

14	TONER CART BROTHER TN 230	CART	120	24	120	120,000.00				0	0.00	120			120	120,000.00			0	0.00	240	1080	240,000.00
15	OPTIONAL TONER CARTRIDGE OPT140-BLACK(RS-IP-M25 WFP)	CART		24	24	264,000.00				0	0.00				0	0.00			0	0.00	24	1180	264,000.00
Other Categories																							
16	VACUUM CLEANER	UNIT	1	3	1	5,000.00				0	0.00				0	0.00			0	0.00	1	5000	5,000.00
17	WATER DISPENSER	UNIT	1		4	24,000.00				0	0.00				0	0.00			0	0.00	4	6000	24,000.00
18	STEEL BACK	UNIT	1	5	6	30,000.00				0	0.00				0	0.00			0	0.00	6	600	3,600.00
19	STORAGE BOX W/ ROLL ON WHEELS, 18"x24"x13.75"	piece	122	30	152	114,000.00				52	39,900.00	50			50	37,500.00			384	760	190,500.00		
20	Photo printing	pieces			5	280.00				5	280.00				5	250.00			30	50	1,000.00		
21	4-square	pieces	12		12	3,000.00				0	0.00				0	0.00			12	250	3,000.00		
22	French curve	pieces	12		12	999.95				0	0.00				0	0.00			12	83.33	999.96		
23	Tape measure	piece	36		36	1,000.00				0	0.00				0	0.00			36	30	1,080.00		
24	Fabric glue	sec	6		6	600.00				0	0.00				0	0.00			6	100	600.00		
25	Christmas decor	sec	3		3	900.00				0	0.00				0	0.00			24	400	9,600.00		
26	office decor	sec	2		2	52,500.00				0	0.00				0	0.00			3	7500	22,500.00		
27	measuring wheel	unit	5		5	1,125.00				0	0.00				0	0.00			9	135000	1,215,000.00		
28	cooling fan	unit	6		6	18,560.00				6	18,560.00				6	18,560.00			0	0.00	72	1020	73,440.00
29	Heil, HFC, 10lbs Fire Extinguisher, (Green)	unit	6		6	51,000.00				0	0.00				0	0.00			6	8500	51,000.00		
30	Bronchov, DTC, 10lbs Fire Extinguisher, (Green) with hook	unit	6		6	9,000.00				0	0.00				0	0.00			6	1500	9,000.00		
31	Heil, Dry Chemical AEC, 10lbs Fire Extinguisher, (Red)	unit	6		6	9,000.00				0	0.00				0	0.00			6	1500	9,000.00		
32	Red Pouch Bag	piece	23		23	51,750.00				0	0.00				0	0.00			23	2250	51,750.00		
33	Red CUT-OUT, 100 AWG/SES	sec	1		1	10,000.00				0	0.00				0	0.00			0	0.00	1	10000	10,000.00
34	RED BUNDS, 20'x12'x12' WITH HEIGHT AND WEIGHT	unit			75	0.00				1295	21,367,500.00				31	37	14,960.46			21	21	8,391.07	
35	Supplies & Materials for Sewing/Textile making	pcs	32		32	107	43,254.03			0	0.00				0	0.00			195	40,135.924	79,235.03		
36	Sewer Bag	pcs	336		336	11,100.00				0	0.00				0	0.00			336	33,039.743	11,100.00		
37	Sewer Bag with print	pcs	40000		40000	480,000.00				0	0.00				0	0.00			0	0.00	46000	10	460,000.00
38	Acetone, 70%, Isopropyl, with pump	pcs	12		12	1,800.00				0	0.00				0	0.00			12	150	1,800.00		
39	Fine mesh, disposable, airborn, 50/pack	box	8		8	2,800.00				200	70,000.00				0	0.00			0	0.00	300	900	270,000.00
40	Acetone, 70%, solution sanitizing spray bottle	box	0		0	0.00				0	0.00				0	0.00			0	0.00	375	75	28,125.00
41	Disposable gloves	box	0		0	0.00				200	75,000.00				0	0.00			0	0.00	8	4800	38,400.00
42	Thermal Gun	unit	0		0	0.00				400	200,000.00				0	0.00			0	0.00	500		200,000.00
43	Alcohol, 70%, Isopropyl	gal	0		0	0.00				400	200,000.00				0	0.00			0	0.00	500		200,000.00
A. TOTAL																							
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (1% of GRAND TOTAL (A + B))																							
D. GRAND TOTAL (A + B + C)																							
E. APPROVED BUDGET BY THE AGENCY HEAD																							
F. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores																							
G.2 Other Items not available at PS but regularly purchased from other sources																							
TOTAL MONTHLY CASH REQUIREMENTS																							
						2,362,108.81							663,264.50							724,606.36			
						9,283,314.22							24,130,742.09							3,345,575.61			
						11,625,493.04							28,213,927.29							3,070,181.97			
																				1,662,638.50			
																				2,201,497.15			

SUPPLEMENTAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Applications:
Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Services (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

Instructions:

1. Download the worksheet titled APP-CSE-2020-06-01 from the APP-CSE 2020 form.
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. 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.pp-phillips.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART 1. 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 records.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IYA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity, an APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. 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).
9. Agency may revise its APP-CSE during the year if there will be change in the 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 deadline shall be considered late.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)889-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019-1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office
Region:
Address:

by **AO 25**, the **APC-CSE** for FY 2020 must be submitted on or before **October 31, 2019**.

