

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2023 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

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-phileps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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-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 Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office, APP2021_DBM_Region (VA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entry. 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 Phileps 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
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 AO 25, the APP-CSE for FY 2022 must be submitted on or before August 30, 2021.

Department/Bureau/Office: **BUREAU OF JAIL MANAGEMENT AND PENOLOGY** Agency Account Code: 1066
 Region: **NATIONAL CAPITAL REGION** Organization Type: _____
 Address: **86 BLBC Bldg., Congressional Ave., Bahay Toro.** Contact Person: **JASINP PATRICK ANTHONY B DEMEGILLO**
 Project 8, QUEZON CITY Procurement Officer: **Procurement Officer**
 Position: _____ E-mail: pestics.bimprc@gmail.com
 Telephone/Mobile: **0977-852-6418**

Item & Specifications	Unit of Measure	Monthly 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. 10191909-IM-401 INSECTICIDE, aerosol type, net content: 600ml min	can	120	120	120	360	50,169.60	120	120	120	360	50,169.60	120	120	120	360	50,169.60	120	120	120	360	50,169.60	1,440.00	139.36	200678.40	
2. 53131626-HS-501 HAND SANITIZER, 500 ml	bottle	268	268	268	804	121,749.72	268	268	268	804	121,749.72	268	268	268	804	121,749.72	268	268	268	804	121,749.72	3,216.00	151.43	486998.88	
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
3. 12191601-AL-601 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle	393	393	393	1179	51,380.82	393	393	393	1179	51,380.82	393	393	393	1179	51,380.82	393	393	393	1179	51,380.82	4,716.00	43.98	205523.28	
4. 12191601-AL-602 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	186	186	186	558	255,340.80	186	186	186	558	255,340.80	186	186	186	558	255,340.80	186	186	186	558	255,340.80	2,232.00	457.60	1021363.20	
5. 51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle	415	415	415	1245	54,257.10	415	415	415	1245	54,257.10	415	415	415	1245	54,257.10	415	415	415	1245	54,257.10	4,980.00	43.98	217028.40	
6. 51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	204	204	204	612	278,460.00	204	204	204	612	278,460.00	204	204	204	612	278,460.00	204	204	204	612	278,460.00	2,448.00	455.00	1113940.00	
7. 51471905-PO-101 POVIDONE IODINE, 10 % solution, 120 ml	gallon	40	0	0	40	8,310.00	40	0	0	40	8,310.00	40	0	0	40	8,310.00	40	0	0	40	8,310.00	160.00	207.75	33240.00	
COLOR COMPOUNDS AND DISPERSIONS																									
8. 12171703-SF-101 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	40	40	40	120	3,782.40	40	40	40	120	3,782.40	40	40	40	120	3,782.40	40	40	40	120	3,782.40	480.00	31.52	15129.60	
FILMS																									
9. 13111203-AC-F01 ACETATE, thickness: 0.075mm min (Gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	847.82	0.00
10. 13111201-CF-F01 CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	221.00	0.00
11. 13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																									
12. 14111525-CA-A01 CARTRIDGE, assorted colors	pack	138	138	138	414	34,660.08	138	138	138	414	34,660.08	138	138	138	414	34,660.08	138	138	138	414	34,660.08	1,666.00	83.72	138640.32	

