

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Instructions:

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:

1. Download the worksheet file APP-CSE 2019 template at www.ps-phillips.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. Form used is other than the prescribed format which can be downloaded only at www.ps-phillips.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office_APP2019_DBM_Region WA).
 - b. 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.
8. 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.
9. 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.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02) 889-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Borna.

Department/Bureau/Office: NEWS AND INFORMATION BUREAU
 Region: MAIN & NCR
 Address: PCO NIB Building, Malabang, Manila

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: A053
 Organization Type: National Government Agency (NGA)

Contact Person: JOSELITO A. DELA CRUZ
 Position: OIC PROPERTY & SUPPLY
 Email: lkoquin025@gmail.com
 Telephone/Mobile Nos: 7331909

Item & Specifications

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			

Pesticides or Pest Repellents

1	109199 IN A01 INSECTICIDE, aerosol type, net content: 600ml min	can	60				60	8,361.60	60				60	8,361.60	60				60	8,361.60	240.00	139,316	33,445,410
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Solvents

2	119160 AL E01 ALCOHOL, ethyl, 58-70%, scented, 500ml (5ml)	bottle	120				120	5,279.04					120	5,279.04								120	5,279.04	240.00	43,799	10,558,08
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Color Compounds and Dispersions

3	112793 SP IN STAMP PAD INK, purple or violet	bottle	15				15	369.41					15	369.41								15	369.41	30.00	24,63	738.82
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Films

4	119093 AC E01 ACETATE, thickness: 0.075mm min (Gauge #2)	roll					0	0.00					0	0.00								0	0.00	0.00	737.24	0.00
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5	119093 CF F02 CARBON FILM, PE, black, size 310mm x 327mm	box					0	0.00					0	0.00								0	0.00	0.00	208.52	0.00
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6	119093 CF F02 CARBON FILM, PE, black, size 216mm x 330mm	box					0	0.00					0	0.00								0	0.00	0.00	208.52	0.00
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Paper Materials and Products

7	119193 CA A01 CARBON FILM, PE, black, size 310mm x 327mm	roll					0	0.00					0	0.00								0	0.00	0.00	72.78	0.00
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8	119193 CF L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box					0	0.00					0	0.00								0	0.00	0.00	682.24	0.00
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9	119193 CF L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box					0	0.00					0	0.00								0	0.00	0.00	1,029.60	0.00
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10	119193 CF L12 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box					0	0.00					0	0.00								0	0.00	0.00	1,300.00	0.00
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11	119193 CF L13 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box					0	0.00					0	0.00								0	0.00	0.00	765.44	0.00
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12	119193 CF L13 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box					0	0.00					0	0.00								0	0.00	0.00	596.80	0.00
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Table with columns for part numbers (e.g., 4412305 BR Co), descriptions (e.g., CLIP, BACKFOLD, all metal), units (e.g., box, piece), prices (e.g., 72, 545.13), and other values. The table contains multiple rows of data for various office supplies.

