

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

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-

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Instructions:

1. Download the worksheet file APP-CSE 2020 template at www.ps-phileps.gov.ph
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.ps-phileps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted 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
6. 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
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 VIIA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An original 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 excel format should be submitted online using the Virtual Store (VS) facility at Phileps website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. 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
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)699-7750 local 4019.

Department/Bureau/Office:
Region:
Address:

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.

Agency Account Code:
Organization Type:

Contact Person:
Position:
E-mail:
Telephone/Mobile Nos.:

EWB B. BAKERS
ACCOMMODATION
E-MAIL: ewb@phileps.gov.ph
(02) 4641472

Item & Specifications		Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	TOTAL Quantity for the	Price Catalogue	Total Amount for the year		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
Pesticides and Pest Repellents																											
1	1000500-00-000	INSECTICIDE, aerosol type, net content: 600ml min	can	26		1	27	3,762.72	31	1	32	4,495.52	26		49	75	10,452.00	31	1	30	62	0,640.32	196	139.36	27,314.56		
2	1010601-A-101	ALCOHOL, ethyl, 68%-70%, scented, 500ml (1.5l)	bottle	338	119	66	523	22,902.17	346	25	78	451	19,740.29	341	295	181	817	35,706.43	338	20	181	539	23,602.81	2330	43.79	102,230.70	
3	1217203-S1-001	STAIN PWD INK, purple or violet	bottle	69	1	24	94	2,095.20	54	1	4	59	1,817.20	52	7	1	60	1,848.00	2	1	1	4	123.20	217	30.8	6,683.60	
Films																											
5	1311203-CF-001	CARBON FILM, PE 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	5,304.00		
Paper Materials and Products																											
7	1411335-C-001	CARTON, assorted colors	pack	193	30	203	426	35,664.72	77	46	4	127	10,632.44	70	12	84	166	13,892.52	56	1	50	107	8,958.04	876	83.72	69,152.72	
14	1411335-A-101	LOOSE-LEAF COVER, made of clipboard, (for legal	bundle	103			103	61,880.08	13			12	2,384.88	3		3	2,384.88	3		13	2	3	3	630.02	238	37.06	89,035.52
15	1411335-B-001	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	126	2	23	151	5,596.08	13	13		30	1,400.20	13	2	17	32	1,185.92	2		2	17	630.02	238	37.06	89,035.52	
16	1411335-B-001	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	205	2	23	210	5,596.08	13	13		30	1,400.20	13	2	17	32	1,185.92	2		2	17	630.02	238	37.06	89,035.52	
17	1411335-B-001	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	205	2	23	210	5,596.08	13	13		30	1,400.20	13	2	17	32	1,185.92	2		2	17	630.02	238	37.06	89,035.52	
18	1411335-B-001	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
20	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
21	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
22	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
23	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
24	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
25	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
26	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
27	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
28	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
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32	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
33	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
34	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
35	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
36	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52	294	266	5	562	6,766.48	251	261	102	614	7,392.56	235	1	237	2,053.48	2251	12.04	17,168.82		
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49	1411335-B-001	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	62	264	405	838	10,080.52																			

5	BALLPEN GREEN	box	25		25	6,350.00	25		25	6,350.00				0	0.00			0	0.00				0	0.00			0	0.00			50	250	12,500.00
6	Cork Board, 17"x23"	piece	2		2	1,400.00			0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			2	700	1,400.00
7	Cork Board, 23"x35"	piece	2		2	2,000.00			0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			2	1000	2,000.00
8	PHOTO FRAME, A4 SIZE	piece	2		0	0.00			0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			12	150	1,800.00
9	GLUE GUN	piece	1	12	13	4,550.00		1	0	350.00				0	0.00			0	0.00				0	0.00			0	0.00			14	350	4,900.00
10	GLUE STICK	piece	10		10	500.00		10	0	100.00		10		0	0.00			0	0.00				0	0.00			0	0.00			60	10	600.00
11	Colored Highlighter	piece	10		10	350.00		10	0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			20	275	5,500.00
12	File Box storage	piece	20		20	4,560.00		20	0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			6	1000	6,000.00
13	File Box Sign, letterboxed	piece	6		6	6,000.00		6	0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			27	1851.8518	50,000.00
14	Office supplies	piece			0	0.00		27	0	50,000.00				0	0.00			0	0.00				0	0.00			0	0.00			3	63	2,910.00
15	ink Refill (Water)																																
16																																	

Audio and visual presentation and composing equipment

1	32x161505-TV-501	unit	2		2	90,000.00			0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			2	4,000.00	8,000.00	
2	32x161504-DC-001	pieces	2		2	77,000.00		7		77,000.00				0	0.00			0	0.00				0	0.00			0	0.00			1	11,000.00	11,000.00	
3	32x161512-5P-W01	set	2		5	1,000.00		1		1,000.00				0	0.00			0	0.00				0	0.00			0	0.00			1	5,000.00	5,000.00	
4	Speakers	unit			1	1,000.00				0.00				0	0.00			0	0.00				0	0.00			0	0.00			1	1,000.00	1,000.00	
5	Videos	unit			1	1,000.00				0.00				0	0.00			0	0.00				0	0.00			0	0.00			11	166.67	1,833.37	
6	VGA TO HDMI CONNECTOR	unit			5	6	11	1,833.37		10,000.00				0	0.00			0	0.00				0	0.00			0	0.00			2		9000	10,000.00
7	WALL CLOCK	unit			2									0	0.00			0	0.00				0	0.00			0	0.00						

