

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:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or 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.ps-philgeps.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.
- Once accomplished and finalized, the APP-CSE 2020 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. 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.)
- 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.(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: <u>Department of Education-Tabuk City Division</u>	Agency Account Code: _____	Contact Person: <u>Virginia A. Batan</u>
Region: <u>CAR</u>	Organization Type: <u>National Government Agency</u>	Position: <u>OIC-ASDS</u>
Address: <u>City Hall Compound, Dagupan Centro, Tabuk City, Kalinga</u>		E-mail: <u>virginia.batan@deped.gov.ph</u>
		Telephone/Mobile Nos <u>9455833113</u>

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		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	8	8	5	21	2,926.56	9	5	5	19	2,647.84	8	5	5	18	2,508.48	7	5	5	17	2,369.12	75.00	139.36	10,452.00
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	44	30	10	84	3,695.33	15	12	30	57	2,507.54	38	6	11	55	2,419.56	20	10	5	35	1,539.72	231.00	43.992	10,162.15
Color Compounds and Dispersions																										
3	12171703-ST-P01	STAMP PAD INK, purple or violet	bottle	4	0	2	6	147.76	0	1	1	2	49.25	1	0	1	2	49.25	0	1	0	1	24.63	11.00	24.6272	270.90
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	5	0	5	3,686.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	737.2352	3,686.18
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1	0	0	1	208.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	208.52	208.52
6	13111201-CF-P02	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	0	0	0	0.00	0.00	208.52	0.00
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	15	0	0	15	1,091.69	3	0	0	3	218.34	15	0	0	15	1,091.69	0	0	0	0	0.00	33.00	72.7792	2,401.71
8	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	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	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	1029.6	0.00
10	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	1300	0.00
11	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	765.44	0.00
12	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	596.804	0.00
13	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	1034.8	0.00
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	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	670.696	0.00
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	61	20	6	87	2,803.07	14	26	5	45	1,449.86	28	5	26	59	1,900.93	12	6	5	23	741.04	214.00	32.2192	6,894.91
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	12	1	16	29	1,625.62	3	1	1	5	280.28	21	1	1	23	1,289.29	1	1	1	3	168.17	60.00	56.056	3,363.36
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	16	6	1	23	954.41	3	6	5	14	580.94	6	6	1	13	539.45	8	1	1	10	414.96	60.00	41.496	2,489.76

