

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Items 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. 2016-01, 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 Procurement System (MGEPS).

The worksheet file APP-CSE 2019 template at [www.ps-phillgeps.gov.ph](http://www.ps-phillgeps.gov.ph) should indicate zero if an item is not being purchased by the agency or purchased for a particular month. It is considered incorrect or invalid if it is not deleted any item in the template; neither should it include line items or revise the template.

It is used is other than the prescribed format which can be downloaded only at [www.ps-phillgeps.gov.ph](http://www.ps-phillgeps.gov.ph) and; the correct format is used but fields were deleted and/or inserted in PART I of the template. 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 at purchase.

Finalized and finalized, the APP-CSE 2019 form should be: (e.g. APP2019\_DBM\_Regional Office, APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA). Agency Account Code: \_\_\_\_\_ Organization Type: \_\_\_\_\_

Department/Bureau/Office: \_\_\_\_\_ Region: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Account Code: \_\_\_\_\_

Organization Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone/Mobile Nos: \_\_\_\_\_

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.

Item & Specifications	Units 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				Oct	Nov	Dec	Q4 AMOUNT			
1 INSECTICIDE, aerosol type, net content: 600ml min	can	0	0	3	3	418.08	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3.00	139.36	418.08
1 ALCOHOL, ethyl, 68%-70%, scented, 500ml (5pm)	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	43.99	439.92
1 STAMP PAD INK, purple or violet	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	24.63	0.00
1 ACETATE, thickness: 0.075mm mil (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	737.34	0.00
1 CARBON FILM, PE, black, size 110mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	208.52	0.00
1 CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1	208.52	208.52
1 CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	72.78	0.00
1 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	10	10	6,822.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10	6,822.40	13,644.80
1 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	10	10	10,296.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10	10,296.00	20,592.00
1 CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	10	10	13,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10	13,000.00	26,000.00
1 CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	705.44	0.00
1 CONTINUOUS FORM, 3 PLY, 180 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	596.80	0.00



Observing and Testing Equipment

Item	Description	Unit	QTY	Price	Total	QTY	Price	Total	QTY	Price	Total	QTY	Price	Total	QTY	Price	Total	QTY	Price	Total	QTY	Price	Total	
02	RULER, plastic, 450mm (18"), width: 38mm (1.5")	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
Equipment and Supplies																								
01	AIR FRESHENER, aerosol, 280ml/5.0oz min	can	0	516.36	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	6	0.00	0.00	0	0.00	0.00	6	516.36	12.00	806.06
01	BROOM, soft (tambo)	piece	0	650.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	5.00	130.00
01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	305.76	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	10.00	30.58
01	CLEANER, TOILET BOWL AND URINAL, 900ml/30.0oz can	bottle	0	249.60	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	6.00	41.60
01	CLEANSER, SCOURING POWDER, 350g min/can	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
02	DETERGENT BAR, 440 grams as packed	bar	0	80.08	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	10.00	8.01
02	DETERGENT POWDER, all purpose, 1kg	pack	0	182.15	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	5.00	37.43
01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	74.51	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	3.00	24.84
02	FLOOR WAX, PASTE, RED	can	0	269.36	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	1.00	269.36
01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	MOP BUCKET, heavy duty, hard plastic	unit	0	1,911.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	1.00	1,911.00
02	MOP HEAD, heavy duty, aluminum, screw type	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	MOP HEAD, made of rayon, weight: 400 grams min	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	POGS, all cotton, 3/ pieces per kilogram min	bundle	0	99.38	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	2	0.00	99.38	0	0.00	0.00	0	0.00	4.00	49.69
01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
02	WASHBAG, plastic, transparent	roll	0	279.76	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	2.00	139.88
01	WASTERBASKET, non-rigid plastic	piece	0	141.52	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	6.00	23.59

Communication Technology (ICT) Equipment and Devices and Accessories

03	Desktop Computer, branded	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	0	653.64	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	30	0.00	653.64	0	0.00	0.00	0	0.00	60.00	21.79
02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	FLASH DRIVE, 16 GB capacity	piece	0	1,383.20	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	5	0.00	1,383.20	0	0.00	0.00	0	0.00	10.00	276.64
02	Laptop Computer, branded	unit	0	35,916.40	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	1.00	35,916.40
01	MOUSE, optical, USB connection type	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
02	PRINTER, IMPACT DOT MATRIX, 24 pins, 8x column	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	PRINTER, IMPACT DOT MATRIX, 9 pins, 8x column	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	PRINTER, LASER, monochrome, network ready	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	PRINTER, LASER, Color	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	PRINTER, Inkjet, Monochrome	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	PRINTER, Inkjet, Color	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	Hub/Switches	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	Network Routers	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
01	Wireless Access Point	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00

















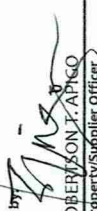




	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
<b>PROVISION FOR INFLATION</b>																								
<b>BUDGET BY THE AGENCY HEAD</b>																								
<b>CASH REQUIREMENTS</b>																								
Procurement Service Stores					88,130.03																439.92	33,372.00		121,941.94
not available at PS but regularly purchased					210.00																			
<b>TOTAL CASH REQUIREMENTS</b>					<b>88,340.03</b>																<b>439.92</b>	<b>33,372.00</b>		<b>122,151.94</b>

PS must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:   
**ROBERTSON J. APICO**  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
**JACQUELINE M. TALAUE**  
 Accountant / Local Budget Officer

Approved by:   
**DORIS M. MALAYAO**  
 Head of Office/Agency

Head: \_\_\_\_\_