108	44121505-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	160	0	0	160	118,144.00	160	0	0	160	118,144.00	160	0	0	160	118,144.00	160	0	0	160	118,144.00	160	0	0	160	118,144.00	160	0	0	160	118,144.00	640.00	738.40	472576.00
109	44121505-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	234	234	234	702	21,403.98	234	234	234	702	21,403.98	234	234	234	702	21,403.98	234	234	234	702	21,403.98	234	234	234	702	21,403.98	234	234	234	702	21,403.98	2,808.00	30.49	86615.92
110	44121506-EN-H02	ENVELOPE, mailing, white, 70gsm	box	80	0	0	80	30,256.00	80	0	0	80	30,256.00	80	0	0	80	30,256.00	80	0	0	80	30,256.00	80	0	0	80	30,256.00	80	0	0	80	30,256.00	320.00	378.20	121024.00
111	44121504-EN-H02	ENVELOPE, mailing, white, with window	box	80	0	0	80	34,694.40	80	0	0	80	34,694.40	80	0	0	80	34,694.40	80	0	0	80	34,694.40	80	0	0	80	34,694.40	80	0	0	80	34,694.40	320.00	433.68	138777.60
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	157	157	157	471	4,851.30	157	157	157	471	4,851.30	157	157	157	471	4,851.30	157	157	157	471	4,851.30	157	157	157	471	4,851.30	157	157	157	471	4,851.30	1,894.00	10.30	19405.20
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	81	81	81	243	20,268.63	81	81	81	243	20,268.63	81	81	81	243	20,268.63	81	81	81	243	20,268.63	81	81	81	243	20,268.63	81	81	81	243	20,268.63	972.00	83.41	81074.52
114	44115151-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	176	176	176	528	45,429.12	176	176	176	528	45,429.12	176	176	176	528	45,429.12	176	176	176	528	45,429.12	176	176	176	528	45,429.12	176	176	176	528	45,429.12	2,112.00	66.04	181716.48
115	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set	180	180	180	540	6,010.20	180	180	180	540	6,010.20	180	180	180	540	6,010.20	180	180	180	540	6,010.20	180	180	180	540	6,010.20	180	180	180	540	6,010.20	2,160.00	11.13	24040.80
116	44122018-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set	184	184	184	552	7,854.96	184	184	184	552	7,854.96	184	184	184	552	7,854.96	184	184	184	552	7,854.96	184	184	184	552	7,854.96	184	184	184	552	7,854.96	2,280.00	14.23	31419.84
117	44122011-FO-R01	FOLDER, FANCY, for A4 size documents	bundle	107	107	107	321	86,798.40	107	107	107	321	86,798.40	107	107	107	321	86,798.40	107	107	107	321	86,798.40	107	107	107	321	86,798.40	107	107	107	321	86,798.40	1,294.00	270.40	347193.60
118	44122011-FO-R02	FOLDER, FANCY, for legal size documents	bundle	123	123	123	369	115,083.72	123	123	123	369	115,083.72	123	123	123	369	115,083.72	123	123	123	369	115,083.72	123	123	123	369	115,083.72	123	123	123	369	115,083.72	1,476.00	311.88	460334.88
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	120	0	0	120	20,571.60	120	0	0	120	20,571.60	120	0	0	120	20,571.60	120	0	0	120	20,571.60	120	0	0	120	20,571.60	120	0	0	120	20,571.60	480.00	171.43	82286.40
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	120	0	0	120	29,188.80	120	0	0	120	29,188.80	120	0	0	120	29,188.80	120	0	0	120	29,188.80	120	0	0	120	29,188.80	120	0	0	120	29,188.80	480.00	243.24	116735.20
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 249mm x 379mm (-5mm)	box	40	40	40	120	114,316.80	40	40	40	120	114,316.80	40	40	40	120	114,316.80	40	40	40	120	114,316.80	40	40	40	120	114,316.80	40	40	40	120	114,316.80	480.00	952.64	457657.20
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	91	91	91	273	76,167.00	91	91	91	273	76,167.00	91	91	91	273	76,167.00	91	91	91	273	76,167.00	91	91	91	273	76,167.00	91	91	91	273	76,167.00	1,092.00	279.00	304666.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	96	96	96	288	92,551.68	96	96	96	288	92,551.68	96	96	96	288	92,551.68	96	96	96	288	92,551.68	96	96	96	288	92,551.68	96	96	96	288	92,551.68	1,152.00	321.36	370206.72
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	118	118	118	354	20,064.72	118	118	118	354	20,064.72	118	118	118	354	20,064.72	118	118	118	354	20,064.72	118	118	118	354	20,064.72	118	118	118	354	20,064.72	1,416.00	56.68	80258.88
125	44115151-WF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	120	120	120	360	14,976.00	120	120	120	360	14,976.00	120	120	120	360	14,976.00	120	120	120	360	14,976.00	120	120	120	360	14,976.00	120	120	120	360	14,976.00	1,440.00	41.60	59904.00
