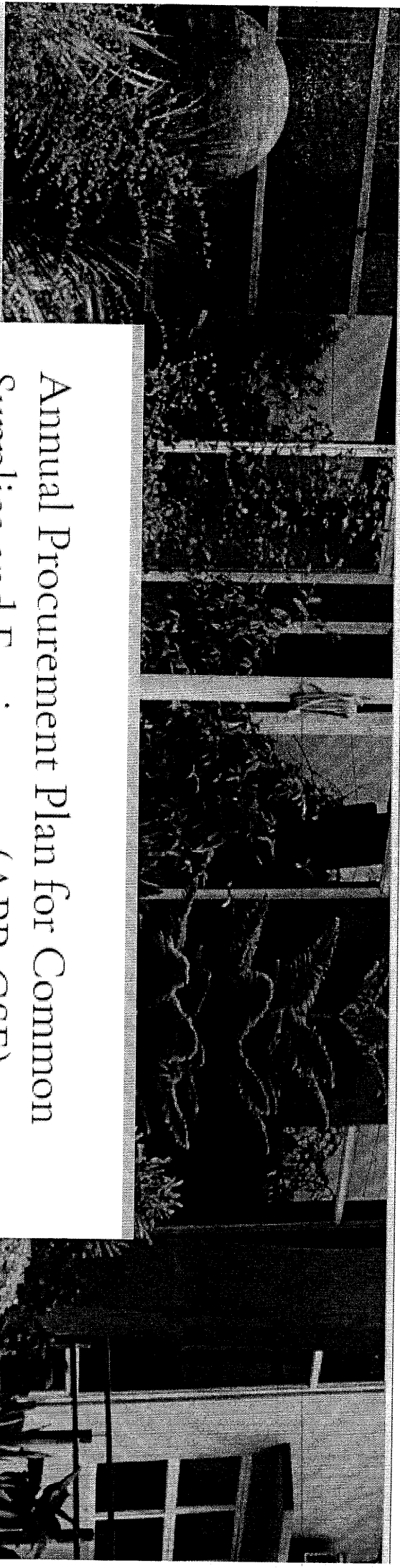




Annual Procurement Plan for Common Supplies and Equipment (APP-CSE) 2019

We are delighted to inform you that your agency APP-CSE 2019 has been received successfully. A copy of your responses will be sent to your email address. Thank you.

Hindi rinaguguyod o mindorso ng Google ang nilalamang ito. (Hilagang Pag-aaruso - Mga Tuntunin ng Serbisyo - Mga kaagdagang mga Team)

Google Forms



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:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.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-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 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: APP-2019_Name of Agency_Main or Regional Office (e.g. APP-2019_DBM_Central Office, APP-2019_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. 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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office:
Region:
Address:

Philippine Postal Corporation
Central Office
Lwasang Bonifacio, 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:
Organization Type: GOCC

Contact Person:
Position:
E-mail:
Telephone/Mobile Nos:

LORELEI J. DE CASTRO
Supply Officer IV
lorelei_decastro@yahoo.com
(02)570547-52/01910918364490

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				Oct	Nov	Dec
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																				
Pesticides or Pest Repellents																				
1	10959JH-A01 INSECTICIDE, aerosol type, net content: 600ml /min	can	20	20	20	60	8,361.60	20	20	20	60	8,361.60	20	20	20	60	8,361.60	240.00	139.36	33,446.40
Solvents																				
2	121960-AL-EO1 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	25	25	25	75	3,299.40	25	25	25	75	3,299.40	25	25	25	75	3,299.40	300.00	43.99	13,197.60
Color compounds and Dispersions																				
3	1217703-SI-P01 STAMP PAD INK, purple or violet	bottle	400	400	400	1200	29,552.64	400	400	400	1200	29,552.64	400	400	400	1200	29,552.64	4,800.00	24.63	118,210.56
Films																				
4	131103-Ac-F01 (Gauge #3) ACETATE, thickness: 0.075mm /min	roll	5	5	5	15	11,058.53	5	5	5	15	11,058.53	5	5	5	15	11,058.53	60.00	737.24	44,234.11
5	131101-CF-P02 297mm CARBON FILM, PE, black, size 210mm x	box	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	180.00	208.52	37,533.60
6	131101-CF-P02 330mm CARBON FILM, PE, black, size 216mm x	box	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	180.00	208.52	37,533.60
Paper Materials and Products																				
5	1411194-NP-S02 NOTE PAD, stick-on, 50mm x 76mm (2" x 3") /min	pad	25	25	25	75	2,416.44	25	25	25	75	2,416.44	25	25	25	75	2,416.44	300.00	32.22	9,665.76

