

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:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero 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 it include line items or revise the template.
- 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 and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. 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.
- 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.(02)689-7750 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 .

Department/Bureau/Office:	PHILIPPINE HEALTH INSURANCE CORPORATION	Agency Account Code:		Contact Person:	Teresita M. De Veyra
Region:	CARAGA REGIONAL OFFICE	Organization Type:	GOCC	Position:	AO IV
Address:	C/JF Lynzee's Bldg., 766 J. Rosales Avenue, Butuan City			E-mail :	admin.procaraaga@philhealth.gov.ph
				Telephone/Mobile Nos:	(085)342-5747 loc. 6517

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Price Catalogue
1 1095509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can					0	0	0	0	0	0	0	0	139.36
2 1219160-AL-E01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (1.5pt)	bottle	64	64	64	29	26	33	88	41	41	21	21	63	466.00
3 1277903-SI-P01 STAMP PAD INK, purple or violet	bottle					0	0	0	0	0	0	0	0	24.63
4 1311203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll					0	0	0	0	0	0	0	0	737.24
5 1312020-CF-P02 CARBON FILM, PE, black, size 210mm x 297mm	box	2	0	0	0	0	0	0	0	0	0	0	0	208.52
6 1311201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	0	0	0	0	0	0	0	0	0	208.52
7 1411515-CA-A01 CARTOLINA, assorted colors	pack					0	0	0	0	0	0	0	0	72.78

40	3100512 TA Tox	TAPE, TRANSPARENT, width: 48mm (1mm)	roll	25	25	33	83	1,510.60	3	3	3	15	55	1,001.00	20	20	22	62	1,128.40	15	15	45	819.00	245.00	18.20	4,459.00
41	3115102-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	1	1	0	2	101.92	3	3	3	0	9	458.64	1	1	0	2	101.92	0	0	0	0.00	13.00	50.96	662.48
42	40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	974.48	0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	1,192.88	0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	2	2	2,012.77	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2.00	1,006.39	2,012.77
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	669.66	0.00
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	40.56	0.00
47	39101618-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	72.49	0.00
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	0	5	5	77.38	0	0	0	0	0	0.00	3	0	0	3	46.43	0	0	0	0.00	8.00	15.48	123.80
49	47131810-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	86.06	0.00
50	47131604-BR-S01	BROOM, soft (tambo)	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	130.00	0.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	30.58	0.00
52	47131819-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	0.00					0	0.00				0	0.00			0	0.00	0.00	41.50	0.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	23.92	0.00
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00					0	0.00				0	0.00			0	0.00	0.00	8.01	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack				0	0.00					0	0.00				0	0.00			0	0.00	0.00	37.43	0.00
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	122.98	0.00
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	24.84	0.00
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00					0	0.00				0	0.00			0	0.00	0.00	87.36	0.00
60	47121804-MP-S01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00					0	0.00				0	0.00			0	0.00	0.00	1,911.00	0.00
61	47131613-MP-M02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	145.60	0.00
62	47131613-MP-B01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	110.24	0.00
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	4	4	198.76	3	0	0	0	3	149.07	0	0	0	0	0.00	0	0	0	0.00	7.00	49.69	347.84
64	47131602-SC-M01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00					0	0.00				0	0.00			0	0.00	0.00	102.96	0.00
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll				0	0.00					0	0.00				0	0.00			0	0.00	0.00	139.88	0.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	0	270	270	6,368.54					0	0.00				0	0.00			0	0.00	270.00	23.59	6,368.54
67	43111502-DCT-03	Desktop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	2	2	78,116.00	50	0	50	1,980,400.00	52.00	39,208.00	2,038,816.00
68	43101003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0	0.00					0	0.00				0	0.00			0	0.00	0.00	21.79	0.00

[illegible]

[illegible]

[illegible]

2	OFFICE SUPPLIES CALCULATOR, Scientific, 12 digits, dot matrix, pocket	unit	0	0	9	9	3,253.50	0	0	5	5	1,807.50	0	0	0	0	0.00	0	0	0	0	0.00	14.00	361.50	5,061.00
3	OFFICE SUPPLIES DESK TRAY, 5 Drawer File Cabinet, 5-drawers with lock, black	unit	0	0	4	4	3,530.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	880.00	3,520.00
	PASTE PASTE, Roll On	tube	0	0	41	41	514.14	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	12.54	42.00	12.54	536.68
	PASTE PASTE, Solid, with water well and applicator, 2ozgms	tube	0	0	11	11	286.00	0	0	5	5	130.00	0	0	0	0	260.00	0	0	5	5	130.00	31.00	26.00	806.00

