

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM I**

**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:**  
 1. Download the worksheet file APP-CSE 2019 template at [www.pps-philgeps.gov.ph](http://www.pps-philgeps.gov.ph)

2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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.pps-philgeps.gov.ph](http://www.pps-philgeps.gov.ph) and;

b. correct formats used but fields were deleted and/or inserted in PART I of the template

6. 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.

7. Once accomplished and finalized, the APP-CSE 2019 form should be:

a. Saved using this format: APP2019\_ Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_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. 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.

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)689-750 local 409 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: BUREAU OF FISHERIES AND AQUATIC RESOURCES  
 Region: VII  
 Address: Atellano Blvd., Cebu City  
 Agency Account Code: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_  
 Contact Person: JOANNE H. GARCIA  
 Position: BAC Secretary  
 Email: [jh.garcia@bafra.com](mailto:jh.garcia@bafra.com)  
 Telephone/Mobile No: (032)250-6398

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	101959H-A01	INSECTICIDE, aerosol type, net content: 600ml/min	can	175	175	175	24,388.00	175	24,388.00	175	175	175	24,388.00	175	175	175	24,388.00	700.00	139.36	97,552.00
<b>Solvents</b>																				
2	119160A-L-E01	ALCOHOL, ethyl, 68% 70%, scented, 500ml (5ml)	bottle	65	65	65	2,859.48	60	2,639.52	60	60	60	2,639.52	65	55	2,859.48	250.00	43.99	10,998.00	
<b>Color Compounds and Dispersions</b>																				
3	1177703-S-P01	STAMP PAD INK, purple or violet	bottle	10	10	10	246.27	0	0.00	10	10	10	246.27	0	0	0.00	20.00	24.63	492.54	

**Films**

4	191103A-C-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0	0.00	0.00	737.24	0.00
5	191103-C-F02	CARBON FILM, PE, black, size 210mm X 327mm	box	10	10	10	2,085.20	0	0.00	5	5	5	1,042.60	0	0	0.00	15.00	208.52	3,127.80
6	191103-C-F03	CARBON FILM, PE, black, size 216mm X 330mm	box	10	10	10	2,085.20	0	0.00	5	5	5	1,042.60	0	0	0.00	15.00	208.52	3,127.80

**Paper Materials and Products**



38	310517-1A-Pol	TAPE, PACKAGING, width: 48mm (31mm)	roll	40	40	728.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	80.00	18.20	1,455.00
39	310517-1A-101	TAPE, TRANSPARENT, width: 24mm (31mm)	roll	50	50	455.00	0	0.00	0	0.00	40	364.00	0	0.00	0	0.00	0	0.00	90.00	9.10	819.00
40	310517-1A-103	TAPE, TRANSPARENT, width: 48mm (31mm)	roll		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	20.00	50.95	1,019.20
41	3115907-1W-40r	TWINE, plastic, one (1) kilo per roll	roll	20	20	1,019.20	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00

**Heating and Ventilation and Air Circulation**

42	4010604-F-60n	ELECTRIC FAN, INDUSTRIAL, Ground type, metal blade	unit		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	974.48	0.00
43	4010604-EF-60n	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,192.88	0.00
44	4010604-EF-50n	ELECTRIC FAN, STAND type, plastic blade	unit		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,006.39	0.00
45	4010604-EF-50n	ELECTRIC FAN, WALL type, plastic blade	unit		0	0.00	5	3,348.28	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5.00	669.66	3,348.28

**Lighting and Fixtures and Accessories**

46	3910105-F-FL-10r	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	40	40	1,622.40	0	0.00	0	0.00	40	1,622.40	0	0.00	0	0.00	0	0.00	80.00	40.56	3,244.80
47	3910105-8L-BL-10n	Light Bulb, LED, 7 watts 1-pc 1-in individual box	piece	40	40	2,899.52	0	0.00	0	0.00	40	2,899.52	0	0.00	0	0.00	0	0.00	80.00	72.49	5,799.04

**Measuring and Observing and Testing Equipment**

48	4110604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	15	15	232.13	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	15.00	15.48	232.13
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**Cleaning Equipment and Supplies**

