

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

Introduction:
Items 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 the PS 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 have 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 2020 template at www.up-phillips.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE template.
3. The Agency should indicate the quantity and unit of measure for each item to be purchased by the agency or purchased for a particular month.
4. The Agency should indicate the unit of measure for each 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.up-phillips.gov.ph and;
 - b. correct format is used but the 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 purchases.
7. Once accomplished and finalized, the APP-CSE 2024 form should be submitted to the Regional Office (e.g., APP2019, DBM, Central Office, APP2019, DBM, Region IVA).
8. Send using this link: <https://www.up-phillips.gov.ph> to the Regional Office (e.g., APP2019, DBM, Central Office, APP2019, DBM, Region IVA).
9. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILGEPS website. (Only buyer center users will be able to upload APP-CSEs).
10. The APP-CSE must be submitted during the year if there will be change 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.
11. For further assistance/calculation, agencies may call Marketing and Sales Division of the Procurement Service at telephone nos. (02)889-7750 loc 4019.

Note : Consistent with Memorandum Circular No. 2022-1 issued by AO 26 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September, 2022.

Department/Bureau/Office	UP Visayas	Contact Person	
Region	Region IV-B	Position	
Address	Milegao	Email	
		Telephone/Mobile No.	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year							
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
Solvents																							
1 ALCOHOL, Ethyl, 500 mL	Bottle				2	133.12				0	0				0	0				0	0	66.56	133.12
2 ALCOHOL, ethyl, 89%-92%, 1 Gallon	Gallon			3	3	1163.76				1	387.52				1	387.52				1	387.52	387.52	2,327.52
Arts and Crafts Equipment and Accessories and Supplies																							
3 CLEARBOOK, 20 Transparent pockets, A4	Piece				8	298.32				0	0				0	0				0	0	37.04	298.32
4 CLEARBOOK, 20 Transparent pockets, Legal	Piece				0	0				0	0				0	0				0	0	38.41	0.00
5 ERASER, plastic/rubber	Piece			8	8	34.86				0	0				0	0				0	0	4.37	34.86
6 SIGN PEN, Black, liquid or gel	Piece			24	24	486.24				0	0				0	0				24	20.28	20.28	486.24
7 SIGN PEN, Blue, liquid or gel	Piece			8	8	182.08				0	0				0	0				8	162.08	20.28	162.08
8 SIGN PEN, Red, liquid or gel	Piece			4	4	81.04				0	0				0	0				4	20.28	81.04	81.04
9 WRAPPING PAPER, kraft, 50 sheets per pack	Pack			2	2	306.68				2	306.68				0	0				4	0	154.84	618.36
Audio and Visual Equipment and Supplies																							
10 DOCUMENT CAMERA, 8 MP	Unit			0	0	0				0	0				0	0				0	0	23,920.60	0.00
11 MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (1000 Lumens)	Unit			0	0	0				0	0				0	0				0	0	17,472.00	0.00
Batteries and Cells and Accessories																							
12 BATTERY, dry Cell, size AA	Pack			21	21	762.3				9	326.7				5	181.5				11	389.3	36.30	1,699.80
13 BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	Pack			19	19	374.87				9	177.57				5	98.85				8	157.84	19.73	808.93
14 BATTERY, dry cell, size D, Two (2) pieces per blister pack	Pack			0	0	0				1	98.2				0	0				0	0	96.20	96.20
Cleaning Equipment and Supplies																							
15 AIR FRESHENER, Aerosol type, 150g	Can			0	0	0				4	350.88				0	0				6	541.32	90.22	902.20
16 BROOM, Soft (Walla Tumblo)	Piece			3	3	408.72				0	0				0	0				0	0	136.24	408.72
17 BROOM, Stick (Walla Tumblo)	Piece			3	3	54.6				0	0				0	0				0	0	18.20	54.60
18 CLEANER, Toilet Bowl and Urinal, 800mL - 1000mL	Bottle			5	5	208				5	208				0	0				10	41.60	41.60	416.00
19 CLEANSER, Soaping Powder, 350g	Can			0	0	0				5	119.6				0	0				0	0	23.92	119.60
20 DETERGENT BAR, 140g as packed	Bar			3	3	24.9				0	0				0	0				0	0	8.30	24.90
21 DETERGENT POWDER, all purpose, 1kg	Pouch			16	16	865.28				5	324.48				3	182.24				3	182.24	84.08	1,514.24
22 DISINFECTANT SPRAY, Aerosol type, 400g	Can			9	9	1180.84				21	2108.16				4	515.84				4	515.84	128.86	4,920.48

