

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 2019 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 Excel should be submitted via 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.

Department/Bureau/Office: LEGISLATIVE EXECUTIVE DEVELOPMENT ADVISORY COUNCIL
 Region: MAIN-NCR
 Address: #St. Josemaria Escriva Drive, Ortigas Center, Pasig City

Note: Consistent with Memorandum Circular No. 2019 - dated August 2019 the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Agency Account Code: _____
 Organization Type: National Government Agency (NGA)
 Contact Person: _____
 Position: _____
 E-mail: procurement@neda.gov.ph
 Telephone/Mobile Nos: 6310945

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of January 21,2020)	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																											
Solvents																											
1	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	0	6	0	6	262.74	0	6	0	6	262.74	6	0	0	6	262.74	6	0	0	6	262.74	24.00	43.79	1,050.96	
Paper Materials and Products																											
2	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	4	0	4	148.24	0	0	0	0	0.00	0	4	0	4	148.24	0	0	0	0	0.00	8.00	37.06	296.48	
3	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	4	0	4	237.12	0	0	0	0	0.00	0	4	0	4	237.12	0	0	0	0	0.00	8.00	59.28	474.24	
4	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	4	0	4	190.92	0	0	0	0	0.00	4	0	0	4	190.92	0	0	0	0	0.00	8.00	47.73	381.84	
5	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0		0	0	0.00	0	0	0	0	0.00	0	4	0	4	48.16	0	4	0	4	48.16	8.00	12.04	96.32	
6	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	30	0	30	5,116.80	0	30	0	30	5,116.80	0	30	0	30	5,116.80	0	30	0	30	5,116.80	120.00	170.56	20,467.20	
7	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	0	5	0	5	907.10	0	5	0	5	907.10	5	0	0	5	907.10	5	0	0	5	907.10	20.00	181.42	3,628.40	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of January 21,2020)	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			
8	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	0	0	6	6	524.40	0	6	0	6	524.40	0	6	0	6	524.40	0	6	0	0	0.00	18.00	87.40	1,573.20
Batteries and Cells and Accessories																										
9	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	2	0	2	72.60	0	0	0	0	0.00	0	2	0	2	72.60	0	0	0	0	0.00	4.00	38.30	145.20
10	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	0	3	3	59.19	0	3	0	3	59.19	0	3	0	3	59.19	0	3	0	3	59.19	12.00	19.73	236.76
Manufacturing Components and Supplies																										
11	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	1	0	1	62.10	0	0	0	0	0.00	0	1	0	1	62.10	0	0	0	0	0.00	2.00	62.10	124.20
12	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	0	2	2	39.52	0	0	0	0	0.00	0	2	0	2	39.52	0	0	0	0	0.00	4.00	19.76	79.04
13	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	0	2	2	45.10	0	0	0	0	0.00	0	2	0	2	45.10	0	0	0	0	0.00	4.00	22.55	90.20
14	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	0	4	4	40.36	0	0	4	4	40.36	0	0	4	4	40.36	0	4	0	4	40.36	16.00	10.09	161.44
Cleaning Equipment and Supplies																										
15	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	0	0	5	5	430.30	0	5	0	5	430.30	0	5	0	5	430.30	0	5	0	5	430.30	20.00	88.06	1,721.20
Office Equipment and Accessories and Supplies																										
16	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	3	0	0	3	27.15	0	0	0	0	0.00	0	3	0	3	27.15	0	0	0	0	0.00	6.00	9.05	54.30
17	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	3	0	0	3	45.81	0	0	0	0	0.00	0	3	0	3	45.81	0	0	0	0	0.00	6.00	15.27	91.62
18	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	3	0	0	3	62.40	0	0	0	0	0.00	3	0	0	3	62.40	0	0	0	0	0.00	6.00	20.80	124.80
19	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	3	0	0	3	143.52	0	0	0	0	0.00	3	0	0	3	143.52	0	0	0	0	0.00	6.00	47.84	287.04
20	44121801-CT-R01	CORRECTION TAPE, film base type, UL 8m min	piece	3	0	0	3	42.06	3	0	0	3	42.06	0	3	0	3	42.06	3	0	0	3	42.06	12.00	14.02	168.24
21	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0	4	4	2,692.36	0	4	0	4	2,692.36	4	0	0	4	2,692.36	0	4	0	4	2,692.36	16.00	673.09	10,769.44
23	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	0	4	0	4	333.64	0	4	0	4	333.64	0	4	0	4	333.64	0	0	4	4	333.64	16.00	83.41	1,334.56
24	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	45	0	0	45	500.85	45	0	0	45	500.85	0	0	45	45	500.85	0	0	45	45	500.85	180.00	11.13	2,003.40
25	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for LEGAL size	set	45	0	0	45	640.35	45	0	0	45	640.35	0	0	45	45	640.35	0	0	45	45	640.35	180.00	14.23	2,561.40
26	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	1	0	0	1	952.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	952.64	952.64
27	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	0	1	0	1	279.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	279.00	279.00
28	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	2	0	0	2	93.36	0	0	0	0	0.00	2	0	0	2	93.36	0	0	0	0	0.00	4.00	46.68	186.72
29	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	10	0	10	133.80	0	0	2	2	26.76	10	0	0	10	133.80	2	0	0	2	26.76	24.00	13.38	321.12
30	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	0	2	0	2	17.96	0	2	0	2	17.96	2	0	0	2	17.96	2	0	0	2	17.96	6.00	8.98	71.84
31	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 33mm min	box	0	0	4	4	31.04	0	0	0	0	0.00	0	4	0	4	31.04	0	0	0	0	0.00	8.00	7.76	62.08
32	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	4	0	0	4	68.56	0	0	0	0	0.00	0	0	4	4	68.56	0	0	0	0	0.00	8.00	17.14	137.12

