

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's AFR 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 2020 template at www.ps-philegeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 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.ps-philegeps.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 unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. The file in excel format should be submitted online using the Virtual Store (VS) facility at Philegeps 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 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)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office: LBP INSURANCE BROKERAGE, INC.
 Region: MAIN & NCR
 Address: 12th Flr. Sycip Law Center 105 Pasco De Roxas Legaspi Village Makati City

Organization Type: Government Owned and Controlled Corporation (GOCC)
 Agency Account Code: X379
 Contract Person: Rodello N. Taguba
 Position: Administrative Specialist I
 E-mail: rdn.taguba@lbp.com.ph
 Telephone/Mobile Nos 840-4108

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				Oct	Nov	Dec	Q4 AMOUNT											
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																															
Pesticides or Pest Repellents																															
10101509-IN-401 INSECTICIDE, aerosol type, net content: 600ml/mln	can				0	0.00				0	0.00						0	0.00					0	0.00				0.00	139.36	0.00	
Films																															
2 12191601-AL-801 ALCOHOL, ethyl, 68%-70%, scented, 5000ml (-5ml)	bottle		60		60	2,639.52		60		60	2,639.52		80		80	3,519.36		60		60	2,639.52		260.00					43,992	11,437.92		
Color Compounds and Dispersions																															
3 12171703-SI-R01 STAMP PAD INK, purple or violet	bottle		5		5	147.76				0	0.00		5		5	147.76				0	0.00		12.00					24,627.2	295.53		
Films																															
4 13111203-AC-R01 ACETATE, thickness: 0.075mm/mln (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00		0.00					737.2352	0.00		
5 13111201-CR-R01 CARBON FILM, PE, black, size 210mm x 2927mm	box				0	0.00				0	0.00				0	0.00				0	0.00		0.00					208.52	0.00		
6 13111201-CR-R02 CARBON FILM, PE, black, size 216mm x 330mm	box				4	834.08				0	0.00		4		4	834.08				0	0.00		8.00					208.52	1,668.16		
Paper Materials and Products																															
7 14111525-CA-A01 CARBOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00		0.00					72.7792	0.00		
8 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00		0.00					682.24	0.00		

149	410305-HP-H48	INK CART, HP C9399A (HP772) 69ml	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1996.8	0.00
150	410305-HP-V48	INK CART, HP C9400A (HP772) 69ml	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1996.8	0.00
151	410305-HP-G48	INK CART, HP C9401A (HP772) 69ml	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1996.8	0.00
152	410305-HP-B48	INK CART, HP C9403A (HP772) 130ml	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3016	0.00
153	410305-HP-B47	INK CART, HP C9404A (HP772) 130ml	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	650	0.00
154	410305-HP-T17	INK CART, HP C9439A (HP60), TH	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	766.48	0.00
155	410305-HP-B35	INK CART, HP C9874A (HP703)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
156	410305-HP-T35	INK CART, HP C9884A (HP703), TH	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
157	410305-HP-C40	INK CART, HP C9972A (HP 920XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	629.2	0.00
158	410305-HP-H40	INK CART, HP C9973A (HP 920XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	629.2	0.00
159	410305-HP-V40	INK CART, HP C9974A (HP 920XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	629.2	0.00
160	410305-HP-B40	INK CART, HP C9975A (HP 920XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1242.8	0.00
161	410305-HP-B20	INK CART, HP C9561A (HP61),	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	644.8	0.00
162	410305-HP-T20	INK CART, HP C9562A (HP61),	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	826.8	0.00
163	410305-HP-B49	INK CART, HP C9563A (HP62) Black	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1672	0.00
164	410305-HP-C49	INK CART, HP C9564A (HP62) Cyan	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1300	0.00
165	410305-HP-H49	INK CART, HP C9565A (HP62) Magenta	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1300	0.00
166	410305-HP-V49	INK CART, HP C9584A (HP82) Yellow	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1300	0.00
167	410305-HP-B43	INK CART, HP C9054A (HP950XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1554.8	0.00
168	410305-HP-C43	INK CART, HP C9055A (HP950XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1175.2	0.00
169	410305-HP-H43	INK CART, HP C9056A (HP950XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1180.4	0.00
170	410305-HP-V43	INK CART, HP C9057A (HP950XL)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1180.4	0.00
171	410305-HP-B36	INK CART, HP C9692A (HP704)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
172	410305-HP-T36	INK CART, HP C9693A (HP704), TH	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
173	410305-HP-B33	INK CART, HP C2107A (HP678)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
174	410305-HP-T33	INK CART, HP C2108A (HP678), TH	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	339.04	0.00
176	410305-HP-C33	INK CART, HP C2122A (HP85A),	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
177	410305-HP-M33	INK CART, HP C2123A (HP85A),	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
178	410305-HP-N33	INK CART, HP C2124A (HP85A),	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	249.6	0.00
179	410305-HP-T43	INK CART, HP F6V26AA (HP680) TH	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	403.832	0.00
180	410305-HP-B43	INK CART, HP F6V27AA (HP680)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	403.832	0.00
181	410305-HP-C50	INK CART, HP U0S51AA (HP955) Black	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
182	410305-HP-M50	INK CART, HP U0S54AA (HP955) Cyan Original	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
183	410305-HP-N50	INK CART, HP U0S57AA (HP955) Magenta Original	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
184	410305-HP-B50	INK CART, HP U0S60AA (HP955) Yellow Original	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
185	410305-HP-C48	INK CART, HP U0S63AA (HP955XL) Cyan Original	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1277.768	0.00