Photographic or filming or video equipment

1	46171615-HD-C01	HD Camera	unit	3		15,000.00		3		45,000.00				0	0.00			0	0.00				0	0.00			0	0.00			3	5000	15,000.00	
2	45121504-05-C01	DSLR Camera	unit	1		20,000.00		15		75,000.00				0	0.00			0	0.00				0	0.00			0	0.00			15	5000	75,000.00	
3	45121516-VH-C01	HD Video Camera	unit	15		75,000.00		1		22,312.00				0	0.00			0	0.00				0	0.00			0	0.00			1	22312	22,312.00	
4	Image transfer kit to develop INEO 454e	piece	1			22,312.00		1		0.00				0	0.00			0	0.00				0	0.00			0	0.00			3	1500	4,500.00	
5	WEBCAM	pcs			1	0.00		0		0.00				0	0.00			0	0.00				0	0.00			0	0.00						

Cleaning Equipment and Supplies

1	Liquid Hand Soap	piece		1	3,312.00		10	1	11	36,432.00		250	1	251	831,312.00		4	1	3,312.00		4	12	1,955.56	68	161.38	60	15,720.00								
2	Bathroom Soap	box		4	1,955.56		4	4	12	1,955.56		4	24	4	32	5,164.16		21	21	3,780.00		21	63	3,780.00	262	60	15,720.00								
3	Bleach, original	gallon		4	4,380.00		21	21	63	3,780.00		21	21	63	3,780.00		21	21	3,000.00		12	36	1,080.00	54	135	4,050.00									
4	Dishwashing Liquid	piece	1	51	21	18	4,500.00	21	12	3,000.00	12	50	100	1,000.00	50	50	50	150	1,500.00	20550	60	450	27,000.00												
5	Door mat, doat/rubber	piece	18		20150	201,500.00	50	50	150	1,500.00	50	5	5	15	8,100.00	5	5	5		5	15	8,100.00	55	495	4,590.00										
6	Empty sack	piece	50		0	0.00		30	30	16,200.00	5	5	5	15	8,100.00	5	5	5		5	15	8,100.00	55	495	4,590.00										
7	Laundry brush	piece			50	4,250.00		0	0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			55	150	8,250.00		
8	Toilet, deodorant cake	piece			2	300.00		0	0	0.00				0	0.00			0	0.00				0	0.00			0	0.00			28	150	4,200.00		
9	Toilet Can w/cover	piece			0	0.00		28	28	700.00				0	0.00			0	0.00				0	0.00			0	0.00			30	50	1,500.00		
10	Hand Soap, antibacterial, 60 grams	piece			0	0.00		30	30	1,500.00				0	0.00			0	0.00				0	0.00			0	0.00							
11	Hand car wipe cloth w/antibacterial towel wipes soft car towel	piece			0	0.00		30	30	1,500.00				0	0.00			0	0.00				0	0.00			0	0.00							

Paper Materials and Products

1	PHOTO PAPER (GLOSSY)(210X297 MM) 230 GSM	pack	4	3	9	4,000.00	4	3	15	22	5,500.00	5	3	11	2,750.00	5	3	11	2,750.00	60	2400	14,400.00												
2	8000 PAPER 10 SHEETS PER PACK	pack	85		14	99	2,970.00	130	135	265	7,950.00	106	80	3	186	5,580.00	30	30	40	1,600.00	60	2400	14,400.00											
3	PAPER COLORED A4 SIZE 50 PAGES/REMPACK	pack	2		6	0.00	6	2,800.00	1	1	1,950.00	6	2	6	7,200.00	6	2	6	7,200.00	18	720.00	1,440.00												
4	STICKER PAPER, A4 SIZE	pack			0	0.00		6		0.00				10	12	3,600.00	8	8	2,400.00	24	300	7,200.00												
5	CONSTRUCTION PAPER	pack			10	0.00	2	2,500.00	1	10	13	3,250.00	4	1	4	1,200.00	4	4	1,200.00	8	22	55	1,210.00											
6	META CARDS, PRE CUT, ASSORTED COLORS	pieces	16		40	880.00		16		0.00	6		4	12	360.00			0	0.00	0	40	15	600.00											
7	PAID PAPER (YELLOW)	piece			10	600.00		10		0.00				0	0.00			0	0.00			18	180.00											
8	Card Board	piece			0	0.00		0		0.00				2	2	1,100.00			0	0.00	2	550	1,100.00											
9	Window mailing envelope with logo	box	10			180.00		10		0.00				0	0.00			0	0.00															
10	LED bulb	unit		2		4,000.00	12			0	0.00	12			0	0.00	12			0	0.00	36	360	12,600.00										

Lighting and fixtures and accessories

1		39112102-LB-501		LED bulb	unit		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2		2	</
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