126	44121716-NA-R01	MARKER, FLOURESCENT, 3 assorted colors per set	set	151	151	151	453	21,146.04	151	151	151	453	21,146.04	151	151	151	453	21,146.04	151	151	151	453	21,146.04	151	151	151	453	21,146.04	151	151	151	453	21,146.04	1,812.00	46.68	84694.16
127	44121706-NW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	383	383	383	1149	15,373.62	383	383	383	1149	15,373.62	383	383	383	1149	15,373.62	383	383	383	1149	15,373.62	383	383	383	1149	15,373.62	383	383	383	1149	15,373.62	4,996.00	13.38	61494.48
128	44121706-NW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	297	297	297	891	11,921.58	297	297	297	891	11,921.58	297	297	297	891	11,921.58	297	297	297	891	11,921.58	297	297	297	891	11,921.58	297	297	297	891	11,921.58	3,564.00	13.38	47686.32
129	44121708-NW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	239	239	239	717	9,593.46	239	239	239	717	9,593.46	239	239	239	717	9,593.46	239	239	239	717	9,593.46	239	239	239	717	9,593.46	239	239	239	717	9,593.46	2,888.00	13.38	38373.84
130	44121708-NW-B01	MARKER, PERMANENT, bullet type, black	piece	319	319	319	957	8,593.86	319	319	319	957	8,593.86	319	319	319	957	8,593.86	319	319	319	957	8,593.86	319	319	319	957	8,593.86	319	319	319	957	8,593.86	3,828.00	8.98	34375.44
131	44121708-NW-B02	MARKER, PERMANENT, bullet type, blue	piece	234	234	234	702	6,303.96	234	234	234	702	6,303.96	234	234	234	702	6,303.96	234	234	234	702	6,303.96	234	234	234	702	6,303.96	234	234	234	702	6,303.96	2,808.00	8.98	25215.84
132	44121708-NW-B03	MARKER, PERMANENT, bullet type, red	piece	222	222	222	666	5,980.68	222	222	222	666	5,980.68	222	222	222	666	5,980.68	222	222	222	666	5,980.68	222	222	222	666	5,980.68	222	222	222	666	5,980.68	2,664.00	8.98	23922.72
133	44122104-PC-G01	PAPER CLIP, wavy/plastic coat, length: 32mm min	box	115	115	115	345	2,677.20	115	115	115	345	2,677.20	115	115	115	345	2,677.20	115	115	115	345	2,677.20	115	115	115	345	2,677.20	115	115	115	345	2,677.20	1,380.00	7.76	10708.80
134	44122104-PC-J02	PAPER CLIP, wavy/plastic coat, length: 32mm min	box	125	125	125	375	6,427.50	125	125	125	375	6,427.50	125	125	125	375	6,427.50	125	125	125	375	6,427.50	125	125	125	375	6,427.50	125	125	125	375	6,427.50	1,500.00	17.14	25710.00
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	128	128	128	384	7,983.36	128	128	128	384	7,983.36	128	128	128	384	7,983.36	128	128	128	384	7,983.36	128	128	128	384	7,983.36	128	128	128	384	7,983.36	1,536.00	20.79	31933.44
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	62	62	62	186	44,600.94	62	62	62	186	44,600.94	62	62	62	186	44,600.94	62	62	62	186	44,600.94	62	62	62	186	44,600.94	62	62	62	186	44,600.94	744.00	239.79	178403.76
137	44122101-RU-B01	RUBBER BAND, 70mm min by flat length (#18)	box	39	39	39	117	12,811.50	39	39	39	117	12,811.50	39	39	39	117	12,811.50	39	39	39	117	12,811.50	39	39	39	117	12,811.50	39	39	39	117	12,811.50	468.00	109.50	51246.00
138	44121905-SR-R01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	74	74	74	222	7,758.90	74	74	74	222	7,758.90	74	74	74	222	7,758.90	74	74	74	222	7,758.90	74	74	74	222	7,758.90	74	74	74	222	7,758.90	888.00	34.95	31035.60
139	44121612-RL-H01	CUTTER BLADE, for heavy duty cutter	piece	97	97	97	291	4,312.62	97	97	97	291	4,312.62	97	97	97	291	4,312.62	97	97	97	291	4,312.62	97	97	97	291	4,312.62	97	97	97	291	4,312.62	1,164.00	14.82	17250.48
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	70	70	70	210	7,020.30	70	70	70	210	7,020.30	70	70	70	210	7,020.30	70	70	70	210	7,020.30	70	70	70	210	7,020.30	70	70	70	210	7,020.30	940.00	33.43	28081.20
141	44103002-OS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	25	25	25	75	34,047.00	25	25	25	75	34,047.00	25	25	25	75	34,047.00	25	25	25	75	34,047.00	25	25	25	75	34,047.00	25	25	25	75	34,047.00	300.00	453.96	136188.00
142	44121615-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	52	52	52	156	31,636.80	52	52	52	156	31,636.80	52	52	52	156	31,636.80	52	52	52	156	31,636.80	52	52	52	156	31,636.								

