

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

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 016-9 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 Electronic Procurement System (MCEPS).

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

n used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and; ect 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 in its last purchase.

plished and finalized, the APP-CSE 2019 form should be:

id using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).

ted 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.

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.

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 assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(03)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office:

Region: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - LANAO DEL NORTE (D

Address: X - Cagayan De Oro

0054 AES-DPWV COMPOUND, SEMINARY DRIVE, DEL CARMEN, ILIGAN CITY, LANAO DEL NORTE

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: No Code

Organization Type: National Government Agency (NGA)

Contact Person: NIDA V. VIÑA

Position: ACTING SUPPLY OFFICER

E-mail: nldavina347@gmail.com

Telephone/Mobile Nos: 9065752556

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	Q3 AMOUNT	July	Aug	Sept				Q3	Q4 AMOUNT	Q4	Dec	
BLE AT PROCUREMENT SERVICE STORES																					
st Repellents																					
INSECTICIDE, aerosol type, net content: 600ml min	can		2				1	1	144.72			1	1	144.72		1	144.72	5.00	144.72	733.60	
ds and Dispersions																					
ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle		121	121	5,927.76		113	113	5,162.29			105	105	4,796.82		105	105	4,796.82	444.00	45.68	20,283.70
STAMP PAD INK, purple or violet																					
	bottle			10	10	255.74		5	5	127.87			7	7	179.02		3	3	76.72	35.57	639.36
and Products																					
ACETATE, thickness: 0.075mm min (gauge #3)	roll			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	765.59	0.00
CARBON FILM, PE, black, size 210mm x 297mm	box			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	229.50	0.00
CARBON FILM, PE, black, size 216mm x 330mm	box			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	216.54	0.00
GARTOLINA, assorted colors																					
	pack			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	75.38	0.00
CONTINUOUS FORM, 1 PLY, 260 x 241mm	box			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	798.48	0.00
CONTINUOUS FORM, 1 PLY, 260 x 378mm	box			0	0.00		0	0	0.00			0	0	0.00			0	0.00	0.00	1,069.20	0.00