Agency Account Code: _____

Organization Type: _____

Position: _____

Contact Person: _____

E-mail: _____

Telephone/Mobile Nos _____

Item & Specifications		Monthly Quantity Requirement																										
		Unit of Measure		Jan	Feb	Mar	Q1 Amount	Apr	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Oct	Nov	Dec	Q4 Amount	Total Quantity for Dec.	Total Price for the Year							
PART 1. AVAILABLE AT PROCUREMENT SERVICE STORES																												
Residential and Peak Requirements																												
SOLVENTS	1	1017059-41-401	INSTR.CHLORIDE, aerosol type, net content: 600 ml	can	26		1	27	3,462.72	31	1		32	4,459.52	26		26	3,633.36	31	1	32	4,459.52	117	129.36				
	2	1273101-A1-001	ACCOQ, eth, 60% 70%, secured, 500ml (500)	bottle	338	119	66	523	22,902.17	346	23	78	461	19,749.29	341	20	31	392	17,165.66	338	20	31	369	17,294.31	1755	43.79		
Color Components and Dispersants	3	1273705-31-001	57/59 PWD Ink, purple c/ violet	bottle	69	1	24	94	2,895.20	54	1	4	59	1,017.20	52	1	54	1,663.20	2	1	1	4	123.20	211	30.8			
	4	121200-C1-001	CARBON P/LM, RE, black, size 210mm x 297mm	box	6			6	1,326.00	6			6	1,326.00	6		6	1,326.00	6		6	1,326.00	24	221				
Paper, Materials and Products																												
Paper	5	1411009-01-001	ARTIST, 14x, uncoated cover	pack	129	30	203	416	35,664.72	77	46	4	117	10,633.44	70	12	34	116	9,711.52	56	1	57	4,772.64	716	69.035			
	6	1411009-01-001	ARTIST, 14x, uncoated cover	bundle	129			103	81,800.88	3			3	2,384.88	3		3	3	7,284.68	3		3	7,284.68	112	794.46			
	7	1411144-01-002	NOTE P/LD, stick on, 50mm x 76mm (2" x 3") min	pack	136	2	23	5	5,296.00	14	13	11	38	1,406.78	13	107	3	103	1,165.92	76	2	13	2	17	630.72	238	37.06	
	8	1411144-01-002	NOTE P/LD, stick on, 76mm x 100mm (3" x 4") min	roll	205	3	2	210	12,448.80	120	2	144	8,756.32	130	2	14	1,452.72	512	59.28	20	2	24	47.73	47.73				
	9	1411144-01-002	NOTE P/LD, stick on, 76mm x 100mm (3" x 4") min	roll	205	3	2	4,466.62	20	2	62	1,138.44	60	2	102	6	102	6,120.32	234	2	24	2	24	1,452.72	241	37.06		
	10	1411144-01-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	172	261	406	633	10,089.52	291	266	5	652	6,766.46	266	5	652	6,766.46	461	201	102	6	102	6,120.32	234	37.06		
	11	1411144-01-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	875	2038	3117	591,659.52	661	462	182	665	158,045.60	661	462	182	665	158,045.60	661	462	182	665	158,045.60	661	462			
	12	1411144-01-002	PAPER, MULTICOPI, 40mm, size: 216mm x 330mm	ream	290	474	79	851	154,388.47	142	33	84	259	47,718.78	142	33	84	259	47,718.78	142	33	84	259	47,718.78	142	33		
	13	1411144-01-002	PAPER, MULTICOPI, 40mm, size: 216mm x 330mm	ream	1	12	11	11	3,590.42	6	11	13	2,102.20	11	1	21	23	3,096.20	11	11	11	23	2,954.12	92	169.4			
	14	1411144-01-002	PAPER, MULTICOPI, 40mm, size: 216mm x 330mm	ream	52	6	6	3	5,590.42	6	117	5	181	21,922.20	601	11	6	11	7,031.62	6	4	2	12	1,220.52	334	101.71		
	15	1411144-01-002	PAPER, MULTICOPI, 40mm, size: 216mm x 330mm	ream	306	50	50	356	35,126.32	308	2	10	18	21,922.20	601	11	6	11	7,031.62	307	21,711.04	1284	70.72					
	16	1411144-01-002	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	305	40	5	350	35,617.00	12			12	1,223.04	3		3	3,096.00	10	10	10	10	10	10	10	10		
	17	1411144-01-002	TOLLET TISSU, PAPER 2-Ply, 30cm, 150 plus	box	22	10	10	40	3,697.80	17	1		10	40	67	5,859.80	17	1	20	40	3,096.00	10	10	10	10	10	10	10
	Batteries and Cables and Accessories																											
	18	1411144-01-002	TOLLET TISSU, PAPER 2-Ply, 30cm, 150 plus	box	22	10	10	40	3,697.80	17	1		10	40	67	5,859.80	17	1	20	40	3,096.00	10	10	10	10	10	10	10
19	2411150-01-002	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	41	33	80	1,570.40	33		3	20	799.47	54	3	3	60	1,193.80	40	3	3	3	9	177.57	188	19.73			
20	2411150-01-002	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	41	33	80	1,570.40	33		3	20	799.47	54	3	3	60	1,193.80	40	3	3	3	9	177.57	188	19.73			
21	2411150-01-002	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	24	6	6	43	646.39	12	6	6	24	473.52	6	6	6	18	355.14	6	6	6	6	18	355.14	103	15.73		
22	2411150-01-002	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	24	6	6	43	646.39	12	6	6	24	473.52	6	6	6	18	355.14	6	6	6	6	18	355.14	103	15.73		