16	4411514-NP-504	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	20	20	60	3,363.36	20	20	20	60	3,363.36	20	20	20	60	3,363.36	20	20	20	60	3,363.36	240.00	56.06	13,453.44
18	4411514-NB-501	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	50	50	50	150	1,806.48	50	50	50	150	1,806.48	50	50	50	150	1,806.48	50	50	50	150	1,806.48	600.00	12.04	7,225.92
19	4411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1800	1500	1500	4800	635,381.76	1500	1500	1000	4000	529,484.80	1500	1500	1000	4000	529,484.80	1000	1500	1000	3500	463,299.20	16,300.00	132.37	2,157,650.56
20	4411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	1200	750	750	2700	417,830.40	1000	750	750	2500	386,880.00	1000	500	500	1500	233,128.00	9,200.00	154.75	1,423,718.40	9,200.00	154.75	1,423,718.40	165,984.00	
23	4411531-PP-M01	PAPER, PAD, ruled, size: 216mm x 330mm (2 zmm)	pad	10	10	10	30	520.42	10	10	10	30	520.42	10	10	10	30	520.42	10	10	10	30	520.42	120.00	17.35	2,081.66
24	4411503-PA-P01	PAPER, PARACHMENT, size: 210 x 297mm, multi-purpose	ream	3	3	4	10	962.00	3	3	4	10	962.00	3	3	4	10	962.00	40.00	96.20	3,848.00	40.00	96.20	3,848.00	40.00	
26	4411531-MC-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50	50	50	150	10,608.00	75	75	75	225	15,912.00	75	75	75	225	15,912.00	50	50	50	150	10,608.00	750.00	70.72	53,040.00

Batteries and Cells and Accessories

29	3611502-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	10	10	30	591.86	10	10	10	30	591.86	10	10	10	30	591.86	120.00	19.73	2,367.46	120.00	19.73	2,367.46	120.00	19.73
30	3611502-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	5	5	15	292.50	5	5	5	15	292.50	5	5	5	15	292.50	60.00	19.50	1,170.00	60.00	19.50	1,170.00	60.00	19.50

