

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
 - 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 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.

Agency Account Code: No Code
 Contact Person: Liezel P. Calina-Elfante
 Position: BAC-SEC Head
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Organization Type: NATIONAL GOVERNMENT AGENCY

Department/Bureau/Office: Eastern Visayas Regional Medical Center
 Region: VIII - Tacloban
 Address: Magsaysay Blvd., Tacloban City, Leyte

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year									
		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT		Oct	Nov	Dec	Q4 AMOUNT	Total Quantity for the year	Price Catalogue			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																							
Pesticides or Pest Repellents																							
1. INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00													0	0.00	150.08	0.00	
Solvents																							
2. ALCOHOL, ethyl, 98%+70% scented, 500ml (500)	bottle	180	180	180	540	35,683.04	180	180	180	540	25,583.04	160	160	160	480	27,404.48	2,100.00						99,489.60
Color Compounds and Dispersants																							
3. STAMP PAD INK, purple or violet	bottle	2	2	2	6	159.13	2	2	2	6	159.13	2	2	2	6	159.13	24.00						636.52
Films																							
4. ACETATE, thickness: 0.75mm min (gauge #3)	roll	40	40	40	120	95,273.47	30	30	30	90	71,455.10	20	20	20	60	38,109.39	378.00						300,111.44
5. CARBON FILM, PE, black, size 210mm x 297mm	box	6	6	6	18	4,042.08	6	6	6	18	3,592.96	4	4	4	12	2,694.72	64.00						14,371.84
6. CARBON FILM, PE, black, size 210mm x 330mm	box				0	0.00																	0.00
Paper Materials and Products																							
7. CARTOLINA, assorted colors	pack	1624	1600	1600	3624	284,040.42	1000	1000	1000	3000	235,132.80	1000	1000	1000	3000	235,132.80	12,624.00						989,438.82
8. CONTINUOUS FORM, 1 PLY, 280 x 24mm	box	2	2	2	6	4,408.32	2	2	2	6	4,408.32	2	2	2	6	3,673.60	23.00						16,898.56
9. CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00																	0.00
10. CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00																	0.00

11	4115564-CL121	CONTINUOUS FORM, 2 PLY, 280mm x 24mm, carbonless	box	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	854.32	0.00
12	4115564-CL131	CONTINUOUS FORM, 3 PLY, 280 x 24mm, carbonless	box	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	642.71	0.00
13	4115564-CL132	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,114.40	0.00
14	4115564-CL141	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	722.29	0.00
15	4115564-PS03	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	34.70	0.00
16	4115564-PS04	NOTE PAD, stick on, 76mm x 102mm (3" x 4") min	pad	2	362.21	2	2	6	362.21	2	2	6	362.21	2	120.74	60.37	1,007.36
17	4115564-PS05	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	44.59	0.00
18	4115564-PS06	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.97	0.00
19	4115564-PP10A	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	580	400	400	400	1380	195,723.97	400	400	400	1380	171,064.32	400	400	709,916.93
20	4115564-PP10B	PAPER, MULTICOPY, 80gsm, size: 210mm x 330mm	ream	985	800	800	800	2586	430,974.42	800	800	800	2586	399,974.40	800	800	1,564,233.22
21	4115564-PP10C	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	1104	600	600	600	2304	284,136.65	600	600	600	2304	153,414.66	600	600	735,276.39
22	4115564-PP10D	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	408	200	200	200	808	113,101.90	200	200	200	808	83,986.56	200	200	365,061.58
23	4115564-PP10E	PAPER, PAD, ruled, size: 210mm x 297mm (2 2/3")	pad	0	0.00	0	0	0.00	0.00	0	0	0.00	0	0.00	0.00	18.68	0.00
24	4115564-PP10F	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	0	0.00	0	0	0.00	0.00	0	0	0.00	0	0.00	0.00	103.60	0.00
25	4115564-PP10G	PAPER, THERMAL, 55gsm, size: 216mm x 304mm x 30m-0.3m	roll	0	0.00	0	0	0.00	0.00	0	0	0.00	0	0.00	0.00	52.53	0.00
26	4115564-RE1	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	160	160	160	160	480	36,556.80	160	160	160	480	36,556.80	160	160	76.16
27	4115564-RE2	RECORD BOOK, 500 PAGES, size: 240mm x 278mm min	book	230	220	220	220	670	73,259.20	220	220	220	660	74,441.60	220	220	1,391,677.44
28	4115564-TT100	TOILET TISSUE PAPER 2-ply sheets, 150 rolls	pack	120	120	120	120	360	25,361.28	120	120	120	360	25,361.28	120	60	290,864.00

Batteries and Cells and Accessories

29	4115564-BT-1A1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	200	200	200	200	600	12,747.84	160	160	160	480	10,193.27	166	100	21.25
30	4115564-BT-1A2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	160	160	160	160	480	10,080.00	160	140	120	420	8,820.00	120	16	21.00
31	4115564-BT-1A3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	16	16	16	16	48	4,569.60	16	16	16	48	4,569.60	16	10	95.20

