	31201503-TE-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll		2		2	36.40				0	0.00				2	36.40				0	0.00	4.00	18.20	72.80
36	31201503-TE-M01	TAPE, MASK NC, width: 24mm (±1mm)	roll	30	15	21	66	3,637.92	57	20	12	89	4,905.68	20	10	10	40	3,204.80	22	11	7	40	3,204.80	235.00	55.12	12,953.20
37	31201503-TE-M02	TAPE, MASK NC, width: 48mm (±1mm)	roll	31	11	19	61	6,502.60	28	15	10	53	5,649.80	27	10	12	49	5,223.40	23	6	5	34	3,624.40	197.00	106.60	21,000.20
38	31201512-TE-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	22	6	12	40	728.00	18	1	2	21	382.20	18	2	2	22	400.40	7	2	2	11	200.20	94.00	18.20	1,710.80
39	31201512-TE-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	64	20	29	113	1,028.30	56	15	18	89	809.90	59	15	17	91	828.10	56	11	13	80	728.00	373.00	9.10	3,394.30