

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

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service - Department of Budget and Management (PSDBM) that may be purchased by government agencies. Consistent with DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.

2.0 All information must be provided accurately.

3.0 Kindly refer to the CSE catalogue in the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.

4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.

5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.

6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy of the Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.

7.0 Should there be changes on the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.

8.0 For further assistance/clarification, agencies contact the Marketing and Sales Division of the Procurement Service PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website(www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: SOCIAL SECURITY SYSTEM
Region: NATIONAL CAPITAL REGION
Address: SSS MAIN OFFICE BLDG., EAST
AVENUE, DILIMAN, QUEZON CITY

Agency Account Code: X031
Organization Type: GOCC

Contact Person: WENDELINO V. COMBOY JR.
Position: DEPARTMENT MANAGER III
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amoun				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
Paper Products																											
1	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	Box	29	28	28	85	62,764.00	29	28	28	85	62,764.00	28	28	28	84	62,025.60	28	28	28	84	62,025.60	338	738.40	249,579.20	
2	44122011-FO-T04	FOLDER, with TAB, LEGAL	Packs	76	76	75	227	75,650.02	76	76	75	227	75,650.02	76	76	76	228	75,983.28	0	0	0	0	0.00	682	333.26	227,283.32	
3	14111609-LL-C01	LOOSELEAF COVER	Bundle	7	7	7	21	16,694.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	794.96	16,694.16	
4	14111507-PP-C01	PAPER, multi-purpose, 70gsm, A4	Ream	3,334	3,333	3,333	10,000	1,377,400.00	3,334	3,333	3,333	10,000	1,377,400.00	3,334	3,333	3,333	10,000	1,377,400.00	216	215	215	646	88,980.04	30,646	137.74	4,221,180.04	
5	14111507-PP-C02	PAPER, multi-purpose, 70gsm, legal	Ream	3,334	3,333	3,333	10,000	1,589,100.00	3,334	3,333	3,333	10,000	1,589,100.00	2,142	2,141	2,141	6,424	1,020,837.84	0	0	0	0	0.00	26,424	158.91	4,199,037.84	
IT Supplies																											
6	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	Cart	94	93	93	280	1,107,724.80	94	93	93	280	1,107,724.80	94	94	94	282	1,115,637.12	0	0	0	0	0.00	842	3,956.16	3,331,086.72	
Medical/Dental Supplies																											
7	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	Bottle	2,500	2,500	2,500	7,500	358,875.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7,500	47.85	358,875.00	
8	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	Gallon	3,912	3,912	3,912	11,736	3,879,334.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11,736	330.55	3,879,334.80	
Supplies-Others																											
9	44122105-BF-C04	CLIP BACKFOLD, 50mm	Box	40	40	40	120	6,724.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	56.04	6,724.80	
10	44122118-FA-P01	FASTENER, METAL, 70mm	Box	296	295	295	886	83,851.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	886	94.64	83,851.04	
11	44121708-MP-B01	MARKER, permanent, bullet type, black	Piece	266	265	265	796	5,946.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	796	7.47	5,946.12	
12	44121708-MP-B02	MARKER, permanent, bullet type, blue	Piece	266	265	265	796	5,946.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	796	7.47	5,946.12	
13	44121708-MW-B01	MARKER, whiteboard, black	Piece	278	277	277	832	8,028.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	832	9.65	8,028.80	
14	44121708-MW-B02	MARKER, whiteboard, blue	Piece	278	277	277	832	8,028.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	832	9.65	8,028.80	
15	14111514-NB-S01	NOTEBOOK, stenographer, spiral, 50 leaves	Piece	109	109	108	326	3,925.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	326	12.04	3,925.04	
16	44122104-PC-G01	PAPER CLIP, 33mm	Box	334	333	333	1,000	8,820.00	267	266	266	799	7,047.18	0	0	0	0	0.00	0	0	0	0	0.00	1,799	8.82	15,867.18	
17	44121706-PE-L01	PENCIL, lead with eraser	Box	57	57	56	170	3,534.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	170	20.79	3,534.30	

