

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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:

1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.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-philgeps.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 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.
7. Once accomplished and finalized, the APP-CSE 2020 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 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.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. 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. 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.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 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: Department of Labor and Employment
 Region: Cordillera Administrative Region
 Address: Cabinet Hill, Baguio City
 Agency Account Code: 3393
 Organization Type: Department
 Contact Person: Marina P. Cayabo
 Position: AOV/Supply Officer
 E-mail: 601eac885supply@gmail.com
 Telephone/Mobile Nos: (074) 443-5339

| 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 |
| PART I. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | | | |
| Pesticides or Pest Repellents | | | | | | | | | | | | | | | | | | | | |
| 1 | 10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min | can | 8 | 0 | 0 | 8 | 1,114.88 | 8 | 0 | 0 | 8 | 1,114.88 | 8 | 0 | 0 | 8 | 1,114.88 | 32.00 | 139.36 | 4,459.52 |
| Solvents | | | | | | | | | | | | | | | | | | | | |
| 2 | 12191601-AL-E01 ALCOHOL, ethyl, 69%-70%, scented, 500ml (.5ml) | bottle | 8 | 8 | 8 | 24 | 1,055.81 | 8 | 8 | 8 | 24 | 1,055.81 | 8 | 8 | 8 | 24 | 1,055.81 | 96.00 | 43,992 | 4,223.23 |
| Color Compounds and Dispersions | | | | | | | | | | | | | | | | | | | | |
| 3 | 12171703-SI-P01 STAMP PAD INK, Purple or violet | bottle | 8 | 8 | 8 | 24 | 591.05 | 8 | 8 | 8 | 24 | 591.05 | 8 | 8 | 8 | 24 | 591.05 | 96.00 | 24,627.72 | 2,364.21 |
| Films | | | | | | | | | | | | | | | | | | | | |
| 4 | 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 | 0.00 | 737,235.2 | 0.00 |
| 5 | 13111201-C-F01 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 | 0.00 | 208.52 | 0.00 |
| 6 | 13111201-C-F02 CARBON FILM, PE, black, size 216mm x 330mm | box | 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 | | | | | | | | | | | | | | | | | | | | |
| 7 | 14111525-CA-A01 CARTOLINA, assorted colors | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 72,779.2 | 0.00 |
| 8 | 14111506-C-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 | 0.00 | 682.24 | 0.00 |