25101503-VA101A	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101503-VA101B	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101507-VA201A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit		1	0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101507-VA201B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)) Engine displacement not exceeding 2000 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101503-VA102A	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for gasoline For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101503-VA102B	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for diesel For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00
25101503-VA103A	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit			0	0.00				0	0.00				0	0.00			0	0.00	0.00	0		0.00

25101503-VA103B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc per diesel For a Department Undersecretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit			0	0.00														0.00
25101507-VA202A	Asian Utility Vehicle (AUV or Crewover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc per gasoline For a Department Undersecretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit			0	0.00														0.00
25101507-VA202B	Asian Utility Vehicle (AUV or Crewover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc per diesel For a Department Undersecretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit			0	0.00														0.00
25101503-VA104A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc per gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit			0	0.00														0.00
25101503-VA104B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc per diesel For a Department Assistant Secretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit			0	0.00														0.00
25101507-VA203A	Asian Utility Vehicle (AUV or Crewover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc per gasoline For a Department Assistant Secretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit			0	0.00														0.00
25101507-VA203B	Asian Utility Vehicle (AUV or Crewover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc per diesel For a Department Assistant Secretary and other officials of equivalent rank in NGA, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit			0	0.00														0.00

25101502-VB7-01	Mini-Bus Engine displacement not exceeding 4500 cc for diesel For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
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C. For the Transport of Sick and/or Injured Persons

25181601-VC101A	MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25181601-VC101B	MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25101703-VC201A	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25101703-VC201B	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25101703-VC3-01	Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units) For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

D. For Patrol Operations

1	25101705-VH1-01	<p>Fire Truck Custom-built fire trucks (silver versions are built/manufactured locally) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.</p> <p>To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit.</p>	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00
2	25101705-VH2-01	<p>Original Fire Truck (More sophisticated versions and fully equipped according to the intended use) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.</p> <p>To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit.</p>	unit	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00

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

Common Electrical Supplies															
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
2	40101701-AC-S01	Air Conditioning Unit, Split Type	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
3			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
4			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
5			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
6			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
7			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
8			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
9			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
10			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
11			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
12			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
13			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
14			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
15			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

Common Office Equipment

1	44111905-WB-N01	White Board	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00
2	44111911-WB-D01	White Board, Digital	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		0.00

