

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 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 2020 template at www.ps-philegeps.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-philegeps.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 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)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: OFFICE OF THE SOLICITOR GENERAL
 Region: NCR
 Address: 134 OSG Bldg, Amorsolo Street Legaspi Village, Makati city

Agency Account Code: M024
 Organization Type: National Government

Contact Person: REMYROSE G. DUNGAO

Position: Administrative Officer I

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Telephone/Mobile Nos: 8988-1674 loc 644

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	Q4 AMOUNT											
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																															
Pesticides or Pest Repellents																															
1	10191599-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	139.36	0.00
Solvents																															
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (1.5ml)	bottle	65	2,859.48	0	0.00	0	0.00	0	0.00	65	2,859.48	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	43,992	5,718.96
Color Compounds and Dispersions																															
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	25	615.68	0	0.00	0	0.00	0	0.00	25	615.68	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24,627.2	1,231.36
Films																															
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	737,235.2	0.00
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	208.52	0.00
6	13111201-CF-P02	CARBON FILM, PE, black, size 215mm x 330mm	box	25	5,213.00	0	0.00	0	0.00	0	0.00	25	5,213.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	208.52	10,426.00
Paper Materials and Products																															
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	72,779.2	0.00
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1029.6	0.00

1	25101503-VA101B	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25101507-VA201A	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25101507-VA201B	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2	25101503-VA102A	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for gasoline For an Ambassador or Chief of Mission of Philippine embassies/consulates abroad for exclusive use in the country where the embassy/consulate is located	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25101503-VA102B	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for diesel For an Ambassador or Chief of Mission of Philippine embassies/consulates abroad for exclusive use in the country where the embassy/consulate is located	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25101503-VA103A	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
3	25101503-VA103B	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25101507-VA202A	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

5	25101507-VA204A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGOs, GOCCs and LGUs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VA204B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGOs, GOCCs and LGUs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
B. For the Transport of Personnel, Equipment, Supplies, Product and Materials																
1	25101507-VB101A	Pick-up Engine displacement not exceeding 2200 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
1	25101905-VB201A	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101905-VB201B	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101505-VB301A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline For general urban use where road conditions are generally good	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101505-VB301B	Passenger Van Engine displacement not exceeding 3000 cc for diesel For general urban use where road conditions are generally good	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25181601-VB401A	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline For general urban use where road conditions are generally good	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
			unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

25181601-VC101B	MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
25101703-VC201A	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
25101703-VC201B	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
25101703-VC3-01	Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
D. For Patrol Operations															
25101702-VD101A	Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
25101702-VD101B	Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
25101702-VD201A	Patrol Vehicle AUV or SUV Engine displacement not exceeding 2000 cc for gasoline	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

1	25101702-VD201B	Patrol Vehicle AUV or CUV Engine displacement not exceeding 2500 cc for diesel For patrol operations within a city or municipal proper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101702-VD301A	Patrol Jeep Assembled owner-type Jeepney Engine displacement not exceeding 1900 cc for gasoline For patrol operations within a city or municipal proper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101702-VD301B	Patrol Jeep Assembled owner-type Jeepney Engine displacement not exceeding 2500 cc for diesel For patrol operations within a city or municipal proper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101702-VD4-01	Patrol Motorcycle Specifications may vary according to the Motorcycle For patrol operations within a city or municipal proper	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101702-VE101A	Patrol Car Four-door Car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for gasoline for highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101702-VE101B	Patrol Car Four-door Car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for diesel For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
	25101702-VE2-01	Patrol Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
Patrol, Rescue and Relief Operations																				
	25101703-VF101A	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

4	25101703-VF101B	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101507-VF201A	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101507-VF201B	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
3	25101801-VF3-01	Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas For mobility purposes and immediate response during disasters and calamities	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
1. for Fire Fighting Operations														
1	25101705-VH1-01	Fire Truck Custom-built fire trucks (All versions are built/manufactured locally) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency. To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	25101705-VH2-01	Original Fire Truck (More sophisticated versions and fully equipped according to the intended use) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency. To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

4	CD Recordable		600		600	16,200.00		600	16,200.00	600	16,200.00	600	16,200.00	2,400.00	27	64,800.00
5	Filing Box	600	600	39,000.00	600	45,500.00	700	0	0.00	0	0.00	0	0.00	2,500.00	65	162,500.00
6				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
7				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
8				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
9				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
10				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
11				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
12				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
13				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
14				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
15				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Common Janitorial Supplies

1	Lever Tank	15	15	1,800.00	15	1,800.00	15	0	0.00	0	0.00	0	0.00	30.00	120	3,600.00
2	Rubber Flapper	20	20	1,200.00	0	0.00	0	0.00	0	0.00	0	0.00	20.00	60	1,200.00	
3				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
4				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
5				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
6				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
7				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
8				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
9				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
10				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
11				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
12				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
13				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
14				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
15				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Office Equipment

1	Adding Machine			0	0.00	2	2	5,200.00	0	0.00	0	0.00	2.00	2600	5,200.00
2	Pitney Bowsw Mailing System			0	0.00	0	0	0.00	0	0.00	1	320,000.00	1.00	320000	320,000.00
3	Cork Board			0	0.00	0	3	2,100.00	3	2,100.00	0	0.00	3.00	700	2,100.00
4	Statement Meter Reading	30	30	1,950.00	0	0.00	0	0.00	0	0.00	0	0.00	30.00	65	1,950.00
5				0	0.00	0	0	0.00	0	0.00	0	0.00	0.00		0.00
6				0	0.00	0	0	0.00	0	0.00	0	0.00	0.00		0.00
7				0	0.00	0	0	0.00	0	0.00	0	0.00	0.00		0.00
8				0	0.00	0	0	0.00	0	0.00	0	0.00	0.00		0.00

