

**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](http://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](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 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 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 no.(02)669-7750 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.

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Department/Bureau/Office: HOUSING AND LAND USE REGULATORY BOARD  
 Region: VII-Cebu  
 Address: RM608 CLUB ULTIMA TOWER II, OSMENA BLVD., CEBU CITY

Organization Type: Government Service

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																		
<b>Pesticides or Pest Repellents</b>																		
1. 100150-NA00 INSECTICIDE, aerosol type, net content: 600ml mlh	can				0	0.00				0	0.00				0	0.00	139.36	0.00
<b>Solvents</b>																		
7. 100150-AU00 ALCOHOL, ethyl, 68%-70%, scented, 500ml (500)	bottle					0	0.00								0	0.00	43.99	0.00
<b>Color Compounds and Dispersions</b>																		
3. 100150-SI00 STAMP PAD INK, purple or violet	bottle		5	5	5	123.14									0	0.00	24.63	369.41
<b>FILMS</b>																		
4. 130003-AC00 ACETATE, thickness: 0.075mm mlh (gauge #3)	roll					0	0.00								0	0.00	737.34	0.00
5. 130004-CR00 CARBON FILM, PE, black, size 210mm x 297mm	box					0	0.00								0	0.00	208.52	0.00
6. 130005-CR00 CARBON FILM, PE, black, size 216mm x 330mm	box		1	1	1	208.52									0	0.00	208.52	417.04
<b>Paper Materials and Products</b>																		
7. 140155-CA00 CARTOLINA, assorted colors	pack					0	0.00								0	0.00	75.78	0.00







40	301593-7A Toz	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	20	20	364.00	546.00	10	10	182.00	182.00	70.00	18.20	1,274.00
41	301593-7B Toz	TWINE, plastic, one (1) kilo per roll	roll	0	0	0.00	0.00	0	0	0.00	0.00	0.00	50.96	0.00
<b>Heating and Ventilation and Air Circulation</b>														
42	401604-4F-0n	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	974.48	0.00
43	401604-4F-0n	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	1,192.88	0.00
44	401604-4F-0n	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	1,006.39	0.00
45	401604-4F-0n1	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	669.66	0.00
<b>Lighting and Fixtures and Accessories</b>														
46	301605-2L-0n	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	40.56	0.00
47	301605-2L-0n	Light Bulb, LED, 7 watts 1 pc in individual box	piece	10	10	724.88	0.00	10	10	724.88	20	40.00	72.49	2,899.52
<b>Measuring and Observing and Testing Equipment</b>														
48	401604-8U-0n1	RULER, plastic, 450mm (18"), width: 38mm min	piece	30	30	464.26	0.00	30	30	464.26	30	90.00	15.48	1,392.77
<b>Cleaning Equipment and Supplies</b>														
49	471161-4F-0n	AIR FRESHENER, aerosol, 280ml/50g min	can	0	0	0.00	0.00	0	0	0.00	0.00	0.00	86.06	0.00
50	471161-4F-0n	BROOM, soft (tambo)	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	130.00	0.00
51	471161-4F-1n	BROOM, STICK (TRACING), usable length: 260mm min	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	30.58	0.00
52	471161-7L-0n	CLEANER, TOILET BOWL AND URINAL, 900ml/1000ml cap	bottle	0	0	0.00	0.00	0	0	0.00	0.00	0.00	41.60	0.00
53	471161-4L-0n1	CLEANER, SCOURING POWDER, 350g min/can	can	0	0	0.00	0.00	0	0	0.00	0.00	0.00	33.92	0.00
54	471161-0E-0n1	DETERGENT BAR, 140 grams as packed	bar	0	0	0.00	0.00	0	0	0.00	0.00	0.00	8.01	0.00
55	471161-0E-0n1	DETERGENT POWDER, all purpose, 8g pack	pack	0	0	0.00	0.00	0	0	0.00	0.00	0.00	37.43	0.00
56	471161-4E-0n	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0	0.00	0.00	0	0	0.00	0.00	0.00	122.98	0.00
57	471161-0U-0n	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	24.84	0.00
58	471161-0E-0n1	FLOOR WAX PASTE, RED	can	0	0	0.00	0.00	0	0	0.00	0.00	0.00	269.36	0.00
59	471161-3E-0n	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0	0.00	0.00	0	0	0.00	0.00	0.00	87.56	0.00
60	471161-0U-0n1	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	1,911.00	0.00
61	471161-0U-0n1	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	145.60	0.00
62	471161-0U-0n1	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	0.00	0.00	0	0	0.00	0.00	0.00	110.24	0.00
63	471161-0U-0n1	RAGS, all cotton, 32 pieces per 40gram min	bundle	0	0	0.00	0.00	0	0	0.00	0.00	0.00	49.69	0.00
64	471161-0E-0n1	SCOURING PAD, made of synthetic nylon, 140 x 230mm	pack	0	0	0.00	0.00	0	0	0.00	0.00	0.00	102.96	0.00
65	471161-1B-0n1	TRASHBAG, plastic, transparent	roll	0	0	0.00	0.00	0	0	0.00	0.00	0.00	139.88	0.00
66	471161-0U-0n1	WASTEBASKET, non-rigid plastic	piece	30	30	707.62	0.00	30	30	707.62	60.00	60.00	23.59	1,415.33
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>														
67	431161-0E-0n1	Desktop Computer, branded	unit	0	0	0.00	0.00	0	0	0.00	0.00	0.00	30,208.00	0.00
68	430003-0V-0n1	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	10	10	217.88	0.00	10	10	217.88	30.00	30.00	21.79	653.64



