

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 APPr for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration 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.philgeps.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.philgeps.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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: Central Philippines State University
Region: VI - Bacolod
Address: Kabankalan City, Negros Occidental

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.
Agency Account Code: No Code
Organization Type: State University and College (SUC)

Contact Person: Merlindro P. Vargas
Position: Supply Officer III
E-mail : merlindrov@gmail.com
Telephone/Mobile Nos: 9178216796

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	101950P-IN-V-01 INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00				0	0.00			0	0.00				0	0.00	0.00			
Solvents																									
2	1119160P-AL-E-01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (5ml)	bottle	20	20	20	60	2,842.56	20	20	20	60	2,842.56	20	20	20	60	2,842.56	20	20	20	60	2,842.56	240.00	47.38	11,370.24
Color Compounds and Dispersions																									
3	1117793P-SI-P-01 STAMP PAD INK, purple or violet	bottle	10	10	10	30	795.65	10	10	10	30	795.65	10	10	10	30	795.65	10	10	10	30	795.65	120.00	26.52	3,182.59
Films																									
4	1311203P-AC-F-01 (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	793.95	0.00
5	1311201P-CF-P-02 CARBON FILM, PE, black, size 210mm x 297mm	box	5	5	5	15	3,368.40	5	5	5	15	3,368.40	5	5	5	15	3,368.40	5	5	5	15	3,368.40	60.00	224.56	13,473.60
6	1311201P-CF-P-02 CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	224.56	0.00
Paper Materials and Products																									
7	1411155P-CA-V-01 CARTOLINA, assorted colors	pack	2	2	2	6	470.27	2	2	2	6	470.27	2	2	2	6	470.27	2	2	2	6	470.27	24.00	78.38	1,881.06

40	320x92-TA-102	TAPE, TRANSPARENT, width: 48mm (41mm)	roll	5	5	5	5	15	294.00	5	5	5	5	15	294.00	5	5	5	5	15	294.00	5	5	5	5	15	294.00	60.00	19.60	1,176.00
41	315x92-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5	5	5	5	15	823.20	5	5	5	5	15	823.20	5	5	5	5	15	823.20	5	5	5	5	15	823.20	60.00	54.88	3,292.80

Heating and Ventilation and Air Circulation

42	400x604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1	1	1	1	3	3,148.32	1	1	1	1	3	3,148.32	1	1	1	1	3	3,148.32	1	1	1	1	3	3,148.32	12.00	1,049.44	12,593.28
43	400x604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	1	1	1	1	3	3,853.92	1	1	1	1	3	3,853.92	1	1	1	1	3	3,853.92	1	1	1	1	3	3,853.92	12.00	1,284.64	15,415.68
44	400x604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	1	1	1	1	3	3,251.40	1	1	1	1	3	3,251.40	1	1	1	1	3	3,251.40	1	1	1	1	3	3,251.40	12.00	1,083.80	13,005.62
45	400x604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	1	1	1	1	3	2,163.50	1	1	1	1	3	2,163.50	1	1	1	1	3	2,163.50	1	1	1	1	3	2,163.50	12.00	721.17	8,654.02

Lighting and Fixtures and Accessories

46	390x603-TL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece					0	0.00					0	0.00					0	0.00					0	0.00	0.00	43.68	0.00
47	390x654-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in Individual box	piece	10	10	10	10	30	2,341.92	10	10	10	10	30	2,341.92	10	10	10	10	30	2,341.92	10	10	10	10	30	2,341.92	120.00	78.06	9,367.68

Measuring and Observing and Testing Equipment

48	41m604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	3	3	3	3	9	149.99	3	3	3	3	9	149.99	3	3	3	3	9	149.99	3	3	3	3	9	149.99	36.00	16.67	599.96
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Cleaning Equipment and Supplies