Manufacturing Components and Supplies													
82	GLUE, all-purpose, 200 grams	Jar				3	214.5				12	858	1,501.50
83	STAPLE WIRE, heavy duty (binder type), 2313	Box				0	0				4	79.04	79.04
84	STAPLE WIRE, standard	Box				2	44.82				10	224.1	398.59
85	TAPE, archival	Roll				2	37.34				8	148.38	186.70
86	TAPE, archival	Roll				10	548				18	962.8	1,801.80
87	TAPE, masking, 24mm	Roll				15	1539				20	2132	4,264.20
88	TAPE, masking, 48 mm	Roll				0	0				18	402.48	402.48
89	TAPE, packaging, 48 mm	Roll				47	474.23				10	100.9	615.46
90	TAPE, transparent, 24mm	Roll				35	698.85				22	435.34	1,382.29
91	TAPE, transparent, 48 mm	Roll				0	0				5	291.2	291.20

Measuring and Observing and Testing Equipment													
72	RULER, plastic, 450 mm	Piece				0	0				8	141.44	247.52

Office Equipment and Accessories and Supplies													
73	BLADE, for general purpose cut/utility knife, 10 pieces per tube	Tube				0	0				7	103.74	103.74
74	BINDING AND PUNCHING MACHINE, 50mm binding capacity	Unit				0	0				0	0	0.00
75	CALCULATOR, compact	Unit				2	533.7				2	533.7	1,067.40
76	CHALK, white enamel, 100 pieces per box	Box				0	0				2	59.28	59.28
77	CLIP, backfold, 19mm	Box				0	0				4	35.04	35.04
78	CLIP, backfold, 25mm	Box				0	0				4	60.86	60.86
79	CLIP, backfold, 32mm	Box				0	0				4	85.44	85.44
80	CLIP, backfold, 50mm	Box				0	0				4	219.4	219.40
81	CORRECTION TAPE, 9 meters	Piece				27	315.96				17	186.88	887.68
82	CUTTER/UTILITY KNIFE, for general purpose	Piece				2	56.86				0	0	0.00
83	DATA FILE BOX	Box				6	463.2				6	463.2	2,779.20
84	DATA FOLDER	Piece				0	0				18	1235.52	2,223.96
85	DATING AND STAMPING MACHINE	Piece				1	452.96				3	1351.68	1,815.64
86	ENVELOPE, Documentary, A4, 500 pieces per box	Box				1	673.09				1	673.09	1,345.18
87	ENVELOPE, Documentary, legal, 500 pieces per box	Box				1	927.16				1	827.16	1,654.32
88	ENVELOPE, Expanding, Kraft, 100 pieces per box	Box				0	0				1	738.4	738.40
89	ENVELOPE, Expanding, plastic	Piece				0	0				322	5817.78	9,817.78
90	ENVELOPE, Mail, 500 pieces per box	Box				3	1134.6				2	756.4	1,891.00
91	ENVELOPE, Mail, with window, 500 pieces per box	Box				0	0				1	433.68	433.68
92	ERASER, FELT, for blackboard/whiteboard	Piece				0	0				2	20.6	20.60
93	FACSIMILE MACHINE	Unit				0	0				0	0	0.00
94	FASTENER, metal, non-sharp edges, 50 sets per box	Box				0	0				0	0	0.00
95	FILE ORGANIZER, expanding, plastic, legal	Piece				0	0				0	0	0.00
96	FILE TAB/INDEX DIVIDER, bristol board, A4	Set				0	0				8	89.04	89.04
97	FILE TAB/INDEX DIVIDER, bristol board, legal	Set				0	0				5	71.16	71.15
98	FOLDER, Fanny with slots, legal, 50 pieces per bundle	Bundle				1	270.4				2	540.8	1,382.00
99	FOLDER, Fanny with slots, legal, 50 pieces per bundle	Bundle				0	0				1	311.88	311.88
100	FOLDER, Legal, A4, 50 pieces per pack	Pack				0	0				1	171.43	171.43
01	FOLDER, Legal, legal, 50 pieces per pack	Pack				1	243.24				2	486.48	1,216.20
02	FOLDER, postboard, 100 pieces per box	Box				0	0				1	852.84	852.84
03	FOLDER with tabs, A4, 100 pieces per pack	Pack				10	2790				1	279	3,068.00
04	FOLDER with tabs, legal, 100 pieces per pack	Pack				11	3534.86				1	321.36	7,397.28
05	INDEX TAB, self-adhesive, transparent, 5 sets per box	Box				0	0				0	0	0.00
06	MAGAZINE FILE BOX, large	Piece				0	0				10	416	416.00
07	MARKER, Fluorescent, 3 colors per set	Set				2	73.32				12	439.82	659.88
08	MARKER, Permanent, Black	Piece				2	17.96				18	161.64	215.52
09	MARKER, Permanent, Blue	Piece				2	17.96				8	71.84	125.72
10	MARKER, Permanent, Red	Piece				2	17.96				8	71.84	125.72