49	4731802-AF-A01	AIR FRESHENER, aerosol, 280ml/9.9oz min	can	300	300	35,818.00	150	12,909.00	150	21,515.00	150	12,909.00	850.00	86.06	73,151.00
50	4731804-88-S01	BROOM, soft (tampo)	piece	30	30	3,900.00	0	0.00	30	3,900.00	0	0.00	60.00	130.00	7,800.00
51	4731804-88-F01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	30	30	917.28	0	0.00	30	917.28	0	0.00	60.00	30.58	1,834.56
52	4731804-BL-C01	CLEANER, TOILET BOWL AND URINAL, 900ml/1000ml cap	bottle	300	300	12,480.00	150	6,240.00	150	10,400.00	150	6,240.00	850.00	41.60	35,360.00
53	4731805-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	4731810-DE-B02	DETERGENT BAR, 140 grams as packed	bar	30	30	240.24	20	160.16	30	240.24	20	160.16	100.00	8.01	800.80
55	4731810-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	300	300	11,228.88	0	0.00	300	11,228.88	0	0.00	600.00	37.43	22,457.76
56	4731809-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 Grams	can	300	300	36,894.00	150	18,447.00	150	30,745.00	150	18,447.00	850.00	122.98	104,533.00
57	4731809-RU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	30	30	745.06	0	0.00	10	248.35	0	0.00	40.00	24.84	993.41
58	4731802-FV-A02	FLOOR WAX, PASTE, RED	can		0	0.00	0	0.00	0	0.00	0	0.00	0.00	269.36	0.00
59	4731809-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	300	300	26,208.00	150	13,104.00	150	21,840.00	150	13,104.00	850.00	87.36	74,236.00
60	4731804-MP-B01	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	4731803-MP-H02	MOP HANDLE, heavy duty, aluminum, screw type	piece	20	20	2,912.00	0	0.00	10	1,456.00	0	0.00	30.00	145.60	4,368.00
62	4731809-MP-R01	MOP HEAD, made of rayon, weight: 400 grams min	piece	25	25	2,756.00	0	0.00	15	1,653.60	0	0.00	40.00	110.24	4,409.60
63	4731809-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	30	30	1,490.74	0	0.00	30	1,490.74	0	0.00	60.00	49.69	2,981.47
64	4731809-SC-N01	SCOURING PAD, made of synthetic nylon, 142 X 220mm	pack	60	60	6,177.60	40	4,118.40	50	5,148.00	50	5,148.00	200.00	102.96	20,592.00
65	4731809-TB-P02	TRASH BAG, plastic, transparent	roll	300	300	41,964.00	200	27,976.00	300	41,964.00	200	27,976.00	1,000.00	139.88	39,880.00
66	4731809-WB-P01	WASTEBASKET, non-rigid plastic	piece		0	0.00	0	0.00	0	0.00	0	0.00	0.00	23.59	0.00

























2				0	0.00					0	0.00					0	0.00	0.00			0.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

**Cleaning Equipment and Supplies**

1	Acetone, 500ml	bottle	10	10	3,500.00					0	0.00					0	0.00	20.00		350.00	7,000.00
2	Muriatic Acid	bottle	100	100	29,050.00					0	0.00					0	0.00	100.00		290.50	29,050.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

**Paper Materials and Products**

1				0	0.00					0	0.00					0	0.00	0.00			0.00
2				0	0.00					0	0.00					0	0.00	0.00			0.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

**Lighting and fixtures and accessories**

1				0	0.00					0	0.00					0	0.00	0.00			0.00
2				0	0.00					0	0.00					0	0.00	0.00			0.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

**Electrical equipment and components and supplies**

1				0	0.00					0	0.00					0	0.00	0.00			0.00
2				0	0.00					0	0.00					0	0.00	0.00			0.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

**Computer Supplies**

1				0	0.00					0	0.00					0	0.00	0.00			0.00
2				0	0.00					0	0.00					0	0.00	0.00			0.00
3				0	0.00					0	0.00					0	0.00	0.00			0.00
				0	0.00					0	0.00					0	0.00	0.00			0.00

