

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 APP 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-philegpps.gov.ph](http://www.ps-philegpps.gov.ph)
  - Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
  - The agency should indicate zero "0" 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 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-philegpps.gov.ph](http://www.ps-philegpps.gov.ph) and;
    - b. 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 Philegpps 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. 8-290-6300; 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.*

Department/Bureau/Office: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
 Region: ROMBLON DISTRICT ENGINEERING OFFICE  
 Address: 14 J. P. RIZAL ST., TABING-DAGAT, ODIONGAN, ROMBLON

Agency Account Code: P-109  
 Organization Type: NATIONAL GOVERNMENT AGENCY

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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	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>PESTICIDES OR PEST REPELLENTS</b>																					
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	50	50	50	150	20,904.00	50	50	50	150	20,904.00	50	50	50	150	20,904.00	600.00	139.36	83616.00
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																					
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	120	120	120	360	54,514.80	120	120	120	360	54,514.80	120	120	120	360	54,514.80	1,440.00	151.43	218059.20
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																					
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (5ml)	bottle	200	200	200	600	26,148.00	200	200	200	600	26,148.00	200	200	200	600	26,148.00	2,400.00	43.58	104592.00
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00	0.00	43.58	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (5ml)	bottle				0	0.00				0	0.00				0	0.00	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00
7	51471505-PO-F01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																					
8	12171703-S1-F01	STAMP PAD INK, purple or violet, 50ml (mln.)	bottle	8	8	8	24	756.48	8	8	8	24	756.48	8	8	8	24	756.48	96.00	31.52	3025.92
<b>FILMS</b>																					
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (Gauge #3)	roll				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00
10	13111201-CF-F01	CARBON FILM, PE, black, size 210mm x 297mm	box	2	2	2	6	1,326.00	2	2	2	6	1,326.00	2	2	2	6	1,326.00	24.00	221.00	5304.00
11	13111201-CF-F02	CARBON FILM, PE, black, size 216mm x 330mm	box	10	10	10	30	6,255.60	10	10	10	30	6,255.60	10	10	10	30	6,255.60	120.00	208.52	25022.40
<b>PAPER MATERIALS AND PRODUCTS</b>																					
12	14111525-CA-A01	CARTON, associated folders	pack	1			1	83.72	1			1	83.72	1			1	83.72	4.00	83.72	334.88
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00





92	43211708-MO-001	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in hd	unit	10	1	3	14	1,559.20	1	1	3	5	556.50	1	1	6	8	690.40	1	1	2	4	445.20	31.00	111.30	3450.30
93	43211708-MO-002	MOUSE, WIRELESS, USB	unit				0	0.00				0	0.00				0	0.00				0	0.00	154.00	0.00	0.00
94	43212102-RR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	38100.97	0.00	0.00
95	43212102-RR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	9151.52	0.00	0.00
96	43212105-RR-L01	PRINTER, laser, monochrome	unit				2	1,449.76				0	0.00				0	0.00				0	0.00	724.88	1449.76	0.00
97	43212105-RR-L02	PRINTER, laser, colored	unit				2	15,798.00				2	15,798.00				2	15,798.00				2	15,798.00	8.00	7899.00	63197.00

**OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES**

98	44121710-CH-W01	CHALK, model, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29.64	0.00
99	44121205-9F-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	13	13	23	49	443.45	13	13	23	49	443.45	13	13	23	49	443.45	13	13	23	49	443.45	196.00	1773.80	1773.80
100	44121205-9F-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	13	13	23	49	748.23	13	13	23	49	748.23	13	13	23	49	748.23	13	13	23	49	748.23	196.00	15.27	2992.92
101	44121205-9F-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	13	13	23	49	1,019.20	13	13	23	49	1,019.20	13	13	23	49	1,019.20	13	13	23	49	1,019.20	196.00	20.80	4076.80
102	44121205-9F-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	13	13	23	49	2,344.16	13	13	23	49	2,344.16	13	13	23	49	2,344.16	13	13	23	49	2,344.16	196.00	47.84	9376.64
103	4411801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	38	28	45	111	1,556.22	38	28	45	111	1,556.22	38	28	45	111	1,556.22	38	28	45	111	1,556.22	444.00	14.02	6224.88
104	4411515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.20	0.00
105	4412011-DF-F01	DATA FOLDER, made of chipboard, bagla lock	piece	30	30	30	90	6,177.60	30	30	30	90	6,177.60	30	30	30	90	6,177.60	30	30	30	90	6,177.60	360.00	68.64	24710.40
106	44115106-ER-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	10	10	40	60	40,385.40	10	10	40	60	40,385.40	10	10	40	60	40,385.40	10	10	40	60	40,385.40	240.00	673.09	161541.60
107	44115106-ER-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	10	10	40	60	55,629.60	10	10	40	60	55,629.60	10	10	40	60	55,629.60	10	10	40	60	55,629.60	240.00	927.16	222518.40
108	44115106-ER-X01	ENVELOPE, EXPANDING, KRATBOARD, for legal size doc	box	15	10	50	75	55,380.00	15	10	50	75	55,380.00	15	10	50	75	55,380.00	15	10	50	75	55,380.00	300.00	738.40	221520.00
109	44115106-ER-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	35	35	35	105	3,201.45	35	35	35	105	3,201.45	35	35	35	105	3,201.45	35	35	35	105	3,201.45	420.00	30.49	12805.80
110	44115106-ER-H02	ENVELOPE, mailing, white, 70gsm	box	2	0	0	2	756.40	1	0	0	1	378.20	1	0	0	2	756.40	1	0	0	1	378.20	6.00	378.20	2269.20
111	44115104-ER-W02	ENVELOPE, mailing, white, with window	box	2			2	867.36				0	0.00	1			1	433.68				0	0.00	3.00	433.68	1301.04
112	4411912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	4	4	4	12	123.60	4	4	4	12	123.60	4	4	4	12	123.60	4	4	4	12	123.60	48.00	10.30	494.40
113	44122118-FA-F01	FASTENER, METAL, 70mm between prongs	box	15	15	65	95	7,923.95	15	15	65	95	7,923.95	15	15	65	95	7,923.95	15	15	65	95	7,923.95	380.00	63.41	31895.80
114	44115115-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	86.04	0.00	0.00
115	44122018-FT-F01	FILE TAB DIVIDER, breisel board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	14.23	0.00	0.00
116	44122018-FT-F02	FILE TAB DIVIDER, breisel board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	270.40	0.00	0.00
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.43	0.00
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.24	0.00
121	44122027-FO-F01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	952.64	0.00	0.00
122	44122011-FO-F03	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	279.00	0.00	0.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	321.36	0.00	0.00
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	56.68	0.00
125	44111515-IF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	41.60	0.00	0.00
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	1	1	1	3	140.04	1	1	1	3	140.04	1	1	1	3	140.04	1	1	1	3	140.04	12.00	46.68	560.16
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	11	11	11	33	441.54	11	11	11	33	441.54	11	11	11	33	441.54	11	11	11	33	441.54	132.00	13.38	1766.16
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	5	5	5	15	200.70	5	5	5	15	200.70	5	5	5	15	200.70	5	5	5	15	200.70	54.00	13.38	722.52
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	3	3	3	9	120.42	3	3	3	9	120.42	3	3	3	9	120.42	3	3	3	9	120.42	36.00	13.38	481.68
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	13	13	14	40	359.20	13	13	14	40	359.20	13	13	14	40	359.20	13	13	14	40	359.20	160.00	8.98	1436.80
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	10	10	11	31	278.38	10	10	11	31	278.38	10	10	11	31	278.38	10	10	11	31	278.38	124.00	8.98	1113.52
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	2	2	3	7	62.86	2	2	3	7	62.86	2	2	3	7	62.86	2	2	3	7	62.86	28.00	8.98	251.44
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	23	18	21	62	481.12	23	18	21	62	481.12	23	18	21	62	481.12	23	18	21	62	481.12	248.00	7.76	1924.48