1	Sound system for indoor use, 12 channel analog mixer 2x15" speakers:	unit	0	0	1	1	400,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	400,000.00	400,000.00
2	Sound system for outdoor use, 16 channels, 12 mic line input, analog	unit	0	0	1	1	562,500.00				0	0.00			0	0.00			0	0.00		1.00	562,500.00	562,500.00	
3	Sound system, microphone lapel	unit	0	0	1	1	53,750.00	0	0	1	1	53,750.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	53,750.00	107,500.00
	Sound system, microphone, wireless handheld	unit	0	0	1	1	53,750.00	0	0	1	1	53,750.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	53,750.00	107,500.00
	Microphone Desk type- goose neck	unit	0	0	0	0	0.00	2	2	1	5	9,113.50	1	0	0	1	1,822.70	1	0	0	1	1,822.70	7.00	1,822.70	12,758.90

1	Camera, compact, digital @ least 16.1 megapixel	unit	0	0	3	3	63,750.00	0	0	1	1	21,250.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	21,250.00	85,000.00
2	Camera, DSLR kit w/ lense @ least 16 megapixel w/ LCD	unit	0	0	1	1	41,236.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	41,236.25	41,236.25
3	Television LED w/ bracket	unit	0	0	1	1	55,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	55,000.00	55,000.00
	Camera high end Dash Cam for vehicles	Unit	0	0	1	1	6,875.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6,875.00	6,875.00
	PROJECTOR Multimedia Projector, for Large Area / Outdoor	Unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	5	925,000.00	5	0	0	5	925,000.00	5.00	185,000.00	925,000.00

1	COMPUTER CLEANER Wipe Out	tube	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	0	0	0.00	1.00	60.50	60.50
2							0					0.00					0	0	0.00				0.00		0.00	
3																	0	0	0.00				0.00		0.00	
																	0	0	0.00				0.00		0.00	
																	0	0	0.00				0.00		0.00	

1	Paper, mimeograph, legal whitewove subs. 18	reams	20	20	10	50	6,506.50	10	10	18	38	4,944.94	7	7	6	20	2,602.60	5	5	5	15	1,951.95	123.00	130.13	16,005.99
2	Paper, Bond Multicopy, whitewove subs. 18	box	2	2	1	5	1,895.00	0	0	0	0	0.00	2	2	1	5	1,895.00	0	0	0	0	0.00	10.00	379.00	3,790.00
3	Bookpaper Long 520	reams	1	1	1	3	468.00	1	1	1	3	468.00	1	1	1	3	468.00	0	1	1	2	312.00	11.00	156.00	1,716.00
	Unen Paper	packs	50	50	23	123	274.29	75	75	70	220	490.60	0	0	0	0	0.00	0	0	0	0	0.00	343.00	2.23	764.89
	PAPER THERMAL PAPER, 80MM X 70MM	roll	37	37	38	112	4,032.00	36	36	38	110	3,960.00	36	36	38	110	3,960.00	36	36	38	110	3,960.00	442.00	36.00	15,912.00

1	Flourescent Tube, 40 watts	pcs.	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	214.50	0	0	0	0	0.00	3.00	71.50	214.50
2	Flourescent Tube 40 watts, rapis start ballast	pcs	5	5	6	16	6,160.00	0	0	0	0	0.00	2	2	2	6	2,310.00				0	0.00	22.00	385.00	8,470.00
3	Flourescent Tube for money detector	pcs	0	0	0	0	0.00	3	3	4	10	1,097.30	0	0	0	0	0.00	0	0	0	0	0.00	10.00	109.73	1,097.30
	Flashlight, LED rechargeable	pcs.	0	0	0	0	0.00	1	0	0	1	1,320.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,320.00	1,320.00
	Starter 40 watts	pcs.	50	50	60	160	616.00	50	50	60	160	616.00	0	0	0	0	0.00	0	0	0	0	0.00	320.00	3.85	1,232.00

