

## 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 DSM 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:

- Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero (0) if it is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should revise the template.
- 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](http://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 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.
- 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.
- 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 PHILGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.8-290-4300; 8290-6400 Local 8006-8010

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

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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 |                             |                 |                           | Oct      | Nov       | Dec       | Q4 AMOUNT |
| PART I. AVAILABLE AT PROCUREMENT SERVICE STORES |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| PESTICIDES OR PEST REPELLENTS                   |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 1                                               | 10191509-IN-401 INSECTICIDE, aerosol type, net content: 600ml min  | can             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0         | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 139.35    | 0.00      |           |
| PERFUMES OR COLOGNES OR FRAGRANCES              |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 2                                               | 53131605-HS-501 HAND SANITIZER, 500 ml                             | bottle          | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0         | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 151.43    | 0.00      |           |
| ALCOHOL OR ACETONE BASED ANTISEPTICS            |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 3                                               | 12191601-AL-501 ALCOHOL, ethyl, 68%-72%, scented, 500ml (5-ml)     | bottle          | 0                            | 10   | 0   | 10        | 435.80    | 0   | 0    | 0         | 0    | 0         | 0    | 0         | 100                         | 0               | 100                       | 4,358.00 | 210.00    | 9151.80   |           |
| 4                                               | 12191601-AL-502 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters     | gallon          | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0         | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 487.60    | 0.00      |           |
| 5                                               | 51471901-AL-501 ALCOHOL, isopropyl, 68%-72%, scented, 500ml (5-ml) | bottle          | 0                            | 5300 | 0   | 5000      | 21,790.00 | 0   | 20   | 0         | 20   | 871.60    | 0    | 20        | 0                           | 20              | 0                         | 871.60   | 5,060.00  | 220514.80 |           |
| 6                                               | 51471901-AL-502 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters | gallon          | 0                            | 10   | 0   | 10        | 4,520.00  | 0   | 0    | 0         | 0    | 0.00      | 0    | 30        | 0                           | 0               | 0                         | 0.00     | 465.00    | 18200.00  |           |
| 7                                               | 51471505-PO-001 POVIDONE IODINE, 10 % solution, 120 ml             | gallon          | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 207.75    | 0.00      |           |
| COLOR COMPOUNDS AND DISPERSIONS                 |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 8                                               | 12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (mm.)        | bottle          | 0                            | 29   | 0   | 29        | 514.08    | 0   | 26   | 0         | 26   | 819.52    | 0    | 29        | 0                           | 17              | 0                         | 535.84   | 101.00    | 3183.52   |           |
| FILMS                                           |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 9                                               | 13111203-AC-P01 ACETATE, thickness: 0.075mm min (gauge #3)         | roll            | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 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                         | 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                         | 0.00     | 268.52    | 0.00      |           |
| PAPER MATERIALS AND PRODUCTS                    |                                                                    |                 |                              |      |     |           |           |     |      |           |      |           |      |           |                             |                 |                           |          |           |           |           |
| 12                                              | 14111505-CA-A01 CARTOLINA, assorted colors                         | pack            | 0                            | 150  | 0   | 150       | 12,558.00 | 0   | 150  | 0         | 150  | 12,558.00 | 0    | 150       | 0                           | 600             | 0                         | 600      | 50,232.00 | 83.72     | 87956.00  |
| 13                                              | 14111505-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm                | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 882.55    | 0.00      |           |
| 14                                              | 14111505-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm                | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 1029.60   | 0.00      |           |
| 15                                              | 14111505-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless    | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 1538.80   | 0.00      |           |
| 16                                              | 14111505-CF-L21 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless  | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 906.35    | 0.00      |           |
| 17                                              | 14111505-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless    | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 884.00    | 0.00      |           |
| 18                                              | 14111505-CF-L32 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless    | box             | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 1508.00   | 0.00      |           |
| 19                                              | 14111609-LI-C01 LOOSELEAF COVER, made of embossed, for legal       | bundle          | 0                            | 0    | 0   | 0         | 0.00      | 0   | 0    | 0         | 0    | 0.00      | 0    | 0         | 0                           | 0               | 0                         | 0.00     | 794.96    | 0.00      |           |