69	431603-10-002	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	1	2,724.80	0	0.00	1	2,724.80	0	0.00	0	0.00	0	0.00	0.00	3,724.80	5,449.60
70	432010-20-001	FLASH DRIVE, 16 GB capacity	piece	10	2,766.40	0	0.00	0	0.00	10	2,766.40	0	0.00	0	0.00	0.00	2,766.40	5,532.80
71	431959-10-001	Laptop Computer, branded	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	35,916.40	0.00
72	431959-30-001	MOUSE, optical, USB connection type	unit	10	1,349.92	0	0.00	0	0.00	10	1,349.92	0	0.00	0	0.00	0.00	134,992.00	3,599.84
73	432010-20-002	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	0.00	331,312.80	0.00
74	431959-20-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	7,995.52	0.00
75	432010-20-001	PRINTER, LASER, monochrome, network-ready	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	724.88	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	0.00	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	0.00	0.00	0.00
78	NA	PRINTER, Inkjet, Color	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
79	NA	Hub/Switches	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
80	NA	Network Routers	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
81	NA	Wireless Access Point	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

**Office Equipment and Accessories and Supplies**

82	441210-20-001	CHALK, molded, white, dustless, length: 78mm min	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	15.68	0.00
83	441210-20-001	CLIP, BACKFOLD, all metal, clamping: 19mm (-mm)	box	20	151.42	0	0.00	20	151.42	0	0.00	20	151.42	0	0.00	0.00	757.00	454.27
84	441210-20-002	CLIP, BACKFOLD, all metal, clamping: 25mm (-mm)	box	20	267.90	0	0.00	20	267.90	0	0.00	20	267.90	0	0.00	0.00	13,400.00	803.71
85	441210-20-003	CLIP, BACKFOLD, all metal, clamping: 32mm (-mm)	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	20.55	0.00
86	441210-20-004	CLIP, BACKFOLD, all metal, clamping: 50mm (-mm)	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	39.52	0.00
87	441210-20-001	CORRECTION TAPE, film base type, UL 6m min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	17.56	0.00
88	441210-20-001	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	69.78	0.00
89	441210-20-001	DATA FOLDER, made of chipboard, tagline lock	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	68.64	0.00
90	441210-20-001	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	2,040.69	5	2,040.69	5	2,040.69	5	2,040.69	5	2,040.69	5	2,040.69	15,000.00	408.14	6,122.06
91	441210-20-002	ENVELOPE, DOCUMENTARY, for legal size document	box	5	2,590.38	5	2,590.38	5	2,590.38	5	2,590.38	5	2,590.38	5	2,590.38	15,000.00	516.08	7,771.14
92	441210-20-001	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	5	3,692.00	5	3,692.00	5	3,692.00	5	3,692.00	5	3,692.00	5	3,692.00	15,000.00	738.40	11,076.00
93	441210-20-001	ENVELOPE, EXPANDING, PLASTIC, 0.30mm thickness min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	30.49	0.00
94	441210-20-001	ENVELOPE, MAILING, white, 80gsm (-5)	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	328.64	0.00
95	441210-20-001	ENVELOPE, mailing, white, with window	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	410.80	0.00
96	441210-20-001	ERASER, FELT, for blackboard/whiteboard	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	11.11	0.00
97	441210-20-001	FASTENER, METAL, 70mm between prongs	box	30	2,367.46	0	0.00	0	0.00	20	1,578.30	0	0.00	0	0.00	50,000.00	78.92	3,945.76
98	441210-20-001	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	70.61	0.00
99	441210-20-001	FILE TAB DIVIDER, bristol board, for A4	set	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.48	0.00
100	441210-20-001	FILE TAB DIVIDER, bristol board, for legal	set	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	16.64	0.00
101	441210-20-001	FOLDER, FANCY, for A4 size documents	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	253.29	0.00