

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 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 2019 template at [www.ps-philgeps.gov.ph](http://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](http://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 no. (02)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: West Visayas State University-College of Agriculture and Forestry  
 Region: VI  
 Address: Jayobo, Lambunao, Iloilo

Agency Account Code: \_\_\_\_\_  
 Organization Type: SUC

Contact Person: Monaliza G. Calambro  
 Position: Supply Officer  
 E-mail: [mcambro@yahoo.com](mailto:mcambro@yahoo.com)  
 Telephone/Mobile Nos: 033-3962596 or 09125919693

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						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00		50				50	6,968.00				0	0.00			0	0.00	50.00	139.36	6,968.00
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0	0.00		50				50	2,199.60				0	0.00			0	0.00	50.00	43.99	2,199.60
<b>Color Compounds and Dispersions</b>																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				0	0.00		5				5	123.14				0	0.00			0	0.00	5.00	24.63	123.14
<b>Films</b>																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00		5				5	3,686.18				0	0.00			0	0.00	5.00	737.24	3,686.18
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00		1				1	208.52				0	0.00			0	0.00	1.00	208.52	208.52
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00		2				2	417.04				0	0.00			0	0.00	2.00	208.52	417.04
<b>Paper Materials and Products</b>																											
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00		30				30	2,183.38				0	0.00			0	0.00	30.00	72.78	2,183.38



14	14111609-LL-L01	LOOSELEAF COVER, made of chipboard, for legal	bundle			0	0.00	10	10	6,706.96				0	0.00			0	0.00	10.00	670.70	6,706.96
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0	0.00	20	20	644.38				0	0.00			0	0.00	20.00	32.22	644.38
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			0	0.00	15	15	840.84				0	0.00			0	0.00	15.00	56.06	840.84
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			0	0.00	15	15	622.44				0	0.00			0	0.00	15.00	41.50	622.44
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0	0.00	15	15	180.65				0	0.00			0	0.00	15.00	12.04	180.65
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0	0.00	100	100	13,237.12				0	0.00			0	0.00	100.00	132.37	13,237.12
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			0	0.00	100	100	15,475.20				0	0.00			0	0.00	100.00	154.75	15,475.20
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			0	0.00	200	200	22,902.88				0	0.00			0	0.00	200.00	114.51	22,902.88
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			0	0.00	200	200	25,995.84				0	0.00			0	0.00	200.00	129.98	25,995.84
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0	0.00	30	30	520.42				0	0.00			0	0.00	30.00	17.35	520.42
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			0	0.00	50	50	4,810.00				0	0.00			0	0.00	50.00	96.20	4,810.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			0	0.00	50	50	3,536.00				0	0.00			0	0.00	50.00	70.72	3,536.00
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			0	0.00	40	40	4,076.80				0	0.00			0	0.00	40.00	101.92	4,076.80
28	14111704-IT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			0	0.00	20	20	1,308.32				0	0.00			0	0.00	20.00	65.42	1,308.32

**Batteries and Cells and Accessories**

29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			0	0.00	25	25	493.22				0	0.00			0	0.00	25.00	19.73	493.22
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			0	0.00	25	25	487.50				0	0.00			0	0.00	25.00	19.50	487.50

**Manufacturing Components and Supplies**

32	31201610-CL-J01	GLUE, all purpose, gross weight: 200 grams min	jar			0	0.00	30	30	1,434.58				0	0.00			0	0.00	30.00	47.82	1,434.58
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			0	0.00	50	50	1,002.56				0	0.00			0	0.00	50.00	20.05	1,002.56
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll			0	0.00	30	30	546.00				0	0.00			0	0.00	30.00	18.20	546.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll			0	0.00	30	30	1,653.60				0	0.00			0	0.00	30.00	55.12	1,653.60
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll			0	0.00	30	30	3,198.00				0	0.00			0	0.00	30.00	106.60	3,198.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			0	0.00	30	30	546.00				0	0.00			0	0.00	30.00	18.20	546.00
39	31201512-TA-101	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			0	0.00	50	50	455.00				0	0.00			0	0.00	50.00	9.10	455.00
40	31201512-TA-102	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			0	0.00	50	50	910.00				0	0.00			0	0.00	50.00	18.20	910.00
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll			0	0.00	3	3	152.88				0	0.00			0	0.00	3.00	50.96	152.88