Manufacturing Components and Supplies																												
23	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	lb	68	112	95	275	12,072.50	64	25	19	108	6,706.60	64	4	2	70	4,247.00	60	1	1	62	3,650.20	515	62.1			
24	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	box	129			5	98.80	0		0	0	0.00	0		5	139	3134.45	134		0	0	0	0.00	135	10.95		
25	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	box	129			28	204	4,600.20	170		20	190	4,780.50	134		5	139	3134.45	134		0	0	0.00	135	10.95		
26	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	10			10	166.70	170		13	13	13	242.71	13		13	262.71	13		3		3	3	3	3		
27	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	128	1	37	166	9,065.60	135	14	14	176	9,065.60	134	14	5	143	2,602.41	110	3	1	114	6,310.00	103	54.6			
28	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	5		2	7	746.20	147	17	14	48	5,116.80	58	12	17	4	43	7,607.80	110	3	1	114	6,310.00	103	54.6		
29	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	132	1	10	142	2,835.74	54	32	2	58	1,586.20	54	32	2	60	1,586.20	54	32	2	60	1,586.20	54	32			
30	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	146	51	53	650	2,552.50	109	3	119	1,200.71	111	3	4	119	1,200.71	139	1	113	4	113	4	113	4	113		
31	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	14	50	2	2	1,276.08	2	2	57	61	1,276.08	2	2	4	4	4	4	4	4	4	4	4	4	4		
32	2112110-01-001	GLUE, all purpose, gross weight: 200 grams min	roll	34	21	2	57	3,310.68	31	1	1	33	1,921.92	33	1	1	35	2,058.40	31	1	1	33	1,921.92	158	58.24			
Heating and Ventilation and Air Circulation																												
33	4011049-01-001	ELECTRIC FAN, WALL TYPE, ground type, metal blade	unit	12		12	13,310.16	3		0	0	0.00		3		3	2,310.33	3		0	0	0	0.00	12	1109.68			
34	4011049-01-001	ELECTRIC FAN, WALL TYPE, ground type, metal blade	unit	12		12	13,310.16	3		0	0	0.00		3		3	2,310.33	3		0	0	0	0.00	12	1109.68			
Lighting and Fixtures and Accessories																												
35	3111049-01-001	F-LUO/SCRT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00	78		78		78	3,072.42			0	0.00			0	0.00	78	39.39				
36	3111049-01-001	F-LUO/SCRT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00	78		78		78	3,072.42			0	0.00			0	0.00	78	39.39				
Measuring and Observing and Testing Equipment																												
37	4411104-01-001	RULER, plastic, 480mm (18"), width: 30mm min	piece	154	95	7	236	4,552.08	105	30		135	2,306.60	175		175	3,094.00	35		35		35	618.80	601	17.68			
38	4411104-01-001	RULER, plastic, 480mm (18"), width: 30mm min	piece	154	95	7	236	4,552.08	105	30		135	2,306.60	175		175	3,094.00	35		35		35	618.80	601	17.68			
Cleaning Equipment and Supplies																												
39	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	can	53	53	3	109	9,386.64	53	3	3	59	5,077.54	53	3	59	5,077.54	31	6	3	3	9	774.54	236	26.310			
40	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	can	53	53	3	109	9,386.64	53	3	3	59	5,077.54	53	3	59	5,077.54	31	6	3	3	9	774.54	236	26.310			
41	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	piece	25	30		5	10,610.00	35	6	6	41	4,223.40	31	6	6	41	4,223.40	31	6	6	6	13	702.60	172	18.2		
42	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	piece	31	6		6	782.60	31	6	6	41	4,223.40	31	6	6	41	4,223.40	31	6	6	6	13	702.60	172	18.2		
43	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
44	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
45	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
46	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
47	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
48	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
49	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
50	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
51	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
52	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50		1	4,160.00	52	2	2	56	2,329.60	72	22	116	4,352.60	72	22	22	22	4	9.03	388	41.6			
53	0211101-A1-001	AIR FRESHENER, aerosol, 230ml/150g min	box	30	50																							

[illegible]