Manufacturing Components and Supplies

32	3101010-CL-M01	GLUE, all purpose, gross weight: 200 grams min	jar	50	50	50	150	7,172.88	50	50	50	150	7,172.88	50	50	50	150	7,172.88	600.00	47.82	28,601.52	600.00	47.82	28,601.52	600.00	47.82
34	3101004-SW-501	STAPLE WIRE, STANDARD, (26/6)	box	400	400	400	1200	24,061.44	400	400	400	1200	24,061.44	400	400	400	1200	24,061.44	4,800.00	20.05	96,245.76	4,800.00	20.05	96,245.76	4,800.00	20.05
36	3101003-TA-M01	TAPE, MASKING, width: 24mm (21mm)	roll	80	80	80	240	13,228.80	80	80	80	240	13,228.80	80	80	80	240	13,228.80	960.00	55.12	52,915.20	960.00	55.12	52,915.20	960.00	55.12
37	3101003-TA-M02	TAPE, MASKING, width: 48mm (21mm)	roll	80	80	80	240	25,584.00	80	80	80	240	25,584.00	80	80	80	240	25,584.00	960.00	106.60	102,336.00	960.00	106.60	102,336.00	960.00	106.60
38	3101012-TA-P01	TAPE, PACKAGING, width: 48mm (21mm)	roll	100	100	100	300	5,460.00	100	100	100	300	5,460.00	100	100	100	300	5,460.00	1,200.00	18.20	21,840.00	1,200.00	18.20	21,840.00	1,200.00	18.20
39	3101012-TA-T01	TAPE, TRANSPARENT, width: 24mm (21mm)	roll	100	100	100	300	2,730.00	100	100	100	300	2,730.00	100	100	100	300	2,730.00	1,200.00	9.10	10,920.00	1,200.00	9.10	10,920.00	1,200.00	9.10
40	3101012-TA-T02	TAPE, TRANSPARENT, width: 48mm (21mm)	roll	100	100	100	300	5,460.00	160	160	160	480	8,736.00	160	160	160	480	8,736.00	1,740.00	18.20	31,668.00	1,740.00	18.20	31,668.00	1,740.00	18.20
41	3101007-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	20	20	20	60	3,057.60	20	20	20	60	3,057.60	20	20	20	60	3,057.60	240.00	50.96	12,230.40	240.00	50.96	12,230.40	240.00	50.96

Measuring and Observing and Testing Equipment

48	4111004-RU-P01	RULER, plastic, 450mm (18"), width: 38mm min	piece	6	6	6	18	278.55	6	6	6	18	278.55	6	6	6	18	278.55	72.00	15.48	1,114.21	72.00	15.48	1,114.21	72.00	15.48
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Cleaning Equipment and Supplies

49	4171010-TA-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	15	15	15	45	3,872.70	15	15	15	45	3,872.70	15	15	15	45	3,872.70	180.00	86.06	15,490.80	180.00	86.06	15,490.80	180.00	86.06
56	4210803-05-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	20	20	20	60	7,378.80	20	20	20	60	7,378.80	20	20	20	60	7,378.80	240.00	122.98	29,515.20	240.00	122.98	29,515.20	240.00	122.98
61	4171010-MP-A02	MOPHANDLE, heavy duty, aluminum, screw type	piece	20	20	20	60	8,736.00	20	20	20	60	8,736.00	20	20	20	60	8,736.00	240.00	145.60	34,944.00	240.00	145.60	34,944.00	240.00	145.60
62	4210160-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	40	40	50	130	14,331.20	50	50	50	150	16,536.00	50	50	50	150	16,536.00	580.00	110.24	63,939.20	580.00	110.24	63,939.20	580.00	110.24
63	4171010-MC-A01	RAGS, all cotton, 32 pieces per kilogram min	bundle	30	30	25	85	4,223.75	25	25	25	75	3,726.84	25	25	25	75	3,726.84	310.00	49.69	15,404.27	310.00	49.69	15,404.27	310.00	49.69
65	4210101-TB-P01	TRASHBAG, plastic, transparent	roll	50	50	50	150	20,982.00	50	50	50	150	20,982.00	50	50	50	150	20,982.00	600.00	139.88	83,928.00	600.00	139.88	83,928.00	600.00	139.88

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

69	4320102-TD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	3	3	4	10	27,248.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3	4	10	27,248.00	20.00	2,724.80	54,496.00
70	4320201-TD-U01	FLASH DRIVE, 16 GB capacity	piece	50	50	50	150	41,496.00	50	50	50	150	41,496.00	50	50	50	150	41,496.00	600.00	276.64	165,984.00	600.00	276.64	165,984.00	600.00	276.64
71	4321008-MO-O01	MOUSE, optical, USB connection type	unit	25	25	25	75	10,124.40	25	25	25	75	10,124.40	25	25	25	75	10,124.40	300.00	134.99	40,497.60	300.00	134.99	40,497.60	300.00	134.99