Common ICT Equipment														0.00			
1	HP Ink GT51, black	bottle	30	30	12,750.00	0	0.00	0	0.00	0	0.00	0	0.00	60.00	425.00	25,500.00	0.00
2	HP Ink GT52, (magenta, cyan, yellow)	bottle	50	50	21,250.00	0	0.00	0	0.00	0	0.00	0	0.00	100.00	425.00	42,500.00	0.00
3	HP Ink 932XL, black (HP OfficeJet 7612)	cartridge	24	24	43,200.00	0	0.00	0	0.00	0	0.00	0	0.00	48.00	1,800.00	86,400.00	0.00
4	HP Ink 933XL, cyan/magenta, yellow (HP OfficeJet 7612)	cartridge	50	50	43,250.00	0	0.00	0	0.00	0	0.00	0	0.00	100.00	865.00	86,500.00	0.00
5	Canon Ink 811, colored	cartridge	50	50	49,000.00	0	0.00	0	0.00	0	0.00	0	0.00	100.00	980.00	98,000.00	0.00
6	Canon Ink PGI-35, black (Canon IP110 Printer)	cartridge	25	25	22,500.00	0	0.00	0	0.00	0	0.00	0	0.00	50.00	900.00	45,000.00	0.00
7	Canon Ink FCI-36, colored (Canon IP110 Printer)	cartridge	25	25	22,500.00	0	0.00	0	0.00	0	0.00	0	0.00	50.00	900.00	45,000.00	0.00
8	Resolutions Toner Cartridge 83A	cartridge	100	100	240,000.00	0	0.00	0	0.00	0	0.00	0	0.00	200.00	2,400.00	480,000.00	0.00
9	Resolutions Toner Cartridge 85A	cartridge	100	100	240,000.00	0	0.00	0	0.00	0	0.00	0	0.00	200.00	2,400.00	480,000.00	0.00
10	Toner cartridge 210A, black	cartridge	4	4	11,200.00	0	0.00	0	0.00	0	0.00	0	0.00	8.00	2,800.00	22,400.00	0.00
11	Toner cartridge 211A, blue	cartridge	4	4	12,000.00	0	0.00	0	0.00	0	0.00	0	0.00	8.00	3,000.00	24,000.00	0.00
12	Toner cartridge 212A, yellow	cartridge	4	4	12,000.00	0	0.00	0	0.00	0	0.00	0	0.00	8.00	3,000.00	24,000.00	0.00
13	Toner cartridge 213A, cyan	cartridge	4	4	12,000.00	0	0.00	0	0.00	0	0.00	0	0.00	8.00	3,000.00	24,000.00	0.00
14	Epson L120, black	cartridge	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	350.00	0.00	0.00
15	Epson L120, (magenta, yellow, cyan)	cartridge	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	350.00	0.00	0.00
16	Brother Ink Cartridge LC73BK	cartridge	6	6	4,200.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	700.00	8,400.00	0.00
17	Brother Ink Cartridge LC73C	cartridge	6	6	4,200.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	700.00	8,400.00	0.00
18	Brother Ink Cartridge LC73Y	cartridge	6	6	4,200.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	700.00	8,400.00	0.00
19	Brother Ink Cartridge LC73M	cartridge	6	6	4,200.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	700.00	8,400.00	0.00
20	Brother Ink cartridge LC535 XL-B	cartridge	5	5	3,000.00	0	0.00	0	0.00	0	0.00	0	0.00	10.00	500.00	5,000.00	0.00
21	Brother Ink Cartridge LC535 XL-C	cartridge	5	5	3,000.00	0	0.00	0	0.00	0	0.00	0	0.00	10.00	500.00	5,000.00	0.00
22	Brother Ink Cartridge LC535 XL-M	cartridge	5	5	3,000.00	0	0.00	0	0.00	0	0.00	0	0.00	10.00	500.00	5,000.00	0.00
23	Brother Ink Cartridge LC77 XL-BL	cartridge	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,300.00	0.00	0.00
24	Brother Ink Cartridge LC77 XL-Y	cartridge	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,200.00	0.00	0.00
25	Brother Ink Cartridge LC77 XL-C	cartridge	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,200.00	0.00	0.00





