

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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:

- Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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](http://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 the CSE requirements that are available for purchase in 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.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
  - Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_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 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.)
- 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.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.  
 Department/Bureau/Office: OFFICE OF THE SOLICITOR GENERAL  
 Region: NCR  
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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
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																			
<b>PESTICIDES OR PEST REPELLENTS</b>																			
1	10191509-IN-401 INSECTICIDE, aerosol type, net content: 600ml min	can	10	10	1,393.60	0	0.00	0	0.00	10	10	1,393.60	0	0.00	0	0.00	20.00	139.36	2787.20
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																			
2	53131626-HS-501 HAND SANITIZER, 500 ml	bottle	193	193	29,225.99	193	29,225.99	193	29,225.99	195	195	29,528.85	0	0.00	0	0.00	581.00	151.43	87980.03
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																			
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	774	774	33,730.92	774	33,730.92	774	33,730.92	775	775	33,774.50	0	0.00	0	0.00	2,323.00	43.58	101236.34
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	457.60	0.00
5	51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, scented, 500ml (-5ml)	bottle			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	43.58	0.00
6	51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	455.00	0.00
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																			
8	12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	25	25	788.00		0.00		0.00	25	25	788.00	0	0.00	0	0.00	50.00	31.52	1576.00
<b>FILMS</b>																			
9	13111203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	847.82	0.00
10	13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	30	30	6,840.00		0.00		0.00	40	40	8,840.00	0	0.00	0	0.00	70.00	221.00	15470.00
11	13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	208.52	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																			
12	14111525-CA-A01 CARTOLINA, assorted colors	pack			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	83.72	0.00
13	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	882.55	0.00
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0.00		0.00		0.00			0.00	0	0.00	0	0.00	0.00	1029.60	0.00





91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	140	23,441.60	140	0.00	140	23,441.60	0	0.00	280.00	167.44	46883.20
92	4321708-MO-001	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in hd	unit	75	8,347.50	75	0.00	75	8,347.50	0	0.00	150.00	111.30	16695.00
93	4321708-MO-002	MOUSE, WIRELESS, USB	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	154.00	0.00
94	43212102-PR-002	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	38100.97	0.00
95	43212102-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	9191.52	0.00
96	43212105-PR-001	PRINTER, laser, monochrome	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	724.88	0.00
97	43212105-PR-002	PRINTER, laser, colored	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	7899.00	0.00
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>														
98	44121716-CH-W01	CHALK, modeld, white, dustless, length: 78mm min	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	29.64	0.00
99	4412105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	9.05	0.00
100	4412105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	15.27	0.00
101	4412105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	300	6,240.00	0	0.00	0	0.00	0	0.00	300.00	20.80	6240.00
102	4412105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	300	14,352.00	0	0.00	0	0.00	0	0.00	300.00	47.84	14352.00
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	450	6,309.00	450	6,309.00	450	6,309.00	450	6,309.00	1,800.00	14.02	25236.00
104	4411515-DF-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0.00	0	0.00	0	0.00	0	0.00	0.00	77.20	0.00
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	50	3,432.00	0	0.00	0	0.00	50	3,432.00	100.00	68.64	6864.00
106	44121506-BN-001	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	673.09	0.00
107	44121506-BN-002	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	927.16	0.00
108	44121506-BN-001	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	30	22,152.00	30	22,152.00	30	22,152.00	30	22,152.00	120.00	738.40	88608.00
109	44121506-BN-002	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0.00	0	0.00	0	0.00	0	0.00	0.00	30.49	0.00
110	44121504-EH-W02	ENVELOPE, mailing, white, 70gsm	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	378.20	0.00
111	44121504-EH-W02	ENVELOPE, mailing, white, with window	box	0	0.00	0	0.00	0	0.00	0	0.00	0.00	433.68	0.00
112	4411912-ER-R01	ERASER, FELT, for blackboard/whiteboard	piece	0	0.00	0	0.00	0	0.00	0	0.00	0.00	10.30	0.00
113	44122118-FA-F01	FASTENER, METAL, 70mm between prongs	box	0	0.00	100	8,341.00	100	8,341.00	0	0.00	200.00	83.41	16682.00
114	4411515-FO-R01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0.00	0	0.00	0	0.00	0	0.00	0.00	86.04	0.00
115	44122018-FT-001	FILE TAB DIVIDER, Bristol board, for A4	set	0	0.00	0	0.00	0	0.00	0	0.00	0.00	11.13	0.00
116	44122018-FT-002	FILE TAB DIVIDER, Bristol board, for legal	set	0	0.00	0	0.00	0	0.00	0	0.00	0.00	14.23	0.00
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0.00	270.40	0.00
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0.00	311.88	0.00
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0.00	0	0.00	0	0.00	0	0.00	0.00	171.43	0.00
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0.00	0	0.00	0	0.00	0	0.00	0.00	243.24	0.00
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	40	38,105.60	40	38,105.60	40	38,105.60	40	38,105.60	160.00	952.64	152422.40
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	0	0.00	0	0.00	0	0.00	0	0.00	0.00	279.00	0.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	60	19,281.60	60	19,281.60	60	19,281.60	60	19,281.60	220.00	321.36	70699.20
124	44122008-IT-T01	INDEX TAB, self adhesive, transparent	box	30	1,700.40	30	1,700.40	30	1,700.40	0	0.00	60.00	56.68	3400.80
125	4411515-MF-R02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0.00	0	0.00	0	0.00	0	0.00	0.00	41.60	0.00
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	200	9,336.00	200	9,336.00	200	9,336.00	200	9,336.00	800.00	46.68	37344.00
127	44121708-MW-R01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0.00	75	1,003.50	75	1,003.50	0	0.00	150.00	13.38	2007.00
128	44121708-MW-R02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0.00	75	1,003.50	75	1,003.50	0	0.00	150.00	13.38	2007.00
129	44121708-MW-R03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0.00	40	535.20	40	535.20	0	0.00	80.00	13.38	1070.40
130	44121708-MP-R01	MARKER, PERMANENT, bullet type, black	piece	150	1,347.00	0	0.00	150	1,347.00	0	0.00	300.00	8.98	2694.00
131	44121708-MP-R02	MARKER, PERMANENT, bullet type, blue	piece	150	1,347.00	0	0.00	150	1,347.00	0	0.00	300.00	8.98	2694.00
132	44121708-MP-R03	MARKER, PERMANENT, bullet type, red	piece	50	448.00	0	0.00	50	448.00	0	0.00	100.00	8.98	898.00