**Lighting and Fixtures and Accessories**

47	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece			0	0.00	150	150	10,873.20				0	0.00			0	0.00	150.00	72.49	10,873.20
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**Measuring and Observing and Testing Equipment**

48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			0	0.00	10	10	154.75				0	0.00			0	0.00	10.00	15.48	154.75
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**Cleaning Equipment and Supplies**

49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can			0	0.00	15	15	1,290.90				0	0.00			0	0.00	15.00	86.06	1,290.90
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50	47131604-BR-S01	BROOM, soft (tambo)	piece			0	0.00	50	50	6,500.00				0	0.00			0	0.00	50.00	130.00	6,500.00
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			0	0.00	100	100	4,160.00				0	0.00			0	0.00	100.00	41.60	4,160.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can			0	0.00	30	30	717.60				0	0.00			0	0.00	30.00	23.92	717.60
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar			0	0.00	30	30	240.24				0	0.00			0	0.00	30.00	8.01	240.24
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack			0	0.00	50	50	1,871.48				0	0.00			0	0.00	50.00	37.43	1,871.48
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			0	0.00	20	20	2,459.60				0	0.00			0	0.00	20.00	122.98	2,459.60
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece			0	0.00	30	30	745.06				0	0.00			0	0.00	30.00	24.84	745.06
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can			0	0.00	20	20	5,387.20				0	0.00			0	0.00	20.00	269.36	5,387.20
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0	0.00	50	50	4,368.00				0	0.00			0	0.00	50.00	87.36	4,368.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece			0	0.00	30	30	4,368.00				0	0.00			0	0.00	30.00	145.60	4,368.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece			0	0.00	50	50	5,512.00				0	0.00			0	0.00	50.00	110.24	5,512.00
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle			0	0.00	50	50	2,484.56				0	0.00			0	0.00	50.00	49.69	2,484.56
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0	0.00	50	50	5,148.00				0	0.00			0	0.00	50.00	102.96	5,148.00
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll			0	0.00	40	40	5,595.20				0	0.00			0	0.00	40.00	139.88	5,595.20
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece			0	0.00	50	50	1,179.36				0	0.00			0	0.00	50.00	23.59	1,179.36
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0	0.00	50	50	378.56				0	0.00			0	0.00	50.00	7.57	378.56
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			0	0.00	50	50	669.76				0	0.00			0	0.00	50.00	13.40	669.76
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			0	0.00	50	50	1,027.52				0	0.00			0	0.00	50.00	20.55	1,027.52
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece			0	0.00	40	40	702.21				0	0.00			0	0.00	40.00	17.56	702.21
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			0	0.00	50	50	3,489.20				0	0.00			0	0.00	50.00	69.78	3,489.20
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece			0	0.00	20	20	1,372.80				0	0.00			0	0.00	20.00	68.64	1,372.80
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			0	0.00	3	3	1,224.41				0	0.00			0	0.00	3.00	408.14	1,224.41
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			0	0.00	3	3	1,554.23				0	0.00			0	0.00	3.00	518.08	1,554.23
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box			0	0.00	3	3	2,215.20				0	0.00			0	0.00	3.00	738.40	2,215.20
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0	0.00	50	50	1,524.64				0	0.00			0	0.00	50.00	30.49	1,524.64
94	44121506-EN-M01	ENVELOPE, MAILING,white, 80gsm (- 5%)	box			0	0.00	2	2	657.28				0	0.00			0	0.00	2.00	328.64	657.28
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			0	0.00	50	50	555.36				0	0.00			0	0.00	50.00	11.11	555.36
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			0	0.00	40	40	3,156.61				0	0.00			0	0.00	40.00	78.92	3,156.61
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0	0.00	30	30	2,118.17				0	0.00			0	0.00	30.00	70.61	2,118.17
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set			0	0.00	30	30	374.40				0	0.00			0	0.00	30.00	12.48	374.40
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set			0	0.00	30	30	499.20				0	0.00			0	0.00	30.00	16.64	499.20
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle			0	0.00	5	5	1,266.46				0	0.00			0	0.00	5.00	253.29	1,266.46
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle			0	0.00	5	5	1,456.00				0	0.00			0	0.00	5.00	291.20	1,456.00
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack			0	0.00	10	10	2,173.60				0	0.00			0	0.00	10.00	217.36	2,173.60