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	MARKER, FLUORESCENT, 3 assorted colors per set	set		29	29	1,012.6		28	28	1,082.59		28	28	1,082.59		25	25	966.60	110.00	38.66	4,253.04	
101	MARKER, whiteboard, black, felt tip, bullet type	piece		2	2	21.41		1	1	10.70			2	2	21.41		1	1	10.70	6.00	10.70	64.22
102	MARKER, whiteboard, blue, felt tip, bullet type	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	10.70	0.00	
103	MARKER, whiteboard, red, felt tip, bullet type	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	10.70	0.00	
104	MARKER, PERMANENT, bullet type, black	piece		6	6	60.13		1	1	10.02			2	2	20.04		0	0.00	9.00	10.02	90.20	
105	MARKER, PERMANENT, bullet type, blue	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	10.02	0.00	
106	MARKER, PERMANENT, bullet type, red	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	10.02	0.00	
107	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		16	16	95.36		15	15	95.15		15	15	80.73		13	13	80.73	57.00	6.21	353.97	
108	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		11	11	145.53		11	11	145.53		11	11	145.53		11	11	145.53	44.00	13.23	582.12	
109	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		23	23	496.55		8	8	172.71		12	12	259.07		7	7	151.02	50.00	21.59	1,079.46	
110	RING BINDER, 80 rings, plastic, 32mm x 1.52m	bundle			0	0.00			0	0.00				0	0.00		0	0.00	0.00	299.39	0.00	
111	RUBBER BAND, 70mm min lay flat length (#18)	box		6	6	602.64		6	6	602.64		6	6	602.64		6	6	602.64	24.00	100.44	2,410.56	
112	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		10	10	287.28		4	4	114.91		7	7	201.10		2	2	57.46	23.00	28.73	660.74	
113	CUTTER BLADE, for heavy duty cutter	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	12.23	0.00	
114	CUTTER KNIFE, for general purpose	piece		2	2	56.92			0	0.00		2	2	56.92			0	0.00	4.00	28.46	113.83	
115	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00			0	0.00				0	0.00		0	0.00	0.00	496.78	0.00	
116	PENCIL SHARPENER, manual, single cutter head	piece		2	2	388.80			0	0.00		2	2	388.80			0	0.00	4.00	194.40	777.60	
117	PUNCHER, paper, heavy duty, with two hole guide	piece		18	18	2,466.55		4	4	548.12		7	7	959.21		1	1	137.03	30.00	137.03	4,110.91	
118	SCISSORS, symmetrical, blade length: 65mm min	pair		16	16	259.20		2	2	32.40		8	8	109.60		1	1	16.20	27.00	16.20	437.40	
119	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		20	20	1,706.40		8	8	682.56		14	14	1,194.48		5	5	426.60	47.00	85.32	4,010.04	
120	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00			0	0.00				0	0.00		0	0.00	0.00	912.60	0.00	
121	STAPLE REMOVER, PLIER-TYPE	piece		7	7	132.15		1	1	18.88		6	6	113.27		1	1	18.88	15.00	18.88	283.18	
122	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		4	4	231.90		1	1	57.97		2	2	115.95		1	1	57.97	8.00	57.97	463.80	
123	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00			0	0.00				0	0.00		0	0.00	10,800.00	0.00	0.00	
124	CALCULATOR, compact, 12 digits	unit		4	4	561.60		2	2	280.80		4	4	561.60		0	0	0.00	10.00	140.40	1,404.00	
125	FAXSIMILE MACHINE, uses thermal paper	unit			0	0.00			0	0.00				0	0.00		0	0.00	0.00	4,892.40	0.00	
126	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0	0.00			0	0.00				0	0.00		0	0.00	0.00	8,399.16	0.00	
127	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit			0	0.00			0	0.00				0	0.00		0	0.00	0.00	5,918.40	0.00	
128	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit			0	0.00			0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	
File or Photocopier Supplies																						
129	DRUM CART, BROTHER DR-3455	cart			0	0.00			0	0.00				0	0.00		0	0.00	0.00	7,128.00	0.00	
130	INK CART, CANON CL-741, Col.	cart			0	0.00			0	0.00				0	0.00		0	0.00	0.00	1,040.04	0.00	
131	INK CART, CANON CL-811, Colored	cart			0	0.00			0	0.00				0	0.00		0	0.00	0.00	1,069.20	0.00	
132	INK CART, CANON PG-740, Black	cart			0	0.00			0	0.00				0	0.00		0	0.00	0.00	783.00	0.00	
133	INK CART, CANON PG-810, Black	cart			0	0.00			0	0.00				0	0.00		0	0.00	0.00	810.00	0.00	
134	INK CART, EPSON C13T664100 (T6641), Black	cart		20	20	5,392.00		20	20	5,292.00		20	20	5,292.00		20	20	5,292.00	80.00	264.60	211,680.00	

FURNITURE, EQUIPMENT, SUPPLIES, ETC.														
Item	Description	Unit	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
B15	3478, Black, for printer HL-6400DW	cart		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
300	TONER CARTRIDGE, CANON 324 II, for printer LP6780x	cart		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Equipment and Supplies														
101	DOCUMENT CAMERA, 3.2M pixels	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	MULTIMEDIA PROJECTOR, 4000 mH	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	ANSI Lumens			0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Supplies														
101	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Books														
101	HANDBOOK (RA 9184), 7th Edition	book		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Equipment														
101	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5-lbs	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	FIRE EXTINGUISHER, PURE HCFC 123, 4.5-lbs	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Electronics														
101	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Furnishings														
101	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	CHAIR, monobloc, white, with backrest, w/o armrest	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Equipment and Accessories and Supplies														
101	CLEARBOOK, 20 transparent pockets, for A4 size	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	WRAPPING PAPER, kraft, 65gsm (5%)	pack		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Software														
101	Business function specific software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Finance accounting and enterprise resource planning ERP software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Computer game or entertainment software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Content authoring and editing software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Content management software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Data management and query software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Development software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
101	Educational or reference software	license		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00

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