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of January 21,2020)	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					
33	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	239.79	0	0	0	0	0.00	1.00	239.79	239.79		
Printer or Facsimile or Photocopier Supplies																												
34	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	1	0	1	3,900.00	0	0	0	0	0.00	0	1	0	1	3,900.00	0	0	0	0	0.00	2.00	3,900.00	7,800.00		
Arts and Crafts Equipment and Accessories and Supplies																												
35	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0	16	16	553.76	0	4	0	4	138.44	0	0	16	16	553.76	6	0	0	6	207.66	42.00	34.61	1,453.62		
36	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	0	5	5	173.05	0	5	0	5	173.05	0	0	5	5	173.05	5	0	0	5	173.05	20.00	34.61	692.20		
37	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0	4	4	138.44	0	4	0	4	138.44	0	0	4	4	138.44	2	0	0	4	138.44	16.00	34.61	553.76		
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
FACSIMILE SUPPLIES																												
1		Toner Cartridge TN 2260 (Toner Cartridge 1,200 pages) standard, for Brother Fax-2840	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	2,500.00	0	0	0	0	0.00	1.00	2,500.00	2,500.00		
COMMON OFFICE SUPPLIES																												
2		Colored paper, A4 80gsm, color blue 250 pcs per ream	ream	0	2	0	2	700.00	0	0	0	0	0.00	0	2	0	2	700.00	0	0	0	0	0.00	4.00	350.00	1,400.00		
3		STICKER PAPER, 80gsm, A4, 10 pcs per pack	pack	1		0	0	1	150.00	0	0	0	0	0.00		1	0	0	1	150.00	0	0	1	1	150.00	3.00	150.00	450.00
4		SIGN HERE, tab/marker	pack	0		3	0	3	450.00	0	0	0	0	0.00		0	0	3	3	450.00	0	0		0	0	0.00	6.00	150.00
		SPECIALTY BOARD, 220 gsm, A4, 10 pcs per pack	pack	0	0	2	2	70.00	0	2	0	2	70.00	0	2	0	2	70.00	0	2	0	2	70.00	8.00	35.00	280.00		

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of January 21,2020)	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			
OTHERS																									
5	Car Freshener	can	0	2	0	2	240.00	0	0	0	0	0.00	2	0	0	2	240.00	0	0	2	2	240.00	6.00	120.00	720.00
6	Pranela Rag	piece	0	2	0	2	120.00	0	0	0	0	0.00	0	2	0	2	120.00	2	0	0	2	120.00	6.00	60.00	360.00
A. TOTAL																							P		67,281.37
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		6,728.14
C. GRAND TOTAL (A + B)																							P		74,009.51
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							P		-
G. MONTHLY CASH REQUIREMENTS																							P		-
G.1 Available at Procurement Service Stores							18,966.24					12,044.80					18,022.55					11,637.78	P		60,671.37
G.2 Other Items not available at PS but regularly purchased from other sources							1,730.00					70.00					4,230.00					580.00	P		6,610.00
TOTAL MONTHLY CASH REQUIREMENTS							20,696.24					12,114.80					22,252.55					12,217.78	P		67,281.37
							22,765.86					13,326.28					24,477.81					13,439.56			74,009.51

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:

MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Recommending Approval:

CARLOS BERNARDO O. ABAD SANTOS
Chairperson, NBAC for Goods and Infrastructure Projects

Approved by:

JOSE MIGUEL R. DE LA ROSA
Head of the Procuring Entity

Date Prepared: