

APP-CSE 2024 FORM

ANNUAL PROCUREMENT PLAN-COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

~~This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Mangement (PS-DBM) that shall purchased by government agencies. Consistent with DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 Modernized Philippine Government Electronic Procurement System(mPhilGEPS) 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).~~

Reminders:

- 1.0 The APP-SCE form must be accomplished using Microsoft Excel format. The APP-SCE 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 ti the CSE catalogue in the PS-DBM website (www.ps-philgephs.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: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

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

Agency Account/UACS: 350810000000
Organization Type: GOCC

Contact Person: WENDELINO V. COMBOY JR.
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28	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	0	0	84	84	115,489.92	0	0	84	84	115,489.92	0	0	85	85	116,864.80	0	0	85	85	116,864.80	338	1,374.88	464,709.44	
2	44122011-FO-T04	FOLDER, with TAB, LEGAL	Packs	0	0	170	170	72,664.80	0	0	170	170	72,664.80	0	0	171	171	73,092.24	0	0	171	171	73,092.24	682	427.44	291,514.08	
3	14111507-PP-C01	PAPER, multi-purpose, 70gsm, A4	Ream	0	0	11,261	11,261	1,838,696.08	0	0	11,261	11,261	1,838,696.08	0	0	11,262	11,262	1,838,859.36	0	0	11,262	11,262	1,838,859.36	45,046	163.28	7,355,110.88	
4	14111507-PP-C02	PAPER, multi-purpose, 70gsm, legal	Ream	0	0	10,005	10,005	1,852,125.60	0	0	10,006	10,006	1,852,310.72	0	0	10,006	10,006	1,852,310.72	0	0	10,006	10,006	1,852,310.72	40,023	185.12	7,409,057.76	
Medical/Dental Supplies																											
5	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	Bottle	0	0	1,875	1,875	95,550.00	0	0	1,875	1,875	95,550.00	0	0	1,875	1,875	95,550.00	0	0	1,875	1,875	95,550.00	7,500	50.96	382,200.00	
Supplies-Others																											
6	44122105-BF-C04	CLIP BACKFOLD, 50mm	Box	0	0	30	30	1,809.60	0	0	30	30	1,809.60	0	0	30	30	1,809.60	0	0	30	30	1,809.60	120	60.32	7,238.40	
7	44122118-FA-P01	FASTENER, METAL, 70mm	Box	0	0	221	221	20,915.44	0	0	221	221	20,915.44	0	0	222	222	21,010.08	0	0	222	222	21,010.08	886	94.64	83,851.04	
8	14111609-LL-C01	LOOSELEAF COVER	Bundle	0	0	21	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	
9	44121708-MP-B01	MARKER, Permanent, Black	Piece	0	0	199	199	3,104.40	0	0	199	199	3,104.40	0	0	199	199	3,104.40	0	0	199	199	3,104.40	796	15.60	12,417.60	
10	44121708-MP-B02	MARKER, Permanent, Blue	Piece	0	0	199	199	3,104.40	0	0	199	199	3,104.40	0	0	199	199	3,104.40	0	0	199	199	3,104.40	796	15.60	12,417.60	
11	44121708-MW-B01	MARKER, Whiteboard, Black	Piece	0	0	208	208	2,163.20	0	0	208	208	2,163.20	0	0	208	208	2,163.20	0	0	208	208	2,163.20	832	10.40	8,652.80	
12	44121708-MW-B02	MARKER, Whiteboard, Blue	Piece	0	0	208	208	2,163.20	0	0	208	208	2,163.20	0	0	208	208	2,163.20	0	0	208	208	2,163.20	832	10.40	8,652.80	
13	14111514-NB-S02	STENO NOTEBOOK	Piece	0	0	81	81	1,937.52	0	0	81	81	1,937.52	0	0	82	82	1,961.44	0	0	82	82	1,961.44	326	23.92	7,797.92	
14	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	Box	0	0	449	449	4,202.64	0	0	450	450	4,212.00	0	0	450	450	4,212.00	0	0	450	450	4,212.00	1,799	9.36	16,838.64	
15	44121706-PE-L01	PENCIL, lead/graphite, with eraser	Box	0	0	42	42	1,747.20	0	0	42	42	1,747.20	0	0	43	43	1,788.80	0	0	43	43	1,788.80	170	41.60	7,072.00	
16	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	Piece	0	0	125	125	35,605.00	0	0	125	125	35,605.00	0	0	125	125	35,605.00	0	0	125	125	35,605.00	500	284.84	142,420.00	
17	14111531-RE-B02	RECORD BOOK, 500 pages	Book	0	0	260	260	27,310.40	0	0	260	260	27,310.40	0	0	260	260	27,310.40	0	0	260	260	27,310.40	1,040	105.04	109,241.60	
18	41111604-RU-P02	RULER, plastic, 450mm	Piece	0	0	138	138	2,870.40	0	0	138	138	2,870.40	0	0	138	138	2,870.40	0	0	139	139	2,891.20	553	20.80	11,502.40	