Office Equipment and Accessories and Supplies

83	4412205-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	100	100	100	300	2,271.36	100	100	100	300	2,271.36	100	100	100	300	2,271.36	0	0	0	0	0.00	900.00	7.57	6,814.08
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14	441209-BF-C02	CLIP, BACK/OLD, all metal, clamping: 25mm (-mm)	box	100	100	100	300	4,018.56	100	100	100	300	4,018.56	100	100	100	300	4,018.56	100	100	100	300	4,018.56	0	0	0	0	0.00	900.00	13.40	12,055.68
85	441209-BF-C03	CLIP, BACK/OLD, all metal, clamping: 32mm (-mm)	box	100	100	100	300	6,165.12	100	100	100	300	6,165.12	100	100	100	300	6,165.12	100	100	100	300	6,165.12	0	0	0	0	0.00	900.00	20.55	18,495.36
86	441209-BF-C04	CLIP, BACK/OLD, all metal, clamping: 50mm (-mm)	box	100	100	100	300	11,856.00	100	100	100	300	11,856.00	100	100	100	300	11,856.00	100	100	100	300	11,856.00	0	0	0	0	0.00	900.00	39.52	35,568.00
87	441210-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	100	100	100	300	5,266.56	100	100	100	300	5,266.56	100	100	100	300	5,266.56	100	100	100	300	5,266.56	100	100	100	300	5,266.56	1,200.00	17.56	21,066.24
88	441115-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	50	50	0	100	6,978.40	50	50	0	100	6,978.40	50	50	0	100	6,978.40	50	50	0	100	6,978.40	50	50	0	100	6,978.40	400.00	69.78	27,913.60
90	441206-EM-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	60.00	408.14	24,488.56
91	441206-EM-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	10	10	10	30	15,542.28	10	10	10	30	15,542.28	10	10	10	30	15,542.28	10	10	10	30	15,542.28	10	10	10	30	15,542.28	120.00	518.08	62,169.12
92	441206-EM-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	75	75	75	225	166,140.00	75	75	75	225	166,140.00	75	75	75	225	166,140.00	75	75	75	225	166,140.00	75	75	75	225	166,140.00	900.00	738.40	664,560.00
93	441206-EM-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	100	200	100	400	12,197.12	200	100	100	400	12,197.12	200	100	100	400	12,197.12	200	100	100	400	12,197.12	1,600.00	100	100	400	1,600.00	1,600.00	30.49	48,788.48
94	441206-EM-M01	ENVELOPE, MAILING, white, 80gsm (-54)	box	50	50	50	150	49,296.00	50	50	50	150	49,296.00	50	50	50	150	49,296.00	50	50	50	150	49,296.00	50	50	50	150	49,296.00	600.00	328.64	197,184.00
97	441218-FA-P01	FASTENER, METAL, 70mm between prongs	box	80	80	80	240	18,939.65	80	80	80	240	18,939.65	80	80	80	240	18,939.65	80	80	80	240	18,939.65	80	80	80	240	18,939.65	960.00	78.92	75,758.59
106	441210-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	500	500	500	1500	326,040.00	250	250	250	750	163,020.00	250	250	250	750	163,020.00	250	250	250	750	163,020.00	500	500	500	1500	326,040.00	4,500.00	217.36	978,120.00
107	441210-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	500	500	500	1500	419,452.80	500	500	500	1500	419,452.80	500	500	500	1500	419,452.80	500	500	500	1500	419,452.80	500	500	500	1500	419,452.80	6,000.00	279.64	1,677,811.20
110	441216-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	48	48	48	144	5,361.41	48	48	48	144	5,361.41	48	48	48	144	5,361.41	48	48	48	144	5,361.41	48	48	48	144	5,361.41	576.00	37.23	21,445.63