18	14111531-RE-B02	RECORD BOOK, 500 pages	Book	167	167	166	500	52,000.00	180	180	180	540	56,160.00	0	0	0	0	0.00	0	0	0	0	0.00	1,040	104.00	108,160.00
19	41111604-RU-P02	RULER, plastic, 450mm	Piece	185	184	184	553	9,201.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	553	16.64	9,201.92
20	60121524-SP-G02	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	Piece	921	920	920	2,761	61,294.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,761	22.20	61,294.20
21	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	Bottle	372	371	371	1,114	32,205.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,114	28.91	32,205.74
22	44121613-SR-P01	STAPLE REMOVER, plier type	Piece	54	53	53	160	4,459.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	160	27.87	4,459.20
23	31201503-TA-M01	TAPE, masking, width: 24mm (A ±1mm)	Roll	1,490	1,490	1,489	4,469	276,541.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4,469	61.88	276,541.72
24	31201517-TA-P01	TAPE, packaging, width: 48mm (A ±1mm)	Roll	334	333	333	1,000	22,360.00	334	333	333	1,000	22,360.00	436	435	435	1,306	29,202.16	0	0	0	0	0.00	3,306	22.36	73,922.16
25	31201512-TA-T01	TAPE, transparent, width: 24mm (A ±1mm)	Roll	1,662	1,662	1,662	4,986	55,743.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4,986	11.18	55,743.48
26	31151507-TW-P01	TWINE, plastic	Roll	93	93	92	278	18,520.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	278	66.62	18,520.36
27	47121702-WB-P01	WASTEBASKET, NON RIGID PLASTIC	Piece	413	413	412	1,238	39,504.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,238	31.91	39,504.58
28	44121801-CT-R02	CORRECTION TAPE, 8 meters	Piece	667	667	666	2,000	23,060.00	334	333	333	1,000	11,530.00	395	394	394	1,183	13,639.99	0	0	0	0	0.00	4,183	11.53	48,229.99
Furniture & Equip. Expenses																										
29	40101604-EF-S01	ELECTRIC FAN, stand	Unit	108	107	107	322	275,908.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	322	856.86	275,908.92
30	46191601-FE-M01	FIRE EXTINGUISHER, dry	Unit	65	64	64	193	220,792.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	193	1,144.00	220,792.00
31	44121619-PS-M01	PENCIL SHARPENER	Piece	26	26	25	77	16,390.99	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	77	212.87	16,390.99
32	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	Piece	44	43	43	130	19,604.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	130	150.80	19,604.00
SME - Semi Expendable - ICT																										
Equipment																										
33	52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	7	7	7	21	154,122.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	7,339.16	154,122.36
On-line Application Subscriptions																										
34	43232304-SFT-006	SQL Server Ent Core 2 SftSA	3 Years	1	0	0	1	6,861,571.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,861,571.20	6,861,571.20
35	43232304-SFT-OF F365	O365E1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	YEAR	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	19,743,120.00	0	0	0	0	0.00	3	6,581,040.00	19,743,120.00
36	43232304-SFT-OF F365	O365E3 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	YEAR	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	114,234,120.00	0	0	0	0	0.00	3	38,078,040.00	114,234,120.00
37	43232304-SFT-OF F365	O365E5 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	YEAR	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	11,420,352.00	0	0	0	0	0.00	3	3,806,784.00	11,420,352.00

38	43232304-SFT-OF F365	M365 E3 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr (Original)	YEAR	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	10,654,272.00	0	0	0	0	0.00	3	3,551,424 .00	10,654,272.00
39	43232304-SFT-OF F365	VisioPlan2 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	YEAR	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	499,150.08	0	0	0	0	0.00	3	166,383.3 6	499,150.08

