

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 APP 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 2020 template at [www.ps-philegps.gov.ph](http://www.ps-philegps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 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-philegps.gov.ph](http://www.ps-philegps.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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2020\_Name of Agency\_Main or Regional Office (e.g. APP2020\_DBM\_Central Office, APP2020\_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 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)689-7750 local 4019.

*Note: Consistent with Memorandum Circular No. 2019-1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.*

Department/Bureau/Office: NATIONAL PRIVACY COMMISSION  
 Region: NCR  
 5th floor, Delegation Building, Philippine International Convention Center, Pasay City  
 Agency Account Code: U059  
 Organization Type: National Government Agency  
 Contact Person: JOEL T. PAGTULINGAN JR.  
 Position: Administrative Officer III  
 E-mail: [joel.pagtulingan@npsc.gov.ph](mailto:joel.pagtulingan@npsc.gov.ph)  
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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			

**PART I. AVAILABLE AT PROCUREMENT SERVICE STORES**

<b>Pesticides or Pest Repellents</b>																					
1	1091909-1H-401	INSECTICIDE aerosol type, net content: 600ml/ml	can				0	0.00				0	0.00				0	0.00	0.00	139.36	0.00
<b>Solvents</b>																					
2	12191601-AI-601	ALCOHOL, ethyl, 68%-70%, scented, 500ml (5.9ml)	bottle				0	0.00				0	0.00				0	0.00	0.00	43.79	0.00
<b>Color Compounds and Dispersions</b>																					
3	122173025A-901	STAMP PAD INK, purple or violet	bottle				0	0.00				0	0.00				0	0.00	0.00	30.8	0.00
<b>Films</b>																					
4	13111303-AC-901	ACETATE, thickness: 0.075mm/min (GRADE #3)	roll	1			1	847.82	1			1	847.82	1			1	847.82	4.00	847.82	3,391.28
5	13111301-C-901	CARBON FILM, PE, black, size 210mm x 292mm	box	1			1	221.00	0			0	0.00	1			0	0.00	2.00	221	440.00
6	13111301-C-902	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
<b>Paper Materials and Products</b>																					
7	1411152-C-401	CARTOLINA, assorted colors	pack	3			3	251.16	3			3	251.16	3			3	251.16	12.00	83.72	1,004.64
8	1411159-C-111	CONTINUOUS FORM, 1 RLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00