134	4412104-PC-02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	23	18	71	112	1,919.68	23	18	71	112	1,919.68	23	18	71	112	1,919.68	23	18	71	112	1,919.68	448.00	17.14	7678.72
135	4412176-FE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: H8	box	14	9	39	62	1,288.98	9	9	39	57	1,185.03	9	9	39	57	1,185.03	233.00	20.79			4844.07			4844.07
136	4412037-8R-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	1	1	1	3	719.37	1	1	1	3	719.37	1	1	1	3	719.37	12.00	239.79			2877.48			2877.48
137	4412101-8U-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	14	4	6	24	2,828.00	4	4	6	14	1,533.00	4	4	6	14	1,533.00	67.00	109.50			736.50			736.50
138	44121905-SR-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2			2	69.90	1			1	34.95	2			2	69.90	6.00	34.95			6.00			6.00
139	44121612-BL-F01	CUTTER BLADE, for heavy duty cutter	piece	10	2	4	16	237.12	2	2	3	7	103.74	8	2	3	13	192.66	2	2	4	8	44.00	14.82	468.02	
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	5			5	267.44				2	66.86	1			1	33.43	1	1	2	3	33.43	14.00	33.43	468.02
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	2			2	907.92				0	0.00				0	0.00	2.00	453.96			2.00			453.96
142	44121619-FS-M01	PENCIL SHARPENER, manual, single cutter head	piece	10			11	2,230.80	2			2	405.60	2			4	811.20	2			2	405.60	19.00	202.80	3653.20
143	44101602-FU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	6	1	3	10	1,319.60	1	2	1	4	527.84	3	1	4	8	1,055.68	3	1	1	5	659.80	27.00	131.96	3562.92
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	8	1	4	13	527.28	2	1	2	5	202.80	8	1	1	10	405.60	9	1	2	12	486.72	40.00	40.56	1622.40
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples/min	piece	7	2	5	14	2,475.20	3	2	3	8	1,414.40	5	2	2	9	1,591.20	12	2	3	17	3,005.60	48.00	176.80	8486.40
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	2			2	1,828.32				0	0.00				0	0.00	2.00	914.16			2.00			1828.32
147	44121613-SR-F01	STAPLE REMOVER, FLIER-TYPE	piece	2	1	4	7	174.30	1	1	1	3	74.70	1	1	1	6	149.40	1	1	1	3	74.70	19.00	24.90	472.10
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3			2	321.00	1			0	0.00				1	64.20	1			1	64.20	8.00	64.20	513.60
149	44101602-FB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2			2	19,069.44				0	0.00				0	0.00	2.00	9534.72			2.00			19069.44
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	4			7	2,427.95	1			2	1,040.55	1			4	1,734.25	1			1	693.70	17.00	346.85	5894.45
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00	0.00	5642.00			0.00			5642.00
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			2	18,595.20				0	0.00	1			1	9,297.60				0	0.00	3.00	9297.60	27892.80
153	44101603-FS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1			1	5,699.20				0	0.00				0	0.00	1.00	5699.20			1.00			5699.20

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

154	44103109-BR-D05	DRUM CART, BROTHER DR-3465	Cart					0.00					0.00				0	0.00					6947.20			6947.20
155	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart					0.00					0.00				0	0.00					910.00			910.00
156	44103105-BR-B05	INK CART, BROTHER LC67H/YBK, Black	Cart					0.00					0.00				0	0.00					1601.60			1601.60
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart					0.00					0.00				0	0.00					6760.00			6760.00
158	44103103-BR-B16	TONER CART, BROTHER TN-455 BLACK, high yield 6500	Cart					0.00					0.00				0	0.00					5080.40			5080.40
159	44103103-BR-C03	TONER CART, BROTHER TN-455 CYAN, high yield 6500	Cart					0.00					0.00				0	0.00					8569.60			8569.60
160	44103103-BR-M03	TONER CART, BROTHER TN-455 MAGENTA, high yield 65	Cart					0.00					0.00				0	0.00					8569.60			8569.60
161	44103103-BR-Y03	TONER CART, BROTHER TN-455 YELLOW, high yield 650	Cart					0.00					0.00				0	0.00					8569.60			8569.60
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2880B, Black	Cart					0.00					0.00				0	0.00					5116.80			5116.80
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart					0.00					0.00				0	0.00					989.04			989.04
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart					0.00					0.00				0	0.00					1025.60			1025.60
165	44103105-CA-B04	INK CART, CANON FG-740, Black	cart					0.00					0.00				0	0.00					754.00			754.00
166	44103105-CA-B02	INK CART, CANON FG-810, Black	cart					0.00					0.00				0	0.00					780.00			780.00
167	44103105-FR-B17	INK CART, EPSON C13T64101 (T6641), Black	cart					0.00					0.00				0	0.00					249.60			249.60
168	44103105-FR-C17	INK CART, EPSON C13T64201 (T6642), Cyan	cart					0.00					0.00				0	0.00					249.60			249.60
169	44103105-FR-M17	INK CART, EPSON C13T64301 (T6643), Magenta	cart					0.00					0.00				0	0.00					249.60			249.60
170	44103105-FR-Y17	INK CART, EPSON C13T64401 (T6644), Yellow	cart					0.00					0.00				0	0.00					249.60			249.60
171	44103105-HP-B40	INK CART, HP C2P04AA (HP82), Black	cart					0.00					0.00				0	0.00					773.76			773.76
172	44103105-HP-T10	INK CART, HP C2P06AA (HP82), Tri-color	cart					0.00					0.00				0	0.00					950.56			950.56
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart					0.00					0.00				0	0.00					795.60			795.60
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart					0.00					0.00				0	0.00					920.40			920.40
175	44103105-HP-B46	Ink Cartridge, HP C9397A (HP72), 66ml Photo Black	cart					0.00					0.00				0	0.00					1996.80			1996.80