101	4412011-F0-T04	FOLDER, TAGBOARD, for legal size documents	pack	15	0	0	15	4,138.60	2	0	0	3	699.09	3	0	0	3	810.94	2	0	0	2	447.42	21.80	279.6552	6,096.05	
102	4412008-F1-T01	INDEX TAB, self-adhesive, 16mm spacing	box	3	33	2	38	1,971.26	2	2	2	6	311.25	2	2	1	5	259.38	1	1	1	3	155.63	52.00	51.8752	2,697.51	
103	4411115-FH-802	MACAZINE FILE BOX, LARGE size, made of fibroboard	piece	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	41.6	0.00	
104	4412116-FH-801	MARKER, FLUORESCENT, 3 assorted colors per set	set	8	26	1	35	1,303.12	4	1	0	5	186.16	13	0	1	14	521.25	3	0	1	4	148.93	58.00	37.232	2,159.46	
105	4412108-FH-801	MARKER, whiteboard, black, felt tip, bullet type	piece	15	3	5	23	237.05	3	28	4	35	360.72	6	3	4	13	133.98	4	4	3	11	113.37	82.00	10.3064	845.12	
106	4412108-FH-802	MARKER, whiteboard, blue, felt tip, bullet type	piece	2	2	2	6	61.84	2	26	0	28	288.58	2	0	2	4	41.23	0	2	0	2	20.61	40.00	10.3064	412.26	
107	4412108-FH-803	MARKER, whiteboard, red, felt tip, bullet type	piece	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	10.3064	0.00	
108	4412108-FH-801	MARKER, PERMANENT, blue type, black	piece	23	1	0	24	231.63	3	0	1	4	38.60	3	0	1	4	38.60	2	1	1	4	38.60	36.00	9.6512	347.44	
109	4412108-FH-802	MARKER, PERMANENT, blue type, blue	piece	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	9.6512	0.00	
110	4412108-FH-803	MARKER, PERMANENT, blue type, red	piece	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	9.6512	0.00	
111	4412104-F0-041	PAPER CLIP, any/plastic coat, length: 32mm min	box	13	25	2	40	239.20	13	2	25	40	239.20	11	5	4	20	119.60	11	4	4	19	113.62	119.00	5.98	711.62	
112	4412104-F0-032	PAPER CLIP, any/plastic coat, length: 48mm min	box	16	22	2	40	509.60	10	3	21	34	433.16	9	2	0	11	140.14	6	1	0	7	89.18	92.00	12.74	1,172.08	
113	4412109-F0-041	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	49	3	4	56	1,164.22	3	69	2	74	1,558.43	44	3	3	50	1,039.48	2	3	2	7	145.53	187.00	20.7896	3,887.66	
114	4412303-FH-910	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2	0	0	2	403.27	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	201.6352	403.27	
115	4412301-FH-901	RUBBER BAND, 70mm min by flat length (#18)	box	5	0	3	8	773.26	0	0	11	11	1,063.92	1	0	0	1	96.72	0	0	0	0	0.00	20.00	96.72	1,294.40	
116	4412109-F0-041	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3	0	1	4	110.66	1	0	0	1	27.66	0	1	0	1	27.66	0	0	0	0	0.00	6.00	27.664	165.98	
117	4412103-FH-901	CUTTER BLADE, for heavy duty cutter	piece	10	0	0	10	117.73	10	0	0	10	117.73	10	0	0	10	117.73	10	0	0	10	117.73	40.00	11.7728	470.91	
118	4412103-FH-901	CUTTER KNIFE, for general purpose	piece	5	1	3	9	246.64	1	1	1	3	82.21	3	1	1	5	137.02	1	1	1	3	82.21	20.00	27.404	548.08	
119	4410302-F0-041	DATING AND STAMPING MACHINE, heavy duty	piece	1	0	0	1	478.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	478.3792	478.38	
120	4412103-FH-901	PENCIL SHARPENER, manual, single cutter head	piece	11	0	1	12	2,246.40	2	0	2	4	748.80	0	2	0	2	374.40	2	0	0	2	374.40	20.00	187.2	3,744.00	
121	4410102-FH-901	PUNCHER, paper, heavy duty, with two hole guide	piece	10	0	4	14	1,847.27	0	0	4	4	527.82	1	0	2	3	395.87	0	0	0	0	0.00	21.00	131.9552	2,271.06	
122	4412103-FH-901	SCISSORS, symmetrical, blade length: 65mm min	pair	7	0	3	10	156.00	0	0	3	3	46.80	3	0	3	6	93.60	0	0	0	0	0.00	19.00	15.6	296.40	
123	4412103-FH-901	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	6	4	0	10	821.60	0	0	0	0	0.00	1	0	0	1	82.16	0	0	0	0	0.00	11.00	82.16	903.76	
124	4412103-FH-901	STAPLER, BINDER TYPE, heavy duty, desktop	unit	2	2	4	4	3,515.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	878.8	3,515.20	
125	4412103-FH-901	STAPLE REMOVER, PLEK-TYPE	piece	14	4	0	18	327.23	0	0	0	0	0.00	1	0	0	1	18.18	0	0	0	0	0.00	19.00	18.1792	345.40	
126	4412105-F0-T01	TAPE DISPENSER, TABLE TOP, for Z4mm width tape	piece	10	3	0	13	725.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	55.8272	725.75	
127	4410102-FH-901	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10400	0.00	0.00	
128	4410107-FH-001	CALCULATOR, compact, 12 digits	unit	4	0	6	10	1,352.00	0	0	0	0	0.00	4	0	4	4	540.80	0	0	0	0	0.00	14.00	135.2	1,892.80	
129	4410174-FH-901	FACSIMILE MACHINE, uses thermal paper	unit	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	4711.2	0.00	
130	4410160-FH-901	PAPER TRIMMER/CUTTING MACHINE, max paper size: 843mm-trim, (entry level)	unit	3	0	0	3	24,264.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	8088.08	24,264.24	
131	4410169-FH-901	PAPER SHREDDER, cutting width: 37mm-trim, (entry level)	unit	2	0	0	2	11,399.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5699.2	11,398.40	
132	4410169-FH-902	PAPER SHREDDER, cutting width: 37mm-trim, (mid-level)	unit	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	0	0.00	
Printer or Facsimile or Photocopier Supplies																											
133	4410309-FH-005	DRUM CART, BROTHER DR-3455	cart	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	6664	0.00	
134	4410305-FH-004	INK CART, CANON CL-741, Col.	cart	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	1001.52	0.00	
135	4410305-FH-002	INK CART, CANON CL-B11, Colored	cart	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	1029.6	0.00	
136	4410305-FH-004	INK CART, CANON PG-740, Black	cart	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	754	0.00	
137	4410305-FH-002	INK CART, CANON PG-810, Black	cart	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	780	0.00	
138	4410305-FH-001	INK CART, EPSON C131864H100 (1B941), Black	cart	39	18	11	68	17,328.40	26	32	6	64	16,207.20	28	27	11	66	16,816.80	23	17	7	47	11,975.60	245.00	254.8	62,426.00	
139	4410305-FH-001	INK CART, EPSON C131864H200 (1B942), Cyan	cart	20	10	3	33	8,408.40	15	15	0	30	7,644.00	18	10	5	33	8,408.40	11	2	1	14	3,567.20	110.00	254.8	28,028.00	
140	4410305-FH-001	INK CART, EPSON C131864H300 (1B943), Magenta	cart	20	10	3	33	8,408.40	15	15	0	30	7,644.00	18	10	5	33	8,408.40	11	2	1	14	3,567.20	110.00	254.8	28,028.00	
141	4410305-FH-001	INK CART, EPSON C131864H400 (1B944), Yellow	cart	20	10	3	33	8,408.40	15	15	0	30	7,644.00	18	10	5	33	8,408.40	11	2	1	14	3,567.20	110.00	254.8	28,028.00	
142	4410305-FH-004	INK CART, HP CE700AA (HR62), Black	cart	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	0	0.00	
143	4410305-FH-006	INK CART, HP CE706AA (HR62), Tri-Color	cart	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	0	0.00	
144	4410305-FH-009	INK CART, HP C9351AA, (HP21), Black	cart	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	658.32	0.00	