133	4412104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	350	2,716.00	300	2,328.00	350	2,716.00	300	2,328.00	300	2,328.00	1,300.00	7.76	10088.00
134	4412104-PC-302	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	350	5,999.00	300	5,142.00	350	5,999.00	300	5,142.00	300	5,142.00	1,300.00	17.14	22282.00
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	0	0.00	60	1,247.40	0	0.00	0	0.00	0	0.00	60.00	20.79	1247.40
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	239.79	0.00
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	200	21,900.00	200	0.00	200	21,900.00	200	0.00	200	0.00	400.00	109.50	43800.00
138	44121905-SP-F01	STAMP PAD, FELT, lead dimension: 50mm x 100mm min	piece	25	873.75	0	0.00	25	873.75	0	0.00	0	0.00	50.00	34.95	1747.50
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	14.82	0.00
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	33.43	0.00
141	44103202-DS-H01	DATING AND STAMPING MACHINE, heavy duty	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	453.96	0.00
142	44121619-PS-H01	PENCIL SHARPENER, manual, single cutter head	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	202.80	0.00
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	75	9,897.00	0	0.00	75	9,897.00	0	0.00	0	0.00	150.00	131.96	19794.00
144	44121618-SS-501	SCISSORS, symmetrical, blade length: 65mm min	pair	80	3,244.80	70	2,839.20	80	3,244.80	80	3,244.80	0	0.00	230.00	40.56	9328.80
145	44121615-ST-501	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	150	26,520.00	150	26,520.00	150	26,520.00	150	26,520.00	0	0.00	450.00	176.80	79560.00
146	44121615-ST-901	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0	0.00	10	9,141.60	0	0.00	0	0.00	0	0.00	10.00	914.16	9141.60
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	400	9,960.00	0	0.00	400	9,960.00	0	0.00	0	0.00	800.00	24.90	19920.00
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	60	3,852.00	0	0.00	60	3,852.00	0	0.00	0	0.00	120.00	64.20	7704.00
149	44101602-PB-H01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	9534.72	0.00
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	10	3,468.50	0	0.00	10	3,468.50	0	0.00	0	0.00	10.00	346.85	3468.50
151	44101714-FX-H01	FACSIMILE MACHINE, uses thermal paper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5642.00	0.00
152	44101601-PT-H01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	9297.60	0.00
153	44101603-PS-H01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5699.20	0.00

**PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES**

154	44103109-BR-C05	DRUM CART, BROTHER DR-3455	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	6947.20	0.00
155	44103105-BR-904	INK CART, BROTHER LC678, Black	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	910.00	0.00
156	44103105-BR-905	INK CART, BROTHER LC678YBK, Black	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1601.60	0.00
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	6760.00	0.00
158	44103103-BR-816	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5080.40	0.00
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	8569.60	0.00
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	8569.60	0.00
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	8569.60	0.00
162	44103103-SA-803	TONER CART, SAMSUNG ML-1228S06, Black	Cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5116.80	0.00
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	989.04	0.00
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	7	7,207.20	0	0.00	7	7,207.20	0	0.00	0	0.00	14.00	1029.60	14414.40
165	44103105-CA-804	INK CART, CANON PG-740, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	754.00	0.00
166	44103105-CA-802	INK CART, CANON PG-810, Black	cart	7	5,460.00	0	0.00	7	5,460.00	0	0.00	0	0.00	14.00	780.00	10920.00
167	44103105-EP-817	INK CART, EPSON C13T664100 (T6641), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	249.60	0.00
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	249.60	0.00
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	249.60	0.00
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	249.60	0.00
171	44103105-HP-840	INK CART, HP C2P04AA (HP82) Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	773.76	0.00
172	44103105-HP-T40	INK CART, HP C2P06AA (HP82) Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	950.56	0.00
173	44103105-HP-809	INK CART, HP C3951AA, (HP21), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	795.60	0.00
174	44103105-HP-T10	INK CART, HP C3952AA, (HP22), Tri-color	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	920.40	0.00