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Paper Products																										
40		envelope - expanding 11x15x2 w/out flap	Piece	207	206	206	619	5,651.47	0	0	0	0	5,651.47	0	0	0	0	0.00	0	0	0	0	0.00	619	6.00	5,651.47
41		Adding Machine Tape, 2-1/4	Roll	640	640	639	1,919	30,588.86	0	0	0	0	30,588.86	0	0	0	0	0.00	0	0	0	0	0.00	1,919	9.00	30,588.86
42		Cartolina - white, 22-1/2 x 28-1/2	Piece	10,761	10,761	10,760	32,282	169,480.50	0	0	0	0	169,480.50	0	0	0	0	0.00	0	0	0	0	0.00	32,282	5.25	169,480.50
43		Envelope - document, 10 x 15	Hundred	538	538	538	1,614	398,658.00	0	0	0	0	398,658.00	0	0	0	0	0.00	0	0	0	0	0.00	1,614	247.00	398,658.00
44		Envelope - window reg mailing only white (500 pcs/box)	Box	502	502	502	1,506	472,131.00	0	0	0	0	472,131.00	0	0	0	0	0.00	0	0	0	0	0.00	1,506	313.50	472,131.00
45		Envelope-wdw reg no add white for brnchs (500 pcs/box)	Box	48	48	48	144	79,200.00	0	0	0	0	79,200.00	0	0	0	0	0.00	0	0	0	0	0.00	144	550.00	79,200.00
IT Supplies																										
46		TSF - Pension Check/Voucher	THOUSAND	47,993	47,993	47,992	143,978	3,023,538.00	0	0	0	0	3,023,538.00	0	0	0	0	0.00	0	0	0	0	0.00	143,978	21.00	3,023,538.00
47		LTO 6 Data Cartridge	Piece	20	20	20	60	252,144.00	0	0	0	0	252,144.00	0	0	0	0	0.00	0	0	0	0	0.00	60	4,100.00	252,144.00
48		LTO 7 Data Cartridge	Piece	14	13	13	40	2,710,756.00	0	0	0	0	2,710,756.00	0	0	0	0	0.00	0	0	0	0	0.00	40	5,100.00	2,710,756.00
49		Ribbon - ERC-31 for TMU-950 (Epson)	Piece	419	418	418	1,255	140,434.50	0	0	0	0	140,434.50	0	0	0	0	0.00	0	0	0	0	0.00	1,255	100.00	140,434.50
50		2540 Cartridge 324 II for Canon LBP 6780X Laser Printer	Piece	484	484	484	1,452	6,430,472.40	0	0	0	0	6,430,472.40	0	0	0	0	0.00	0	0	0	0	0.00	1,452	0.00	6,430,472.40
51	TSF11X8	TSF-11X8-1/2 1 ply 2000 shts/box	Meters	87	87	87	261	119,433.60	0	0	0	0	119,433.60	0	0	0	0	0.00	0	0	0	0	0.00	261	416.00	119,433.60
52	TSF11X10	TSF-11X10-5/8 1 ply 2000 shts/box	Meters	62	62	62	186	102,672.00	0	0	0	0	102,672.00	0	0	0	0	0.00	0	0	0	0	0.00	186	502.00	102,672.00
53	TSF11X14	TSF-11X14-7/8 1 ply 2000 shts/box	Meters	54	53	53	160	113,960.00	0	0	0	0	113,960.00	0	0	0	0	0.00	0	0	0	0	0.00	160	647.00	113,960.00
54		Drum for brother hl 5450 printer	Unit	20	19	19	58	495,804.30	0	0	0	0	495,804.30	0	0	0	0	0.00	0	0	0	0	0.00	58	8,548.35	495,804.30
55		Ribbon tally dascom 1330 99007	Unit	44	43	43	130	134,134.00	0	0	0	0	134,134.00	0	0	0	0	0.00	0	0	0	0	0.00	130	1,031.80	134,134.00
56		Kyocera laser printer tk- 5244, Cyan (new carried on stock)	Unit	20	20	20	60	420,750.00	0	0	0	0	420,750.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,012.50	420,750.00