3	25101503-VA103B	Car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for diesel For a Department Undersecretary and other officials or equivalent rank in NGAs, DOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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25101702-VF2-01	<p>Patrol Motorcycle Specifications may vary according to the intended use of the agency and in specifications of motorcycles allowed in certain areas For highway patrol operations Patrol car chase speed and stability are critical when pursuing other speedy vehicles</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
F. For Disaster Response and Rescue/Relief Operations																						
25101703-VF101A	<p>MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3300 cc for gasoline For mobility purposes and immediate response during disasters and calamities</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
25101703-VF101B	<p>MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel For mobility purposes and immediate response during disasters and calamities</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
25101507-VF201A	<p>Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline For mobility purposes and immediate response during disasters and calamities</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
25101507-VF201B	<p>Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel For mobility purposes and immediate response during disasters and calamities</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
25101801-VF3-01	<p>Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas For mobility purposes and immediate response during disasters and calamities</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	

H. For Fire Fighting Operations

25101705-VH1-01	<p>Fire Truck (clear versions are built/manufactured locally) Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of fire trucks allowed in certain areas. All pertinent data specifications about the proposed fire truck must be supplied by the requesting agency. To provide basic fire-fighting capability to the Bureau of Fire Protection and other government agencies whose functions and responsibilities require the maintenance of a fire-fighting unit</p>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
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