Manufacturing Components and Supplies

32	4115564-GL-101	GLUE, all purpose, gross weight: 300 grams min	jar	100	100	100	100	300	15,449.28	94	80	80	254	13,680.39	80	80	51.50
33	4115564-SW101	STAPLE WIRE, for heavy duty staplers, (3/16)	box	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	0.00
34	4115564-SW102	STAPLE WIRE, STANDARD, (2/16)	box	400	400	400	400	1200	20,945.79	200	200	200	600	12,956.16	200	200	21.59
35	4115564-TA-101	TAPE, ELECTRICAL, 18mm x 16M min (4mm)	roll	400	265	200	862	51,988.32	200	200	200	600	35,616.00	200	200	19.60	
36	4115564-TA-102	TAPE, MASKING, width: 24mm (4mm)	roll	60	60	60	180	20,664.00	60	60	54	174	19,972.20	40	40	59.36	
37	4115564-TA-103	TAPE, MASKING, width: 48mm (4mm)	roll	46	40	40	126	2,469.60	40	40	40	120	2,332.00	40	40	114.80	
38	4115564-TA-104	TAPE, PACKAGING, width: 48mm (4mm)	roll	320	320	320	960	3,528.00	100	120	100	360	3,528.00	106	100	19.60	
39	4115564-TA-105	TAPE, TRANSPARENT, width: 24mm (4mm)	roll	140	140	140	420	8,232.00	140	120	120	360	7,056.00	120	120	9.80	
40	4115564-TA-106	TAPE, TRANSPARENT, width: 48mm (4mm)	roll	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	12,994.80
41	4115564-TW101	TWINE, plastic, one (1) kilo per roll	roll	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	29,831.20

Heating and Ventilation and Air Circulation

42	4115564-FC101	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	0.00
43	4115564-FC102	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	1,049.44
44	4115564-FC103	ELECTRIC FAN, STAND type, plastic blade	unit	0	0.00	0	0	0.00	0.00	0	0	0	0	0.00	0	0	1,284.64

45	4096041EAW01	ELECTRIC FAN, WALL 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	721.17	0.00
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Lighting and Fixtures and Accessories

46	3906051L10N	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	43.58	0.00
47	3906041A10N	Light Bulb, LED, 7 watts 1 pc in individual box	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	78.06	0.00

Measuring and Observing and Testing Equipment

48	4118601L10P20	RULER, plastic, 450mm (18"), width: 38mm min	piece	15	499.97	10	499.97	10	499.97	10	499.97	10	499.97	10	499.97	30	499.97	16.87	2,266.32
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Cleaning Equipment and Supplies

49	4719101A10N	AIR FRESHENER, aerosol, 280ml/5.5oz min	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	92.68	0.00
50	4719101B10N	BROOM, soft (tampo)	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	140.00	0.00
51	4719101E10N	BROOM, STICK (TING-TING), usable length: 780mm min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	32.93	0.00
52	4719101F10N	CLEANER, TOILET BOWL AND URINAL, 900ml/30oz can	bottle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	44.89	0.00
53	4719101G10N	CLEANSER, SCOURING POWDER, 352g min/12oz can	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	25.76	0.00
54	4719101H10N	DETERGENT BAR, 140 grams as packed	bar	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	8.62	0.00
55	4719101I10N	DETERGENT POWDER, all purpose, 1kg	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	40.31	0.00
56	4719101J10N	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	132.44	0.00
57	4719101K10N	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	26.75	0.00
58	4719101L10N	FLOOR WAX, PASTE, RED	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	290.08	0.00
59	4719101M10N	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	94.08	0.00
60	4719101N10N	MOP BUCKET, heavy duty, hard plastic	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2058.00	0.00
61	4719101O10N	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	156.89	0.00
62	4719101P10N	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	118.72	0.00
63	4719101Q10N	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	53.51	0.00
64	4719101R10N	SCOURING PAD, made of synthetic nylon, 140 X 220mm	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	110.88	0.00
65	4719101S10N	TRASHBAG, plastic, transparent	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	150.64	0.00
66	4719101T10N	WASTEBASKET, non-rigid plastic	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	25.40	0.00

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

67	4319021E10N	Desktop Computer, branded	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	42224.00	0.00
68	4319021F10N	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	2500	1942	149,794.8	1942	1942	136,701.26	1942	1942	1942	5826	1942	136,701.26	5826	1942	23.45	559,897.97
69	4319021G10N	EXTERNAL HARD DRIVE, 1TB, 3.5" HDD, USB 3.0	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2,034.40	0.00
70	4319021H10N	FLASH DRIVE, 16 GB capacity	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	297.92	0.00
71	4319021I10N	Laptop Computer, branded	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	38,679.20	0.00
72	4319021J10N	MOUSE, optical, USB connection type	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	145.38	0.00
73	4319021K10N	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	35,679.84	0.00
74	4319021L10N	PRINTER, IMPACT DOT MATRIX, 9 pins, 86 columns	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	8,210.56	0.00
75	4319021M10N	PRINTER, LASER, monochrome, network-ready	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	780.64	0.00
76	NA	PRINTER, LASER, Color	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00
77	NA	PRINTER, Inkjet, Monochrome	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00

