

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

**Instructions:**

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-phileps.gov.ph](http://www.ps-phileps.gov.ph)

2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.

3. The agency must indicate the month when the item is not being purchased by the agency or purchased for a particular month.

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5. An APP-CSE is considered accurate or invalid if

a. form used is other than the prescribed format which can be downloaded only at [www.ps-phileps.gov.ph](http://www.ps-phileps.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. To add or insert items are only applicable in PART II.

7. Once accomplished and finalized, the APP-CSE 2021 form should be:

a. Saved using this format: APP2021\_Name of Agency, Rank or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IV-A).

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 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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AD 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: JOSEPH INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY / ITR Agency Account Code: 5006 Contact Person: ENGARDO H. LORICO III

Region: III & VII A B DOBLE E DIAGON, DO MERIDIAN PARK Organization Type: Government Owned and Controlled Corporation (GOCC) Position: ENTERPRISE SERVICES SPECIALIST

Address: 11th & 7th A B DOBLE E DIAGON, DO MERIDIAN PARK Email: itr@co.1628@psphileps.com

MACV/PSA: COB, EDSA EXTENSION PASAY CITY Telephone/Mobile Nos: 0925 7457276

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1			
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>PESTICIDES OR PEST REPELLENTS</b>																					
1	1091509-JH-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00				0	0.00				0	0.00	139.36	0.00	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																					
2	5313162-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00	151.43	0.00	
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																					
3	12191601-AE-S01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	25	25	25	75	3,268.50	25	25	25	75	3,268.50	25	25	25	75	3,268.50	300.00	42.58	13074.00
4	12191601-AE-S02	ALCOHOL, ethyl, 68%-72%, scented, 3.78L liters	gallon				0	0.00				0	0.00				0	0.00	457.60	0.00	
5	51473901-AE-I01	ALCOHOL, isopropyl, 68%-72%, unscent (-5ml)	bottle	10	10	15	35	1,525.50	10	10	15	35	1,525.50	10	10	15	35	1,525.50	140.00	43.58	6101.20
6	51473901-AE-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.78L liters	gallon				0	0.00				0	0.00				0	0.00	455.00	0.00	
7	51473901-AE-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00	207.75	0.00	
<b>COLOR COMPOUNDS AND DISPENSERS</b>																					
8	12173002-SI-P01	STAINER PAID TINK, purple or violet, 50ml (mils.)	bottle	1			1	31.52				0	0.00				0	0.00	1.00	31.52	31.52
<b>FILMS</b>																					
9	13111203-AC-F01	ACETONE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00	847.82	0.00	
10	13111203-CE-P01	CARBON FILM, PE, black, size 210mm x 267mm	box				0	0.00				0	0.00				0	0.00	221.00	0.00	
11	13111203-CE-P02	CARBON FILM, PE, black, size 216mm x 336mm	box				0	0.00				0	0.00				0	0.00	208.52	0.00	
<b>PAPER MATERIALS AND PRODUCTS</b>																					
12	14111512-CA-A01	CERTIFICATE, assorted colors	pack				0	0.00				0	0.00				0	0.00	83.72	0.00	
13	14111506-CE-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00	882.55	0.00	
14	14111506-CE-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00	1029.60	0.00	











