

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 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.pp-phileps.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 templates; neither should revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.pp-phileps.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 completed and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - 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 PHILEPS 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 EDUCATION-DIVISION OF SILAY CITY
 Region: VI
 Address: RIZAL ST., SILAY CITY, NEGROS OCCIDENTAL
 Agency Account Code: NO CODE
 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)
 Contact Person: Jonalyn A. Morales
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PART I. AVAILABLE AT PROCUREMENT SERVICE STORES	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year								
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
PESTICIDES OR PEST REPELLENTS																									
1	10191509-JN-A01 INSECTICIDE, aerosol type, net content: 600ml/mh	can	7	5	0	12	1,672.32	2	0	0	2	278.72	3	0	0	3	418.08	2	0	0	2	278.72	19.00	139.36	2647.84
PERFUMES OR COLOGNES OR FRAGRANCES																									
2	53131626-HS-501 HAND SANITIZER, 500 ml	bottle	3	2	0	5	757.15	2	0	1	3	454.29	2	0	0	2	302.86	2	0	0	2	302.86	12.00	151.43	1817.16
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (5-ml)	bottle	8	5	3	16	697.28	5	2	5	12	522.96	0	0	2	2	87.16	0	0	0	0	0.00	30.00	43.58	1307.40
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	2	1	4	7	3,203.20	3	0	0	3	1,372.80	1	0	0	1	457.60	1	0	0	1	457.60	12.00	457.60	5491.20
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (5-ml)	bottle	6	0	0	6	261.48	6	0	0	6	261.48	3	0	0	3	130.74	0	0	0	0	0.00	15.00	43.58	653.70
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	0.00
7	51471505-PO-P01 Povidone Iodine, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																									
8	12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (ml.)	bottle	1	0	0	1	31.52	1	0	1	2	63.04	1	0	1	2	63.04	1	1	0	2	63.04	7.00	31.52	220.64
FILMS																									
9	13111203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	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	0.00	0	0	0	0	0.00	0.00	221.00	0.00
11	13111201-CF-P02 CARBON FILM, PE, black, size 215mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																									
12	14111525-CA-A01 CARTOLINA, assorted colors	pack	2	0	0	2	167.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	83.72	167.44
13	14111506-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	0.00	0	0	0	0	0.00	0.00	882.55	0.00
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 278mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
15	14111506-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	0.00	0	0	0	0	0.00	0.00	1528.80	0.00
16	14111506-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	0.00	0	0	0	0	0.00	0.00	906.36	0.00
17	14111506-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	0.00	0	0	0	0	0.00	0.00	884.00	0.00
18	14111506-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	0.00	0	0	0	0	0.00	0.00	1506.00	0.00

19	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	1	0	0	1	794.96	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1.00	794.96	0.00	794.96		
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	16	0	0	16	592.96	1	0	0	1	37.06	0	0	0	1	37.06	0	0	0	0	0	0	0.00	18.00	37.06	667.08	794.96		
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	0	0	5	296.40	1	0	0	1	59.28	0	0	0	1	59.28	0	0	0	0	0	0	0.00	7.00	59.28	414.96	794.96		
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10	0	0	10	477.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	10.00	47.73	477.30	794.96		
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	2	0	0	2	24.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	2.00	12.04	24.08	794.96		
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	4	0	0	4	682.24	3	0	0	3	511.68	2	0	0	2	341.12	1	0	0	0	0	1	170.56	10.00	170.56	1705.60	794.96		
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	4	0	0	4	725.68	3	0	0	3	544.26	2	0	0	2	362.84	1	0	0	0	0	1	181.42	10.00	181.42	1814.20	794.96		
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gm	reams	91	14	34	139	18,503.68	96	10	4	110	14,643.20	90	3	2	95	12,646.40	40	3	0	43	5,724.16	387.00	133.12	15157.44	794.96	414.96			
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gm	reams	51	6	4	61	8,477.17	41	6	2	49	6,809.53	25	3	2	30	4,169.10	20	2	0	22	3,057.34	162.00	136.97	22513.14	794.96	414.96			
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (7.2mm)	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	30.68	0.00	794.96		