Handwritten signatures and initials in blue ink.

19	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	Piece	0	0	690	690	17,940.00	0	0	690	690	17,940.00	0	0	690	690	17,940.00	0	0	691	691	17,966.00	2,761	26.00	71,786.00	
20	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	Bottle	0	0	278	278	8,673.60	0	0	278	278	8,673.60	0	0	279	279	8,704.80	0	0	279	279	8,704.80	1,114	31.20	34,756.80	
21	44121613-SR-P02	STAPLE REMOVER, plier-type	Piece	0	0	40	40	1,913.60	0	0	40	40	1,913.60	0	0	40	40	1,913.60	0	0	40	40	1,913.60	160	47.84	7,654.40	
22	31201503-TA-M01	TAPE, masking, width: 24mm (A ±1mm)	Roll	0	0	1,117	1,117	69,119.96	0	0	1,117	1,117	69,119.96	0	0	1,117	1,117	69,119.96	0	0	1,118	1,118	69,181.84	4,469	61.88	276,541.72	
23	31201517-TA-P01	TAPE, packaging, width: 48mm (A ±1mm)	Roll	0	0	826	826	24,912.16	0	0	826	826	24,912.16	0	0	827	827	24,942.32	0	0	827	827	24,942.32	3,306	30.16	99,708.96	
24	31201512-TA-T01	TAPE, transparent, width: 24mm (A ±1mm)	Roll	0	0	1,246	1,246	14,254.24	0	0	1,246	1,246	14,254.24	0	0	1,247	1,247	14,265.68	0	0	1,247	1,247	14,265.68	4,986	11.44	57,039.84	
25	31151507-TW-P01	TWINE, plastic	Roll	0	0	69	69	4,879.68	0	0	69	69	4,879.68	0	0	70	70	4,950.40	0	0	70	70	4,950.40	278	70.72	19,660.16	
26	47121702-WB-P01	WASTEBASKET, NON RIGID PLASTIC	Piece	0	0	309	309	13,497.12	0	0	309	309	13,497.12	0	0	310	310	13,540.80	0	0	310	310	13,540.80	1,238	43.68	54,075.84	
27	44121801-CT-R02	CORRECTION TAPE	Piece	0	0	1,045	1,045	12,048.85	0	0	1,046	1,046	12,060.38	0	0	1,046	1,046	12,060.38	0	0	1,046	1,046	12,060.38	4,183	11.53	48,229.99	
Furniture & Equip. Expenses																											
28	45121517-DO-C03	DOCUMENT CAMERA	Unit	0	0	2	2	51,072.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	25,536.16	51,072.32	
29	40101604-EF-S01	ELECTRIC FAN, stand	Unit	0	0	47	47	47,315.84	0	0	47	47	47,315.84	0	0	48	48	48,322.56	0	0	48	48	48,322.56	190	1,006.72	191,276.80	
30	46191601-FE-M01	FIRE EXTINGUISHER, dry	Unit	0	0	63	63	88,124.40	0	0	63	63	88,124.40	0	0	64	64	89,523.20	0	0	64	64	89,523.20	254	1,398.80	355,295.20	
31	44121619-PS-M01	PENCIL SHARPENER	Piece	0	0	65	65	13,858.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	213.20	13,858.00	
32	44101602-PU-P01	PUNCHER, paper, heavy duty	Piece	0	0	28	28	4,542.72	0	0	28	28	4,542.72	0	0	29	29	4,704.96	0	0	29	29	4,704.96	114	162.24	18,495.36	
SME - Semi Expendable - ICT																											
Equipment																											
33	52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	0	0	22	22	105,682.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	4,803.76	105,682.72	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Paper Products																											
34		Cartolina - white, 22-1/2 x 28-1/2	Piece	0	0	32,828	32,828	172,347.00	0	0	0	0	172,347.00	0	0	0	0	0.00	0	0	0	0	0.00	32,828	5.25	172,347.00	
35		Envelope - document, 10 x 15	Hundred	0	0	1,614	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	
36		Envelope - expanding 11x15x 2 w/out flap	Piece	0	0	619	619	5,651.47	0	0	0	0	5,651.47	0	0	0	0	0.00	0	0	0	0	0.00	619	9.13	5,651.47	
37		Envelope - window reg mailing only white (500 pcs/box)	Box	0	0	1,506	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	
38		Paper - adding machine tape, 2-1/4	Piece	0	0	1,919	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	15.94	30,588.86	