Office Equipment and Accessories and Supplies

74	4412106-PR-U01	PRINTER, LASER, monochrome, network-ready	unit	4		4	2,899.52	4		4	2,899.52	4		4	2,899.52	4		4	2,899.52	16.00	724.88	11,598.08
75	4412120-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box		0	0.00			0	0.00			0	0.00			0	0.00			0.00	
76	4412105-6F-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	50	452.50	50		50	452.50	50		50	452.50	0	0.00	150.00		9.05		1,357.50		1,357.50
77	4412105-6F-C02	CLIP, BACKFOLD, all metal, clamping: 29mm (1mm)	box	50	763.50	50		50	763.50	50		50	763.50	50		200.00		15.27		3,054.00		3,054.00
78	4412105-6F-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box	0	0.00	0		0	0.00	0		0	0.00	0		0.00		20.8		0.00		0.00
79	4412105-6F-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	30	1,435.20	30		30	1,435.20	30		30	1,435.20	30		120.00		47.84		5,740.80		5,740.80
80	4412180-CT-R01	CORRECTION TAPE, film base type, 1/4 in min	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		77.2		0.00		0.00
81	4411515-0F-801	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		68.64		10,296.00		10,296.00
82	4412011-0F-R01	DATA FOLDER, made of chipboard, English lock	piece	50	3,432.00	50		50	3,432.00	50		50	3,432.00	0	0.00	150.00		68.64		0.00		0.00
83	4412106-6V-001	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0.00	0		0	0.00	0		0	0.00	0		0.00		673.09		0.00		0.00
84	4412106-6V-002	ENVELOPE, DOCUMENTARY, for legal size document	box	50	46,358.00	50		50	46,358.00	50		50	46,358.00	50		200.00		927.16		185,432.00		185,432.00
85	4412106-6V-001	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	0	0.00	0		0	0.00	0		0	0.00	0		0.00		738.4		0.00		0.00
86	4412106-6V-002	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	50	1,524.64	50		50	1,524.64	50		50	1,524.64	50		200.00		30,492.8		6,098.56		6,098.56
87	4412106-6V-002	ENVELOPE, MAILING, white, 80gsm (5%)	box	0	0.00	0		0	0.00	0		0	0.00	0		0.00		362.44		0.00		0.00
88	4412106-6V-002	ENVELOPE, mailing, white, with window	box	1	414.13	1		1	414.13	1		1	414.13	0	0.00	3.00		414.13		1,242.39		1,242.39
89	4411912-6R-801	EKASER, FELT, for blackboard/whiteboard	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		10.3		0.00		0.00
90	4412118-FA-R01	FASTENER, METAL, 70mm between prongs	box	50	4,170.50	50		50	4,170.50	50		50	4,170.50	0	0.00	150.00		83.41		12,511.50		12,511.50
91	4411515-0F-001	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		11.13		0.00		0.00
92	4412018-FT-001	FILE TAB DIVIDER, Bristol board, for A4	set	0	0.00	0		0	0.00	0		0	0.00	0		0.00		14.23		0.00		0.00
93	4412018-FT-002	FILE TAB DIVIDER, Bristol board, for legal	set	0	0.00	0		0	0.00	0		0	0.00	0		0.00		270.4		0.00		0.00
94	4412011-FO-R01	FOLDER, FANCY, for A4 size documents	bundle	0	0.00	0		0	0.00	0		0	0.00	0		0.00		311.88		0.00		0.00
95	4412011-FO-R02	FOLDER, FANCY, for legal size documents	bundle	0	0.00	0		0	0.00	0		0	0.00	0		0.00		187.08		14,966.40		14,966.40
96	4412011-FO-U01	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	20	3,741.60	20		20	3,741.60	20		20	3,741.60	20		80.00		243.24		0.00		0.00
97	4412011-FO-U02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0.00	0		0	0.00	0		0	0.00	0		0.00		952.64		38,105.60		38,105.60
98	4412027-FO-R01	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box	10	9,526.40	10		10	9,526.40	10		10	9,526.40	10		40.00		279		22,320.00		22,320.00
99	4412011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	20	5,580.00	20		20	5,580.00	20		20	5,580.00	20		80.00		321.36		12,854.40		12,854.40
100	4412011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	10	3,213.60	10		10	3,213.60	10		10	3,213.60	10		40.00		531.4		2,125.60		2,125.60
101	4412008-FT-R01	INDEX TAB, self-adhesive, transparent	box	10	531.40	10		10	531.40	10		10	531.40	10		15.00		41.6		624.00		624.00
102	4411515-0F-602	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	208.00	5		5	208.00	5		5	208.00	0	0.00	140.00		44.41		6,217.40		6,217.40
103	4412176-04-R01	MARKER, FLUORESCENT, 3 assorted colors per set	set	50	2,220.50	50		50	2,220.50	20		20	888.20	20		0.00		13.38		0.00		0.00
104	4412176-04-R01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		13.38		0.00		0.00
105	4412176-04-R02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		13.38		0.00		0.00
106	4412176-04-R03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		13.38		0.00		0.00
107	4412176-04-R01	MARKER, PERMANENT, bullet type, black	piece	20	179.60	20		20	179.60	20		20	179.60	20		80.00		8.98		718.40		718.40
108	4412176-04-R02	MARKER, PERMANENT, bullet type, blue	piece	0	0.00	0		0	0.00	0		0	0.00	0		0.00		8.98		0.00		0.00





