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	98.05	0.00	794.96		
30	14111818-IT-P02	PAPER, THERMAL, 55gsm, size: 216mm x 278mm x 30mm x 0.3m	roll	1	1	0	2	111.28	1	0	0	1	55.64	1	0	0	1	55.64	1	0	0	0	0	1	55.64	5.00	55.64	278.20	794.96		
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	7	1	0	8	565.76	7	0	0	7	495.04	6	0	0	6	424.32	5	0	0	5	353.60	26.00	70.72	1838.72	794.96	414.96			
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	101.92	0.00	794.96		
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100%, recycled	pack	11	7	8	26	2,272.40	7	3	3	13	1,136.20	6	0	0	6	524.40	5	2	0	7	611.80	52.00	87.40	4544.80	794.96	414.96			
34	14111704-TP-T01	TISSUE, interfolded paper towel	pack	2	0	2	4	139.36	1	0	0	2	104.32	1	0	0	1	34.84	0	0	0	0	0	0	0.00	8.00	34.84	278.72	794.96		
BATTERIES AND CELLS AND ACCESSORIES																															
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	7	2	5	14	508.20	3	0	4	7	254.10	5	0	0	5	181.50	2	0	0	2	72.60	28.00	36.30	1016.40	794.96	414.96			
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	2	1	5	8	157.84	1	0	4	5	98.65	1	0	0	1	15.73	0	0	0	0	0	0	0.00	14.00	19.73	276.22	794.96	414.96	
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1	0	0	1	96.20	1	0	0	1	96.20	1	0	0	1	96.20	0	0	0	0	0	0	0.00	3.00	96.20	288.60	794.96	414.96	
MANUFACTURING COMPONENTS AND SUPPLIES																															
38	31201610-GL-X01	GLUE, all purpose, gross weight: 200 grams min	jar	11	4	0	15	931.50	7	0	0	7	434.70	5	0	0	5	310.50	5	0	0	5	310.50	32.00	62.10	1967.20	794.96	414.96			
39	31151804-SW-W01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	11	0	0	11	217.36	0	0	0	0	0.00	10	0	0	10	197.60	0	0	0	0	0	0	0.00	21.00	19.76	414.96	794.96	414.96	
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	7	6	0	13	274.17	4	0	0	4	84.36	2	0	0	2	42.18	0	0	0	0	0	0	0.00	19.00	21.09	400.71	794.96	414.96	
41	31201502-TA-F01	TAPE, ELECTRICAL, 18mm x 164 mm	roll	3	0	0	3	56.01	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	3.00	18.67	56.01	794.96	414.96	
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	5	0	0	5	275.00	0	0	4	4	218.40	0	0	0	0	0.00	0	0	0	0	0	0	0.00	9.00	54.60	491.40	794.96	414.96	
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	4	0	0	4	426.40	0	0	4	4	426.40	0	0	0	0	0.00	0	0	0	0	0	0	0.00	8.00	106.60	852.80	794.96	414.96	
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	2	0	2	39.84	0	0	3	3	59.91	0	0	0	0	0.00	0	0	0	0	0	0	0.00	5.00	19.97	99.85	794.96	414.96	
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	14	11	0	25	252.25	7	0	0	7	70.63	2	0	0	2	20.18	0	0	0	0	0	0	0.00	34.00	10.09	343.06	794.96	414.96	
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10	9	0	19	379.43	5	0	2	7	139.79	0	0	0	0	0.00	0	0	0	0	0	0	0.00	26.00	19.97	519.22	794.96	414.96	
47	31151507-TV-W-P01	TVINE, plastic, one (1) kilo per roll	roll	0	1	0	1	58.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1.00	58.24	58.24	794.96	414.96	
HEATING AND VENTILATION AND AIR CIRCULATION																															
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	1109.68	0.00	794.96	414.96	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	1369.68	0.00	794.96	414.96	
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	856.86	0.00	794.96	414.96	
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	674.96	0.00	794.96	414.96	
MEDICAL THERMOMETERS AND ACCESSORIES																															
52	41112224-TG-T01	THERMOCU	piece	0	0	0	0	0.00	0	0	1	1	3,068.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1.00	3068.00	3068.00	794.96	414.96	
LIGHTING AND FIXTURES AND ACCESSORIES																															
53	39101628-LI-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	2	2	0	4	823.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	4.00	205.62	823.28	794.96	414.96	
54	39101628-LI-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	2	2	0	4	328.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	4.00	82.16	328.64	794.96	414.96	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																															
55	41111604-RU-LP02	RULER, plastic, 450mm (18"), width: 38mm min	piece	12	4	0	16	282.88	0	0	0	0	0.00	1	0	0	1	17.68	0	0	0	0	0	0	0.00	17.00	17.68	300.56	794.96	414.96	
CLEANING EQUIPMENT AND SUPPLIES																															
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	7	2	0	9	811.86	1	0	0	1	90.22	1	0	0	1	90.22	0	0	0	0	0	0	0.00	11.00	90.22	992.42	794.96	414.96	
57	47131604-BR-S01	BROOM, soft (tampo)	piece	2	0	0	2	272.46	0	0	1	1	136.24	0	0	0	0	0.00	0	0	0	0	0	0	0.00	3.00	136.24	408.72	794.96	414.96	
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	18.20	0.00	794.96	414.96	