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57		Kyocera laser printer tk- 5244, Black (new carried on stock)	Unit	20	20	20	60	365,310.00	0	0	0	0	365,310.00	0	0	0	0	0.00	0	0	0	0	0.00	60	6,088.50	365,310.00
58		Kyocera laser printer tk- 5244, Magenta (new carried on stock)	Unit	20	20	20	60	420,750.00	0	0	0	0	420,750.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,012.50	420,750.00
59		Kyocera laser printer tk- 5244, Yellow (new carried on stock)	Unit	20	20	20	60	420,750.00	0	0	0	0	420,750.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,012.50	420,750.00
60		Four-in-One Checks - LBP	Sheet	834	833	833	2,500	97,500.00	0	0	0	0	97,500.00	0	0	0	0	0.00	0	0	0	0	0.00	2,500	39.00	97,500.00
Medical/Dental Supplies																										
61		Disposable Surgical mask, 3ply (50 pcs/box)	Box	11,924	11,923	11,923	35,770	1,822,839.20	0	0	0	0	1,822,839.20	0	0	0	0	0.00	0	0	0	0	0.00	35,770	50.96	1,822,839.20
62		Disinfectant Concentrate (1 gallon/bottle)	Gallon	825	825	824	2,474	1,059,119.40	0	0	0	0	1,059,119.40	0	0	0	0	0.00	0	0	0	0	0.00	2,474	428.10	1,059,119.40
Printed Forms																										
63		R-6 Misc p.r, 25shts 07'13 (carbonless)	Pad	4,824	4,824	4,823	14,471	2,250,529.92	0	0	0	0	2,250,529.92	0	0	0	0	0.00	0	0	0	0	0.00	14,471	155.52	2,250,529.92
64		Rel-9 rep 25sets/pad 4ply (carbonless)	Pad	105	104	104	313	49,422.70	0	0	0	0	49,422.70	0	0	0	0	0.00	0	0	0	0	0.00	313	157.90	49,422.70
Supplies-Others																										
65		Corrugated Box	Piece	7,932	7,932	7,932	23,796	3,077,298.72	0	0	0	0	3,077,298.72	0	0	0	0	0.00	0	0	0	0	0.00	23,796	64.00	3,077,298.72
66		Rag - Camiseta	Kilogram s	385	385	384	1,154	149,166.04	0	0	0	0	149,166.04	0	0	0	0	0.00	0	0	0	0	0.00	1,154	0.00	149,166.04
67		Ballpoint pen (Black)	Piece	16,213	16,213	16,213	48,639	444,074.07	0	0	0	0	444,074.07	0	0	0	0	0.00	0	0	0	0	0.00	48,639	9.13	444,074.07
68		Ink for trodat dater, black 28ml/bottle	Bottle	294	293	293	880	127,415.20	0	0	0	0	127,415.20	0	0	0	0	0.00	0	0	0	0	0.00	880	144.79	127,415.20
69		Ink stamp pad, black	Piece	468	468	468	1,404	74,819.16	0	0	0	0	74,819.16	0	0	0	0	0.00	0	0	0	0	0.00	1,404	53.29	74,819.16
70		Rubber band - multicolor, 450 grams	Box	58	58	57	173	46,104.50	0	0	0	0	46,104.50	0	0	0	0	0.00	0	0	0	0	0.00	173	266.50	46,104.50
71		Stamp pad - big 3-7/16 x 5-5/8	Piece	786	786	785	2,357	182,808.92	0	0	0	0	182,808.92	0	0	0	0	0.00	0	0	0	0	0.00	2,357	77.56	182,808.92
72		Empty cartons	Piece	7,298	7,298	7,297	21,893	1,238,049.15	0	0	0	0	1,238,049.15	0	0	0	0	0.00	0	0	0	0	0.00	21,893	56.55	1,238,049.15
73		Plastic envelope, 10 x 15 gauge no. 5	Piece	3,500	3,499	3,499	10,498	245,548.22	0	0	0	0	245,548.22	0	0	0	0	0.00	0	0	0	0	0.00	10,498	23.39	245,548.22
74		Rubber band - transparent 445 grams	Bags	345	345	344	1,034	399,196.38	0	0	0	0	399,196.38	0	0	0	0	0.00	0	0	0	0	0.00	1,034	386.07	399,196.38
Travelling Expenses-Others																										
75		Airline tickets	Piece	1	0	0	1	8,390,431.00	0	0	0	0	8,390,431.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0.00	8,390,431.00

fm

A. TOTAL								P	217,413,051.39
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								P	21,741,305.14
C. GRAND TOTAL (A + B)								P	239,154,356.53
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words								P	-
E. MONTHLY CASH REQUIREMENTS								P	-
E.1 Available at Procurement Service Stores		-		-		-		P	-
E.2 Other Items not available at PS but regularly purchased from other sources		-		-		-		P	-
TOTAL MONTHLY CASH REQUIREMENTS		-		-		-		P	-

*Agency must put the monthly requirement for air tickets both local and international

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

for Mbholder WENDELINO V. COMBOY JR. / ROSA T. CRISOSTOMO
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

Marian Sarah C. Garate
 MARIAN SARAH C. GARATE
 Accountant / Local Budget Officer

Approved by:

Michael G. Regino
 (MICHAEL G REGINO)
 Head of Office/Agency *pm*

Date Prepared: 09/23/2022