133	4412101-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	8		8	62.08	8		8	62.08	7		7	54.32	7		7	54.32	30.00	7.76	232.80
134	4412101-PC-C02	PAPER CLIP, vinyl/plastic coat, length: 30mm min	box	8		8	137.12	8		8	137.12	7		7	119.98	7		7	119.98	30.00	17.14	514.20
135	4412101-PC-C03	PENCIL, lead, W eraser, wood cased, hardness: HB	box	10		10	207.50		0	0.00					0.00				0.00	10.00	207.50	1198.95
136	4412101-PC-C04	RING BINDER, plastic, 32mm, 64 rings	bundle	5		5	1,198.95		0	0.00					0.00				0.00	5.00	239.79	1198.95
137	4412101-PC-C05	RUBBER BAND, 70mm min by flat length (#18)	box	10		10	1,095.00		0	0.00					0.00				0.00	10.00	109.50	1095.00
138	4412101-PC-C06	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1		1	34.95		0	0.00					0.00				0.00	1.00	34.95	34.95
139	4412101-PC-C07	CUTTER BLADE, for heavy duty cutter	piece	2		2	29.64		0	0.00					0.00				0.00	2.00	14.82	29.64
140	4412101-PC-C08	CUTTER KNIFE, for general purpose	piece	2		2	66.86		0	0.00					0.00				0.00	2.00	33.43	66.86
141	4412101-PC-C09	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00		0	0.00					0.00				0.00		453.96	0.00
142	4412101-PC-C10	PENCIL SHARPENER, manual, single cutter head	piece			0	0.00		0	0.00					0.00				0.00		202.80	0.00
143	4412101-PC-C11	PUNCHER, paper, heavy duty, with two hole guide	piece			0	0.00		0	0.00					0.00				0.00		121.96	0.00
144	4412101-PC-C12	SCISSORS, symmetrical, blade length: 60mm min	pair			0	0.00		0	0.00					0.00				0.00		40.55	0.00
145	4412101-PC-C13	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10		10	1,768.00		0	0.00					0.00				0.00	10.00	176.80	1768.00
146	4412101-PC-C14	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00		0	0.00					0.00				0.00		914.16	0.00
147	4412101-PC-C15	STAPLE REMOVER, PLIER-TYPE	piece			0	0.00		0	0.00					0.00				0.00		24.90	0.00
148	4412101-PC-C16	TAPE DISPENSER, TAPE TOP, for 24mm width tape	piece			0	0.00		0	0.00					0.00				0.00		64.20	0.00
149	4410101-PC-C17	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00		0	0.00					0.00				0.00		5514.72	0.00
150	4410101-PC-C18	CALCULATOR, compact, 12 digits	unit	8		8	2,774.80		0	0.00					0.00				0.00		346.05	2774.80
151	4410101-PC-C19	PRICESHIELD MACHINE, uses thermal paper	unit			0	0.00		0	0.00					0.00				0.00		5642.00	0.00
152	4410101-PC-C20	PAPER TWINNER/CUTTING MACHINE, max paper size: 64	unit			0	0.00		0	0.00					0.00				0.00		9297.60	0.00
153	4410101-PC-C21	PAPER SHREDDER, cutting width: 3mm (Entry Level)	unit			0	0.00		0	0.00					0.00				0.00		5699.20	0.00

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

154	4410101-PC-C22	INK CART, BROTHER BK-3455	Cart			0	0.00		0	0.00					0				0.00		6697.20	0.00
155	4410101-PC-C23	INK CART, BROTHER LC970, Black	Cart			0	0.00		0	0.00					0				0.00		910.00	0.00
156	4410101-PC-C24	INK CART, BROTHER LC970BK, Black	Cart			0	0.00		0	0.00					0				0.00		1601.60	0.00
157	4410101-PC-C25	TONER CART, BROTHER BK-451CL, high yield 3000 pag	Cart			0	0.00		0	0.00					0				0.00		6760.00	0.00
158	4410101-PC-C26	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart			0	0.00		0	0.00					0				0.00		5090.40	0.00
159	4410101-PC-C27	TONER CART, BROTHER TN-456 CMY, high yield 6500	Cart			0	0.00		0	0.00					0				0.00		8569.60	0.00
160	4410101-PC-C28	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart			0	0.00		0	0.00					0				0.00		8569.60	0.00
161	4410101-PC-C29	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart			0	0.00		0	0.00					0				0.00		8569.60	0.00
162	4410101-PC-C30	TONER CART, SAMSUNG ML-D2600B, Black	Cart			0	0.00		0	0.00					0				0.00		5116.80	0.00
163	4410101-PC-C31	INK CART, CANON C-74, CXL	Cart			0	0.00		0	0.00					0				0.00		989.04	0.00
164	4410101-PC-C32	INK CART, CANON C-81, Colorful	Cart			0	0.00		0	0.00					0				0.00		1029.60	0.00
165	4410101-PC-C33	INK CART, CANON PG-740, Black	Cart			0	0.00		0	0.00					0				0.00		754.00	0.00
166	4410101-PC-C34	INK CART, CANON PG-810, Black	Cart			0	0.00		0	0.00					0				0.00		780.00	0.00
167	4410101-PC-C35	INK CART, EPSON C1366410 (T6641), Black	Cart			0	0.00		0	0.00					0				0.00		219.60	0.00
168	4410101-PC-C36	INK CART, EPSON C1366420 (T6642), Cyan	Cart			0	0.00		0	0.00					0				0.00		219.60	0.00
169	4410101-PC-C37	INK CART, EPSON C1366430 (T6643), Magenta	Cart			0	0.00		0	0.00					0				0.00		219.60	0.00
170	4410101-PC-C38	INK CART, EPSON C1366440 (T6644), Yellow	Cart			0	0.00		0	0.00					0				0.00		219.60	0.00
171	4410101-PC-C39	INK CART, HP C2P96AA (HP96), Black	Cart			0	0.00		0	0.00					0				0.00		773.76	0.00
172	4410101-PC-C40	INK CART, HP C2P96AA (HP96), Tri-color	Cart			0	0.00		0	0.00					0				0.00		950.76	0.00
173	4410101-PC-C41	INK CART, HP C2P351AA (HP21), Black	Cart			0	0.00		0	0.00					0				0.00		795.60	0.00
174	4410101-PC-C42	INK CART, HP C2P351AA (HP21), Tri-color	Cart			0	0.00		0	0.00					0				0.00		900.60	0.00











[illegible]





