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OFFICE SUPPLIES																
	mm															
Special paper 6.5x11 80 gsm, yellow	mm															5,000.00
Special Paper, Board, green	pack															500.00
construction paper, assorted colors	pack															800.00
special paper 15x11 80 gsm, light green	mm															31,200.00
Colored Paper	pack															1,400.00
special paper cream 210 gsm	mm															6,000.00
PAPER, Colored, Board (for Certificates, Programs, etc.)	mm															1,700.00
Balloons, black 0.5mm S-Fine Paper Casill	pc															2,620.00
PEN-BALL, 5x-S Fine	pc															1,720.00
PEN-BALL ordinary (blue, black, red)	pc															1,260.00
Balloons, fine, black	pc															6,850.00
Ball pen blue	pc															204.00
PEN-BALL ordinary, black	pc															1,210.00
PEN-BALL ordinary, red	pc															132.00
PEN, FABER CASTELL, red	pc															400.00
PEN, FABER CASTELL, black & blue	pc															700.00
Pen, Sign, Black, G-Tech 0.3 mm	pc															5,775.00
Clip, backfold, 19mm, 125box	box															232.00
CLIP, backfold, 19mm, 125box, Price	box															106.00
CLIP, backfold, 30mm, 125box, Price	box															2,030.00
CLIP, backfold, 25mm, 125box, Price	box															276.00
CLIP, backfold, 25mm, 125box, Price	box															420.00
CLIP, backfold, 25mm, 125box, Price	box															410.00
CLIP, backfold, 25mm, 125box, Price	box															1,125.00
RING BINDER, 24x34", plastic	pc															325.00
RING BINDER, 11x14", plastic	pc															950.00
RING BINDER, 11x14", plastic	pc															350.00
ringing tape, 14quot	pc															1,000.00
CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case, Canon	un															500.00
CALCULATOR, Regular, at least 8 digits	un															5,000.00
CALCULATOR, compact, electronic, LCD, 12 digits, two-way power source, Canon	un															2,850.00
CALCULATOR, desktop, 12 digits, 2 color preilluminated display, AC power source, Casio	un															500.00
CALCULATOR 14 DIGIT TWIN POWER	pc															7,500.00
CALCULATOR, 12 Digits, Two Way Power	un															24,000.00
Classroom and Laboratory Black Board	pc															3,225.00
Highlighter, Stable Base Assorted colors	pc															135.00
Highlighter (blue)	pc															1,260.00
Highlighter (yellow)	pc															300.00
Highlighting pen Stable base	pc															8,200.00
CONTINUOUS FORMS, 2 ply, 11" x 8-1/2", 1000 sets/box	box															7,200.00
CONTINUOUS FORMS, 1 ply, 11" x 8-1/2", 2000 sets/box	box															7,150.00
CONTINUOUS FORMS, 2 ply, 13 1/2" x 8-1/2", 1000 SETS/BOX	box															2,400.00
Correction tape	pc															1,400.00
Correction tape roller type	pc															8,200.00
CORRECTION TAPE, disposable, usable length of 4 meters, 5 mm width	pc															7,200.00
TAPE-CORRECTION, roller type	pc															300.00
Correction tape (roller type)	pc															11,515.00
CORRECTION FLUID, Pen type	pc															400.00
CORRECTION FLUID, 20ml, Stanger	bd															3,000.00
Mobile drawer, w/ centralised lock, made of steel	pc															35.00
ORGANIZER, desk, flat	pc															600.00
Photopaper	pack															

