

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-

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - 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.
- 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.
- 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
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: DEPARTMENT OF LABOR AND EMPLOYMENT - BWSC
 Region: MAIN & NCR
 Address: 9th Floor G.E Antonino Bldg., TM kalaw, Ermita Manila

Agency Account Code: _____
 Organization Type: National Government Agency (NGA)

Contact Person: Cecilia D. Santiago
 Position: Admin Assistant III
 E-mail: mail@bwsc.dole.gov.ph
 Telephone/Mobile Nos: 404-3336

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0						0	0						0	0	0	139.36	0.00	
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	10	10	10	30	1319.76	10	10	10	30	1319.76	10	10	10	30	1319.76				0	0	90	43.99	3,959.28
Color Compounds and Dispersions																										
3	12171703-S1-P01	STAMP PAD INK, purple or violet	bottle	6	6	6	18	443.2896						0	0						0	0	18	24.63	443.29	
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1	737.2352						0	0						0	0	1	737.24	737.24	
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0						0	0						0	0	0	208.52	0.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0						0	0						0	0	0	208.52	0.00	
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	3	3	3	9	655.0128						0	0						0	0	9	72.78	655.01	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0						0	0						0	0	0	682.24	0.00	
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0						0	0						0	0	0	1,029.60	0.00	
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0						0	0						0	0	0	1,300.00	0.00	
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0						0	0						0	0	0	765.44	0.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0						0	0						0	0	0	596.80	0.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0						0	0						0	0	0	1,034.80	0.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	1			1	670.696						0	0						0	0	1	670.70	670.70	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0						0	0						0	0	0	32.22	0.00	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0						0	0						0	0	0	56.06	0.00	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0						0	0						0	0	0	41.50	0.00	