[Handwritten signatures]

39		Envelope-wdw reg no add white for brnchs (500 pcs/box)	Box	0	0	144	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	
40		Carbon Film, Legal	Piece	0	0	200	200	52,480.00	0	0	0	0	52,480.00	0	0	0	0	0.00	0	0	0	0	0.00	200	262.40	52,480.00	
41		Folder, Legal size, 36 mm thick (14 pts)	Hundred	0	0	682	682	250,007.56	0	0	0	0	250,007.56	0	0	0	0	0.00	0	0	0	0	0.00	682	366.58	250,007.56	
IT Supplies																											
42		TSF - Pension Check/Voucher	THOUSA ND	0	0	72,000	72,000	1,512,000.00	0	0	0	0	1,512,000.00	0	0	0	0	0.00	0	0	0	0	0.00	72,000	21.00	1,512,000.00	
43		Ribbon - ERC-31 for TMU-950 (Epson)	Piece	0	0	1,255	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	111.90	140,434.50	
44		Toner for Samsung MDLT-203E (Compatible)	Unit	0	0	267	267	2,349,600.00	0	0	0	0	2,349,600.00	0	0	0	0	0.00	0	0	0	0	0.00	267	8,800.00	2,349,600.00	
45		Toner for Canon LBP 6780X (Compatible)	Piece	0	0	1,452	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	4,428.70	6,430,472.40	
46	TSF11X8	TSF-11X8-1/2 1 ply 2000 shts/box	THOUSA ND	0	0	261	261	119,433.60	0	0	0	0	119,433.60	0	0	0	0	0.00	0	0	0	0	0.00	261	457.60	119,433.60	
47	TSF11X14	TSF-11X14-7/8 1 ply 2000 shts/box	THOUSA ND	0	0	160	160	113,960.00	0	0	0	0	113,960.00	0	0	0	0	0.00	0	0	0	0	0.00	160	712.25	113,960.00	
48		Drum for brother hl 5450 printer	Unit	0	0	58	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	
49		Lto ultrium 7, 7.15tb c/o dcod	Unit	0	0	40	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	67,768.90	2,710,756.00	
50		Ribbon tally dascom 1330 99007	Unit	0	0	130	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	
51		TSF - 11x10-5/8 1 ply 2000 shts/box	THOUSA ND	0	0	186	186	102,672.00	0	0	0	0	102,672.00	0	0	0	0	0.00	0	0	0	0	0.00	186	552.00	102,672.00	
52		Kyocera laser Printer TK-5244 - Cyan	Unit	0	0	60	60	453,900.00	0	0	0	0	453,900.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,565.00	453,900.00	
53		Kyocera laser Printer TK-5244 - Black	Unit	0	0	60	60	401,100.00	0	0	0	0	401,100.00	0	0	0	0	0.00	0	0	0	0	0.00	60	6,685.00	401,100.00	
54		Kyocera laser Printer TK-5244 - Magenta	Unit	0	0	60	60	453,900.00	0	0	0	0	453,900.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,565.00	453,900.00	
55		Kyocera laser Printer TK-5244 - Yellow	Unit	0	0	60	60	453,900.00	0	0	0	0	453,900.00	0	0	0	0	0.00	0	0	0	0	0.00	60	7,565.00	453,900.00	
56		Four-in-One Checks - LBP	Sheet	0	0	6,270	6,270	126,465.90	0	0	0	0	126,465.90	0	0	0	0	0.00	0	0	0	0	0.00	6,270	20.17	126,465.90	
57		LTO Ultrium 6, 6.25tb c/o DCOD	Unit	0	0	60	60	252,144.00	0	0	0	0	252,144.00	0	0	0	0	0.00	0	0	0	0	0.00	60	4,202.40	252,144.00	
Medical/Dental Supplies																											
58		Disposable Surgical mask, 3ply (50 pcs/box)	Box	0	0	35,770	35,770	1,823,554.60	0	0	0	0	1,823,554.60	0	0	0	0	0.00	0	0	0	0	0.00	35,770	50.98	1,823,554.60	
Printed Forms																											
59		R-6 Misc p.r, 25shts 07'13 (carbonless)	Pad	0	0	14,471	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	
60		Rel-9 rep 25sets/pad 4ply (carbonless)	Pad	0	0	313	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																											

