

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the templates 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 2019 template at [www.ps-phillgeps.gov.ph](http://www.ps-phillgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 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-phillgeps.gov.ph](http://www.ps-phillgeps.gov.ph) and;
  - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your 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 2019 form should be:
  - Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- 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. (03)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL MINDANAO CAMPUS  
 Region: X - Cagayan De Oro  
 Address: NANGKA, BALO-I, LANA O DEL NORTE

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												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	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																			
<b>Pesticides or Pest Repellents</b>																			
1. INSECTICIDE, aerosol type, net content: 600ml min	can	10			10	1,447.20	10	1,447.20	10	1,447.20	10	1,447.20	10	1,447.20	10	1,447.20	40.00	144,720	5,788.80
<b>Solvents</b>																			
2. ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle	65			65	2,959.46	35	1,593.94	35	1,593.94	35	1,598.94	35	1,598.94	0	0.00	135.00	45.68	6,167.34
<b>Color Compounds and Dispersions</b>																			
3. STAMP PAD INK, purple or violet	bottle	10			10	255.74	5	127.87	5	127.87	5	127.87	5	127.87	5	127.87	25.00	25.57	639.36
<b>Films</b>																			
4. ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	765.59	0.00
5. CARBON FILM, PE, black, size :10mm X 297mm	box				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	216.54	0.00
6. CARBON FILM, PE, black, size :16mm X 330mm	box				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	216.54	0.00
<b>Paper Materials and Products</b>																			
7. CARTOLINA, assorted colors	pack	15			15	1,133.68	5	377.89	5	377.89	5	377.89	5	377.89	0	0.00	25.00	75.58	1,889.46
8. CONTINUOUS FORM, 1 PLY, 280 X 241mm	box				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	788.48	0.00
9. CONTINUOUS FORM, 1 PLY, 280 X 378mm	box				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,099.20	0.00
10. CONTINUOUS FORM, 2 PLY, 280 X 378mm, carbonless	box				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,350.00	0.00

11	14110506-CP431	CONTINUOUS FORM, 2 ply, 28.1mm x 24mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	794.88	0.00
12	14110506-CP431	CONTINUOUS FORM, 3 PLY, 28.0 x 24mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	619.76	0.00
13	14110506-CP432	CONTINUOUS FORM, 3 PLY, 26.0 x 37.8mm, carbonless	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,074.60	0.00
14	14110506-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	656.49	0.00
15	14110506-AP-S02	NOTE PAD, stick on, 76mm x 100mm (2" x 3") min	pad	25	836.46	25	836.46	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	33.46	1,672.92
16	14110506-AP-S04	NOTE PAD, stick on, 76mm x 76mm (3" x 4") min	pad	50	2,910.60	25	1,455.30	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	58.21	4,365.90
17	14110506-AP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 4") min	pad	20	861.84	5	215.46	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	43.09	1,077.30
18	14110506-AP-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	62.53	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.51	62.53
19	14110507-PP-M01	PAPER, MULTICOPY, 80gsm, 5 ze: 210mm x 297mm	ream	50	6,873.12	50	6,873.12	50	6,873.12	50	6,873.12	50	6,873.12	50	6,873.12	200.00	0.00	0.00	137.46	27,492.48
20	14110507-PP-M02	PAPER, MULTICOPY, 80gsm, 5 ze: 216mm x 330mm	ream	150	24,105.60	80	12,856.32	50	8,035.20	25	4,017.60	305.00	0.00	0.00	0.00	0.00	0.00	0.00	160.70	49,014.72
21	14110507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	100	11,891.88	50	5,945.94	50	5,945.94	50	5,945.94	250.00	0.00	0.00	0.00	0.00	0.00	0.00	113.32	29,729.70
22	14110507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	200	36,995.68	100	13,457.84	100	13,457.84	100	13,457.84	450.00	0.00	0.00	0.00	0.00	0.00	0.00	134.98	60,740.28
23	14110507-PP-B01	PAPER, PAD, ruled, size: 216mm x 330mm (4.2mm)	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	18.01	0.00
24	14110507-PP-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	6	599.40	2	199.80	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	99.90	799.20
25	14110508-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm x 300-330mm	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	50.65	0.00
26	14110511-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	1,468.80	10	734.40	10	734.40	10	734.40	40.00	0.00	0.00	0.00	0.00	0.00	0.00	73.44	2,937.60
27	14110511-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10	1,058.40	10	1,058.40	10	1,058.40	10	1,058.40	30.00	0.00	0.00	0.00	0.00	0.00	0.00	105.84	3,175.20
28	14110524-TT-P01	TOILET TISSUE PAPER 3-ply 5 sheets, 150 bulls	pack	50	3,396.60	50	3,396.60	50	3,396.60	50	3,396.60	200.00	0.00	0.00	0.00	0.00	0.00	0.00	67.93	13,586.40

**Batteries and Cells: and Accessories**

29	26110208-BT-A01	BATTERY, dry cell, AA, 2 pieces: per blister pack	pack	50	1,024.38	25	512.19	15	307.31	15	307.31	0	0.00	0	0.00	0	0.00	0.00	20.49	1,843.88
30	26110208-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	15	303.75	15	303.75	5	101.25	5	101.25	35.00	0.00	0.00	0.00	0.00	0.00	0.00	20.25	708.75
31	26110208-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	2	183.60	2	183.60	0	0.00	0	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	91.80	367.20

**Manufacturing Components and Supplies**

32	31001000-GU-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	49.66	0.00
33	31050400-SW-H01	STAPLE WIRE, for heavy duty staplers, (33/3)	box	5	107.35	0	0.00	0	0.00	0	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	21.47	107.35
34	31050400-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	80	1,665.79	80	1,665.79	80	1,665.79	80	1,665.79	320.00	0.00	0.00	0.00	0.00	0.00	0.00	20.82	6,663.17
35	31000500-TA-E01	TAPE, ELECTRICAL, 48mm x 16.4m (4mm)	roll	5	94.50	5	94.50	5	94.50	5	94.50	20.00	0.00	0.00	0.00	0.00	0.00	0.00	16.90	378.00
36	31000500-TA-M01	TAPE, MASKING, width: 24mm (4mm)	roll	20	1,144.80	20	1,144.80	20	1,144.80	20	1,144.80	80.00	0.00	0.00	0.00	0.00	0.00	0.00	57.24	4,579.20
37	31000500-TA-M02	TAPE, MASKING, width: 48mm (4mm)	roll	10	1,107.00	5	553.50	0	0.00	0	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	112.70	1,660.50
38	31000500-TA-P01	TAPE, PACKAGING, width: 48mm (4mm)	roll	15	289.50	5	94.50	0	0.00	0	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	16.90	378.00
39	31000500-TA-L01	TAPE, TRANSPARENT, width: 4mm (4mm)	roll	20	189.00	5	47.25	5	47.25	5	47.25	30.00	0.00	0.00	0.00	0.00	0.00	0.00	9.45	285.50
40	31000500-TA-L02	TAPE, TRANSPARENT, width: 48mm (4mm)	roll	15	289.50	5	94.50	0	0.00	0	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	16.90	378.00
41	31050200-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5	264.60	5	264.60	5	264.60	5	264.60	15.00	0.00	0.00	0.00	0.00	0.00	0.00	53.32	793.80

**Heating and Ventilation and Air Circulation**

42	40000400-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,111.96	0.00
43	40000400-EF-C01	ELECTRIC FAN, ORBIT type, ce ling, metal blade	unit	0	0.00	24	29,730.24	0	0.00	0	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	123.876	29,730.24
44	40000400-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,015.09	0.00