508	600113.4 WR No	WRAPPING PAPER, Kraft, 65gsm (-5)	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	129.67	0.00
SOFTWARE																					
1	4131000 SFT 001	Business function specific software	license		0	0.00					0	0.00							0	0.00	0.00
2	4131000 SFT 002	Finance accounting and enterprise resource planning ERP software	license		0	0.00					0	0.00							0	0.00	0.00
3	4131000 SFT 003	Computer game or entertainment software	license		0	0.00					0	0.00							0	0.00	0.00
4	4131000 SFT 004	Content authoring and editing software	license		0	0.00					0	0.00							0	0.00	0.00
5	4131000 SFT 005	Content management software	license		0	0.00					0	0.00							0	0.00	0.00
6	4131000 SFT 006	Data management and query software	license		0	0.00					0	0.00							0	0.00	0.00
7	4131000 SFT 007	Development software	license		0	0.00					0	0.00							0	0.00	0.00
8	4131000 SFT 008	Educational or reference software	license		0	0.00					0	0.00							0	0.00	0.00
9	4131000 SFT 009	Industry specific software	license		0	0.00					0	0.00							0	0.00	0.00
10	4131000 SFT 010	Network applications software	license		0	0.00					0	0.00							0	0.00	0.00
11	4131000 SFT 011	Network management software	license		0	0.00					0	0.00							0	0.00	0.00
12	4131000 SFT 012	Networking software	license		0	0.00					0	0.00							0	0.00	0.00
13	4131000 SFT 013	Operating environment software	license		0	0.00					0	0.00							0	0.00	0.00
14	4131000 SFT 014	Security and protection software	license		0	0.00					0	0.00							0	0.00	0.00
15	4131000 SFT 015	Utility and device driver software	license		0	0.00					0	0.00							0	0.00	0.00
16	4131000 SFT 016	Information exchange software	license		0	0.00					0	0.00							0	0.00	0.00
OTHER SOFTWARE																					
1					0	0.00					0	0.00							0	0.00	0.00
2					0	0.00					0	0.00							0	0.00	0.00
3					0	0.00					0	0.00							0	0.00	0.00
PASSENGER AIR TRANSPORTATION																					
1	Airline Ticket	ticket	35		35	192,500.00					35	192,500.00							35	192,500.00	770,000.00
COMMON ELECTRICAL SUPPLIES																					
1	Flourescent Tube 40W	pc	40		40	6,000.00					40	6,000.00							40	6,000.00	240.00
2	Starter	pc	25		25	500.00					25	500.00							25	500.00	12,500.00
3					0	0.00					0	0.00							0	0.00	75.00
					0	0.00					0	0.00							0	0.00	20.00
					0	0.00					0	0.00							0	0.00	1,500.00
					0	0.00					0	0.00							0	0.00	0.00
COMMON OFFICE EQUIPMENT																					
1					0	0.00					0	0.00							0	0.00	0.00
2					0	0.00					0	0.00							0	0.00	0.00
3					0	0.00					0	0.00							0	0.00	0.00
					0	0.00					0	0.00							0	0.00	0.00
					0	0.00					0	0.00							0	0.00	0.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON OFFICE SUPPLIES

1	Paper, Newsprint, Legal	ream	100		100	12,500.00	100		100	12,500.00	100		100	12,500.00	100		100	12,500.00	400.00	125.00	50,000.00
2	Paper, Copy, Letter	ream	30		30	5,400.00	30		30	5,400.00	30		30	5,400.00	30		30	5,400.00	60.00	180.00	10,800.00
3																					0.00
																					0.00
																					0.00

COMMON JANITORIAL SUPPLIES

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Office Equipment and Accessories

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Office Supplies

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Audio and visual presentation and composing equipment

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Photographic or filming or video equipment

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Cleaning Equipment and Supplies

1																					0.00
2																					0.00
3																					0.00
																					0.00
																					0.00

Other Categories	TONERS 3Q2612A	CART	30	30	0,000	30	0,000	30	0,000	30	0,000	30	0,000	30	0,000	30	0,000	120,000	2,400,000	288,000,000	0,000
1					0	0,000			0	0,000			0	0,000			0	0,000			0,000
2					0	0,000			0	0,000			0	0,000			0	0,000			0,000
3					0	0,000			0	0,000			0	0,000			0	0,000			0,000
					0	0,000			0	0,000			0	0,000			0	0,000			0,000
					0	0,000			0	0,000			0	0,000			0	0,000			0,000
A. TOTAL																					
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					
C. GRAND TOTAL (A + B)																					
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					

G.1 Available at Procurement Service Stores	X																56,865.85	471,685.51	X																551,889.33	297,564.66	P	1,883,005.25
G.2 Other Items not available at PS but regularly purchased from other sources	X																24,400.00	19,000.00	X																24,400.00	13,500.00	P	80,300.00
TOTAL MONTHLY CASH REQUIREMENTS	X																586,265.85	490,685.51	X																576,289.33	310,064.66	P	1,963,305.25

*Agency must put the monthly requirement for all 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: JOSELITO A. DE LA CRUZ
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: MARILOU C. DATILES
 Accountant / Local Budget Officer

Approved by: _____
 Head of Office/Agency

Date Prepared July 31, 2018