Handwritten signature/initials

61		Ballpoint pen (Black)	Piece	0	0	48,639	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
62		Corrugated box	Set	0	0	23,796	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	129.32	3,077,298.72
63		Ink for trodat dater, black 28ml/bottle	Bottle	0	0	880	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
64		Ink stamp pad, black	Piece	0	0	1,404	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
65		Rag - camiseta	Kilo(s)	0	0	1,154	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	129.26	149,166.04
66		Rubber band - multicolor, 450 grams	Box	0	0	179	179	47,703.50	0	0	0	0	47,703.50	0	0	0	0	0.00	0	0	0	0	0.00	179	266.50	47,703.50
67		Stamp pad - big 3-7/16 x 5-5/8	Piece	0	0	2,357	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
68		Empty cartons	Piece	0	0	21,893	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
69		Plastic envelope, 10 x 15 gauge no. 5	Piece	0	0	10,498	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
70		Rubber band - transparent 445 grams	Bags	0	0	1,034	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
71		Tissue Jumbo Roll, 2-ply	Roll	0	0	143,424	143,424	18,011,185.92	0	0	0	0	18,011,185.92	0	0	0	0	0.00	0	0	0	0	0.00	143,424	125.58	18,011,185.92
72		Duplo Master Roll	Roll	0	0	80	80	450,000.00	0	0	0	0	450,000.00	0	0	0	0	0.00	0	0	0	0	0.00	80	5,625.00	450,000.00
Travelling Expenses-Others																										
73	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	TICKET	0	0	2,000,000	2,000,000	2,000,000.00	0	0	2,000,000	2,000,000	2,000,000.00	0	0	2,000,000	2,000,000	2,000,000.00	0	0	1,156,264	1,156,264	1,156,264.00	7,156,264	1.00	7,156,263.52
A. TOTAL																						₱ 71,191,299.84				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						₱ 7,119,129.98				
C. GRAND TOTAL (A + B)																						₱ 78,310,429.82				
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words																						₱ -				
E. MONTHLY CASH REQUIREMENTS																						₱ -				
E.1 Available at Procurement Service Stores							—			—			—			₱ —										
E.2 Other Items not available at PS but regularly purchased from other sources							—			—			—			₱ —										
TOTAL MONTHLY CASH REQUIREMENTS							—			—			—			₱ —										

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

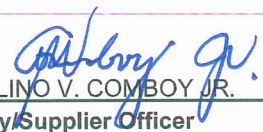
for me

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.

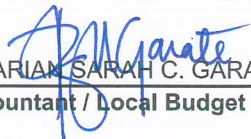
Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:



WENDELINO V. COMBOY JR.
Property/Supplier Officer



MARIAN SARAH C. GARATE
Accountant / Local Budget Officer



ROLANDO LEDESMA MACASAET
Head of Office/Agency

Date Prepared: 07/25/2023