49	4731802-AF-A01	AIR FRESHENER, aerosol, 280ml/9.5oz min	can	15	15	15	15	45	4,170.60	15	15	15	15	45	4,170.60	15	15	15	15	45	4,170.60	15	15	15	15	45	4,170.60	180.00	92.68	16,682.40
50	4731604-BR-S01	BROOM, soft (bambo)	piece	5	5	5	5	15	2,100.00	5	5	5	5	15	2,100.00	5	5	5	5	15	2,100.00	5	5	5	5	15	2,100.00	60.00	140.00	8,400.00
51	4731604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece					0	0.00					0	0.00					0	0.00					0	0.00	32.93	0.00	0.00
52	4731829-TB-C01	CLEANER,TOILET BOWL AND URINAL, geomt:1000ml cap.	bottle	15	15	15	15	45	2,016.00	15	15	15	15	45	2,016.00	15	15	15	15	45	2,016.00	15	15	15	15	45	2,016.00	180.00	44.80	8,064.00
53	4731805-CL-P01	CLEANER, SCOURING POWDER, 350g min./can	can					0	0.00					0	0.00					0	0.00					0	0.00	25.76	0.00	0.00
54	4731811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	2	2	2	2	6	51.74	2	2	2	2	6	51.74	2	2	2	2	6	51.74	2	2	2	2	6	51.74	24.00	8.62	206.98
55	4731811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	5	5	5	5	15	604.63	5	5	5	5	15	604.63	5	5	5	5	15	604.63	5	5	5	5	15	604.63	60.00	40.31	2,418.53
56	4731803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	5	5	5	5	15	1,986.60	5	5	5	5	15	1,986.60	5	5	5	5	15	1,986.60	5	5	5	5	15	1,986.60	60.00	132.44	7,946.40
57	4731604-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	5	5	5	15	401.18	5	5	5	5	15	401.18	5	5	5	5	15	401.18	5	5	5	5	15	401.18	60.00	26.75	1,604.74
58	4731802-FW-P02	FLOOR WAX, PASTE, RED	can					0	0.00					0	0.00					0	0.00					0	0.00	290.08	0.00	0.00
59	4731909-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can					0	0.00					0	0.00					0	0.00					0	0.00	94.08	0.00	0.00
60	4731804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	5	5	5	5	15	30,870.00	5	5	5	5	15	30,870.00	5	5	5	5	15	30,870.00	5	5	5	5	15	30,870.00	60.00	2,058.00	123,480.00
61	4731613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5	5	5	5	15	2,352.00	5	5	5	5	15	2,352.00	5	5	5	5	15	2,352.00	5	5	5	5	15	2,352.00	60.00	156.80	9,408.00
62	4731909-MP-A01	MOPHEAD, made of rayon, weight: 400 grams min	piece					0	0.00					0	0.00					0	0.00					0	0.00	118.72	0.00	0.00
63	4731909-R-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle					0	0.00					0	0.00					0	0.00					0	0.00	53.51	0.00	0.00
64	4731604-SC-M01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack					0	0.00					0	0.00					0	0.00					0	0.00	110.88	0.00	0.00
65	4731701-TB-P02	TRASHBAG, plastic, transparent	roll	5	5	5	5	15	2,259.60	5	5	5	5	15	2,259.60	5	5	5	5	15	2,259.60	5	5	5	5	15	2,259.60	60.00	150.64	9,038.40
66	4731702-WB-P01	WASTEBASKET, non-rigid plastic	piece	5	5	5	5	15	381.02	5	5	5	5	15	381.02	5	5	5	5	15	381.02	5	5	5	5	15	381.02	60.00	25.40	1,524.10

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	4321097-DCT-03	Desktop Computer, Branded	unit					0	0.00					0	0.00					0	0.00					0	0.00	0.00	42,224.00	0.00
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[illegible][illegible]

Furniture and Furnishings

298	56m19c4-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	500				500	141,400.00	500							500	141,400.00	500							500	141,400.00	500					500	141,400.00	2,000.00	282.80	555,600.00
299	56m19c4-CM-M01	CHAIR, monobloc, white, with backrest, w/o armrest	piece					0	0.00								0	0.00								0	0.00						0	0.00	282.80	0.00	
300	56m19y1M-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	20				20	28,560.00	20							20	28,560.00	20							20	28,560.00	20					20	28,560.00	80.00	1,428.00	114,240.00
301	56m19y1M-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit					0	0.00								0	0.00								0	0.00						0	0.00	1,428.00	0.00	

Arts and Crafts Equipment and Accessories and Supplies

302	60m1q1c3-CP01	CLEARBOOK, 20 transparent pockets, for A4 size	piece							0	0.00						0	0.00							0	0.00						0	0.00	42.84	0.00	
303	60m1q1c3-CP02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece							0	0.00						0	0.00							0	0.00							0	0.00	45.64	0.00
304	60m1q1c4-EP01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece							0	0.00						0	0.00							0	0.00							0	0.00	4.76	0.00
305	60m1q1c4-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	25						75	2,795.52	25					75	2,795.52	25						75	2,795.52	25					75	2,795.52	300.00	37.27	11,182.08
306	60m1q1c4-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	25						75	2,795.52	25					75	2,795.52	25						75	2,795.52	25					75	2,795.52	300.00	37.27	11,182.08
307	60m1q1c4-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10						30	1,118.21	10					30	1,118.21	10						30	1,118.21	10					30	1,118.21	120.00	37.27	4,472.83
308	60m1a1c4-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack							0	0.00						0	0.00							0	0.00							0	0.00	139.64	0.00

SOFTWARE

1	43330000-SFT-001	Business function specific software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
2	43330000-SFT-002	Finance accounting and enterprise resource planning ERP software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
3	43330000-SFT-003	Computer game or entertainment software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
4	43330000-SFT-004	Content authoring and editing software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
5	43330000-SFT-005	Content management software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
6	43330000-SFT-006	Data management and query software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
7	43330000-SFT-007	Development software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
8	43330000-SFT-008	Educational or reference software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
9	43330000-SFT-009	Industry specific software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
10	43330000-SFT-010	Network applications software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
11	43330000-SFT-011	Network management software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
12	43330000-SFT-012	Networking software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
13	43330000-SFT-013	Operating environment software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
14	43330000-SFT-014	Security and protection software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
15	43330000-SFT-015	Utility and device driver software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00
16	43330000-SFT-016	Information exchange software	license							0	0.00						0	0.00							0	0.00							0	0.00	0.00	0.00

OTHER SOFTWARE

1										0	0.00						0	0.00							0	0.00						0	0.00	0.00	0.00
2										0	0.00						0	0.00							0	0.00						0	0.00	0.00	0.00