107	44122011-F-O-T04	FOLDER, TAGBOARD, for legal size documents	pack			0	0.00	10	10	2,796.35			0	0.00			0	0.00	10.00	279.64	2,796.35
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box			0	0.00	15	15	778.13			0	0.00			0	0.00	15.00	51.88	778.13
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set			0	0.00	30	30	1,116.96			0	0.00			0	0.00	30.00	37.23	1,116.96
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece			0	0.00	50	50	515.32			0	0.00			0	0.00	50.00	10.31	515.32
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece			0	0.00	50	50	515.32			0	0.00			0	0.00	50.00	10.31	515.32
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece			0	0.00	50	50	515.32			0	0.00			0	0.00	50.00	10.31	515.32
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece			0	0.00	50	50	482.56			0	0.00			0	0.00	50.00	9.65	482.56
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece			0	0.00	50	50	482.56			0	0.00			0	0.00	50.00	9.65	482.56
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece			0	0.00	50	50	482.56			0	0.00			0	0.00	50.00	9.65	482.56
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			0	0.00	30	30	179.40			0	0.00			0	0.00	30.00	5.98	179.40
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			0	0.00	30	30	382.20			0	0.00			0	0.00	30.00	12.74	382.20
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			0	0.00	20	20	415.79			0	0.00			0	0.00	20.00	20.79	415.79
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			0	0.00	10	10	276.64			0	0.00			0	0.00	10.00	27.66	276.64
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			0	0.00	10	10	117.73			0	0.00			0	0.00	10.00	11.77	117.73
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			0	0.00	20	20	548.08			0	0.00			0	0.00	20.00	27.40	548.08
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece			0	0.00	15	15	1,979.33			0	0.00			0	0.00	15.00	131.96	1,979.33
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair			0	0.00	20	20	312.00			0	0.00			0	0.00	20.00	15.60	312.00
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			0	0.00	20	20	1,643.20			0	0.00			0	0.00	20.00	82.16	1,643.20
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			0	0.00	20	20	363.58			0	0.00			0	0.00	20.00	18.18	363.58
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			0	0.00	15	15	837.41			0	0.00			0	0.00	15.00	55.83	837.41
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit			0	0.00	5	5	676.00			0	0.00			0	0.00	5.00	135.20	676.00

**Arts and Crafts Equipment and Accessories and Supplies**

302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0	0.00	30	30	1,193.40			0	0.00			0	0.00	30.00	39.78	1,193.40
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			0	0.00	30	30	1,271.40			0	0.00			0	0.00	30.00	42.38	1,271.40
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			0	0.00	75	75	2,595.84			0	0.00			0	0.00	75.00	34.61	2,595.84
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			0	0.00	75	75	2,595.84			0	0.00			0	0.00	75.00	34.61	2,595.84

<b>A. TOTAL</b>																			<b>P</b>	<b>240,066.70</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																			<b>P</b>	<b>24,006.67</b>
<b>C. GRAND TOTAL (A + B)</b>																			<b>P</b>	<b>264,073.38</b>
<b>D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																			<b>P</b>	<b>-</b>
<b>G. MONTHLY CASH REQUIREMENTS</b>																			<b>P</b>	<b>-</b>
G.1 Available at Procurement Service Stores										240,066.70									<b>P</b>	240,066.70
G.2 Other Items not available at PS but regularly purchased from other sources																			<b>P</b>	-

TOTAL MONTHLY CASH REQUIREMENTS

240,066.70

240,066.70

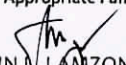
\*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

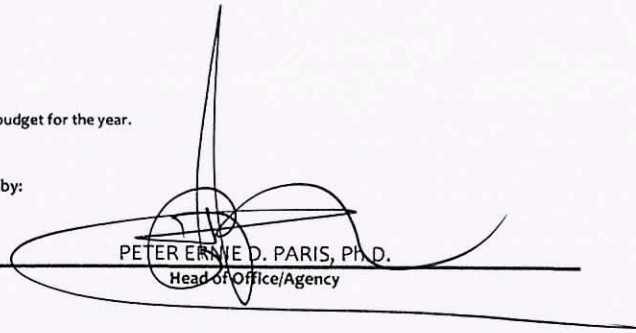
Prepared by:

  
MONALIZA G. CALAMBRO  
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
JASMIN L. LAMZON  
Accountant / Local Budget Officer

Approved by:

  
PETER ERNIE D. PARIS, PH.D.  
Head of Office/Agency

Date Prepared: August 14, 2018

  
LUIS M. SOROLLA JR., Ph.D., CSEE  
SUC PRESIDENT IV