

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2024 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:

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
  - a. Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IVA).
  - 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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before **December 15, 2020.**

u/Office: RIZAL PROVINCIAL SCHOLARSHIP OFFICE

Region: Region IV-A

Address: Antipolo City

Agency Account Code: \_\_\_\_\_

Organization Type: Local Government Unit (LGU)

Contact Person: OLIMPIA J. AQUINO

Position: Officer-in-Charge

E-mail : \_\_\_\_\_

Telephone/Mobile Nos: 620-24-00 Local 4221

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>PAPER MATERIALS AND PRODUCTS</b>																										
1	CARTOLINA, Assorted, 20 pieces per pack	pack	1			1	73.32				0	0.00	1			1	73.32				0	0.00	2.00	73.32	146.64	
2	Envelope, Mailing, 500pieces per box	box	5			5	696.80				0	0.00				0	0.00				0	0.00	5.00	139.36	696.80	

3	FOLDER, Tagboard Legal size 100pieces per pack	pack	15		15	4,499.70	10		10	2,999.80	5		5	1,499.90	5		5	1,499.90	35.00	299.98	10,499.30	
4	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	10		10	1,331.20	10		10	1,331.20	5		5	665.60	5		5	665.60	30.00	133.12	3,993.60	
5	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	50		50	6,948.50	50		50	6,948.50	50		50	6,948.50	50		50	6,948.50	200.00	138.97	27,794.00	
6	RECORD BOOK, 300 pages, size: 214mmx278mm min	book	3		3	180.96	0		0	0.00	0		0	0.00			0	0.00	3.00	60.32	180.96	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																						
7	CLEARBOOK, Legal	piece	3		3	124.80			0	0.00			0	0.00			0	0.00	3.00	41.60	124.80	
8	GLUE, all purpose, gross weight: 200 grams min	jar	2		2	124.20			0	0.00			0	0.00			0	0.00	2.00	62.10	124.20	
9	MARKER, Permanent, bullet type, black	piece	3		3	35.40	3		3	35.40	3		3	35.40	3		3	35.40	12.00	11.80	141.60	
10	MARKER, Permanent, bullet type, blue	piece	3		3	35.40	3		3	35.40	3		3	35.40	3		3	35.40	12.00	11.80	141.60	
11	MARKER, Permanent, bullet type, red	piece	3		3	35.40	3		3	35.40	3		3	35.40	3		3	35.40	12.00	11.80	141.60	
12	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2		2	246.86			0	0.00			0	0.00			0	0.00	2.00	123.43	246.86	
13	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	6		6	264.06	6		6	264.06	6		6	264.06	6		6	264.06	24.00	44.01	1056.24	
14	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	6		6	264.06	6		6	264.06	6		6	264.06	6		6	264.06	24.00	44.01	1056.24	
15	STAPLE STANDARD TYPE, load cap:200 staples min, 1 piece individual box	box	5		5	461.15			0	0.00			0	0.00			0	0.00	5.00	92.23	461.15	
16	STAPLE REMOVER, plier type	piece	3		3	52.89			0	0.00			0	0.00			0	0.00	3.00	17.63	52.89	
17	STAPLE WIRE, STANDARD, (26/6)	box	3		3	63.27	3		3	63.27	3		3	63.27	3		3	63.27	12.00	21.09	253.08	
18	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	10		10	173.70	10		10	173.70			0	0.00			0	0.00	20.00	17.37	347.40	
19	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10		10	322.80	10		10	322.80			0	0.00			0	0.00	20.00	32.28	645.60	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																						
20	FLASH DRIVE, 16 GB capacity	piece	5		5	837.20			0	0.00			0	0.00			0	0.00	5.00	167.44	837.20	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																						
21	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	2		2	18.10			0	0.00			0	0.00			0	0.00	2.00	9.05	18.10	
22	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	3		3	45.81			0	0.00			0	0.00			0	0.00	3.00	15.27	45.81	
23	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	3		3	62.40			0	0.00			0	0.00			0	0.00	3.00	20.80	62.40	

24	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	3		3	143.52				0	0.00				0	0.00				0	0.00	3.00	47.84	143.52
25	CORRECTION TAPE, film base type, UL 6m min	piece	2		2	28.04	2			2	28.04	2			2	28.04	2			2	28.04	8.00	14.02	112.16
26	DATA FILE BOX, made of chipboard, with closed ends	piece	100		100	7,720.00	100			100	7,720.00	50			50	3,860.00	50			50	3,860.00	300.00	77.20	23160.00
27	FASTENER, METAL, 70mm between prongs	box	10		10	834.10	10			10	834.10	10			10	834.10				10	834.10	40.00	83.41	3336.40
28	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5		5	430.20				0	0.00				0	0.00				0	0.00	5.00	86.04	430.20
29	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3		3	62.37				0	0.00				0	0.00				0	0.00	3.00	20.79	62.37
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES</b>																								
30	TONER CART, HP CE285A (HP85A), Black	cart	1		1	3,432.00	1			1	3,432.00	1			1	3,432.00	1			1	3,432.00	4.00	3432.00	13728.00
31	EPSON EcoTank 003 (Blk., Orange, Blue, Yellow and Magenta)	cart	10		10	330.00	10			10	330.00	10			10	330.00	10			10	330.00	40.00	6600.00	6600.00
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																								
<b>Other Categories</b>																								
32	Document Storage Box	piece	10		10	3,900.00				0	0.00				0	0.00	0			0	0.00	10.00	390.00	3,900.00
33	Tires (205/70 R15)	piece	1		1	7,500.00				0	0.00				0	0.00				0	0.00	1.00	7500.00	7500.00
34	Battery 3SMF	piece	1		1	12,000.00				0	0.00				0	0.00				0	0.00	1.00	12000.00	12000.00
35	Oli Filter	piece	1		1	280.00				0	0.00				0	0.00				0	0.00	1.00	280.00	280.00
36	Wiper Arm	piece	2		2	760.00				0	0.00				0	0.00				0	0.00	2.00	380.00	760.00
37	Wiper Blade	piece	2		2	700.00				0	0.00				0	0.00				0	0.00	2.00	350.00	700.00
<b>A. TOTAL</b>																					<b>P</b>		<b>96,640.72</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					<b>P</b>		<b>9,664.07</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																					<b>P</b>		<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>																					<b>P</b>		<b>106,304.79</b>	

<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>										
<b>F. MONTHLY CASH REQUIREMENTS</b>									<b>P</b>	<b>-</b>
G.1 Available at Procurement Service Stores		29,878.21		24,817.73		18,369.05		18,295.73	<b>P</b>	91,360.72
G.2 Other Items not available at PS but regularly purchased from other sources		25,140.00				-		-	<b>P</b>	25,140.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		<b>55,018</b>		<b>24,817.73</b>		<b>18,369.05</b>		<b>18,295.73</b>	<b>P</b>	<b>116,500.72</b>

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:**

**Certified Funds Available / Certified Appropriate Funds Available / Approved by:**

ENGR. BONIFACIO S. MASILANG, JR.

JEROME H. DELA ROSA / MAURA MARIVIC S. LEYVA

HON. NINA RICCI A. YNARES

**Property/Supplier Officer**

**Accountant / Local Budget Officer**

**Head of Office/Agency**

**Date Prepared: February 8, 2023**