111	4412108-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	40	40	40	120	1,236.77	48	48	48	144	1,484.12	48	48	48	144	1,484.12	48	48	48	144	1,484.12	48	48	48	144	1,484.12	552.00	10.31	5,689.13
112	4412108-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	48	48	48	144	1,484.12	48	48	48	144	1,484.12	48	48	48	144	1,484.12	48	48	48	144	1,484.12	48	48	48	144	1,484.12	576.00	10.31	5,936.49
113	4412108-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	24	24	24	72	742.06	24	24	24	72	742.06	24	24	24	72	742.06	24	24	24	72	742.06	24	24	24	72	742.06	288.00	10.31	2,968.24
114	4412108-MP-B01	MARKER, PERMANENT, bullet type, black	piece	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	2,880.00	9.65	27,795.46
115	4412108-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	240	240	240	720	6,948.86	2,880.00	9.65	27,795.46
116	4412108-MP-B03	MARKER, PERMANENT, bullet type, red	piece	120	120	120	360	3,474.43	120	120	120	360	3,474.43	120	120	120	360	3,474.43	120	120	120	360	3,474.43	120	120	120	360	3,474.43	1,440.00	9.65	13,897.73
117	4412104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	75	75	75	225	1,345.50	75	75	75	225	1,345.50	75	75	75	225	1,345.50	75	75	75	225	1,345.50	75	75	75	225	1,345.50	900.00	5.98	5,382.00
122	4412109-SF-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	120	120	120	360	9,959.04	120	120	120	360	9,959.04	120	120	120	360	9,959.04	120	120	120	360	9,959.04	120	120	120	360	9,959.04	1,440.00	27.66	39,836.16
123	4412112-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	5	5	5	15	176.59	5	5	5	15	176.59	5	5	5	15	176.59	5	5	5	15	176.59	5	5	5	15	176.59	60.00	11.77	706.37
124	4412102-CU-H01	CUTTER KNIFE, for general purpose	piece	24	24	24	72	1,973.09	24	24	24	72	1,973.09	24	24	24	72	1,973.09	24	24	24	72	1,973.09	24	24	24	72	1,973.09	288.00	27.40	7,892.35
127	4410602-PUL-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	20	20	20	60	7,917.31	20	20	20	60	7,917.31	20	20	20	60	7,917.31	20	20	20	60	7,917.31	20	20	20	60	7,917.31	240.00	131.96	31,669.25
128	4412108-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	48	48	48	144	2,246.40	48	48	48	144	2,246.40	48	48	48	144	2,246.40	48	48	48	144	2,246.40	48	48	48	144	2,246.40	576.00	15.60	8,985.60
129	4412105-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	48	48	48	144	11,831.04	48	48	48	144	11,831.04	48	48	48	144	11,831.04	48	48	48	144	11,831.04	48	48	48	144	11,831.04	576.00	82.16	47,324.16
130	4412105-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	1	1	3	2,636.40	0	0	0	0	0.00	1	1	1	3	2,636.40	0	0	0	0	0.00	0	0	0	0	0.00	6.00	878.80	5,272.80
131	4412103-SF-P01	STAPLE REMOVER, PULER-TYPE	piece	30	30	30	90	1,636.13	30	30	30	90	1,636.13	30	30	30	90	1,636.13	30	30	30	90	1,636.13	30	30	30	90	1,636.13	360.00	18.18	6,544.51
132	4412105-TD-F01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	6	6	18	1,004.89	0	0	0	0	0.00	6	6	6	18	1,004.89	0	0	0	0	0.00	0	0	0	0	0.00	36.00	55.83	2,009.78
134	4410107-CAL-G01	CALCULATOR, compact, 12 digits	unit	20	20	20	60	8,112.00	20	20	20	60	8,112.00	20	20	20	60	8,112.00	20	20	20	60	8,112.00	20	20	20	60	8,112.00	240.00	135.20	32,448.00

