

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. 016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR 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:

- Download the worksheet file APP-CSE 2019 template at [www.ps-philgeps.gov.ph](http://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
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. 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 last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_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.
- 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 of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- 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.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: LBP Leasing and Finance Corporation  
 Region: NCR  
 Address: 15th Floor, SyCip Law Center, 105 Paseo de Roxas Street, Makati City

Agency Account Code: X398  
 Organization Type: GOCC

Contact Person: Noel D. Calvez  
 Position: Manager/Head, Administrative Unit  
 E-mail: ndcalvez@lbpleasing.com  
 Telephone/Mobile Nos: 818-2200 09184558446

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
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>Pesticides or Pest Repellents</b>																								
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00						0	0.00					0	0.00	0.00	139.36	0.00
<b>Solvents</b>																								
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0	0.00						0	0.00					0	0.00	0.00	43.99	0.00
<b>Color Compounds and Dispersions</b>																								
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				0	0.00						0	0.00					0	0.00	0.00	24.63	0.00
<b>Films</b>																								
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00						0	0.00					0	0.00	0.00	737.24	0.00
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00						0	0.00					0	0.00	0.00	208.52	0.00
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00						0	0.00					0	0.00	0.00	208.52	0.00
<b>Paper Materials and Products</b>																								
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00						0	0.00					0	0.00	0.00	72.78	0.00
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00						0	0.00					0	0.00	0.00	682.24	0.00

25101507-VA204A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for gasoline  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit																			0	#N/A	0.00	#N/A	#N/A
25101507-VA204B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for diesel  For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit																			0	#N/A	0.00	#N/A	#N/A

**For the Transport of Personnel, Equipment, Supplies, Product and Materials**

25101507-VB101A	Pick-up Engine displacement not exceeding 2200 cc for gasoline  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit																			0	#N/A	0.00	#N/A	#N/A
25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit																			0	#N/A	0.00	#N/A	#N/A
25101900-VB201A	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit																			0	#N/A	0.00	#N/A	#N/A
25101900-VB201B	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel  For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit																			0	#N/A	0.00	#N/A	#N/A
25101505-VB301A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline  For general urban use where road conditions are generally good	unit																			0	#N/A	0.00	#N/A	#N/A
25101505-VB301B	Passenger Van Engine displacement not exceeding 3000 cc for diesel  For general urban use where road conditions are generally good	unit																			0	#N/A	0.00	#N/A	#N/A

25101900-VB401A	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline  For general urban use where road conditions are generally good	unit					0	#N/A					0	#N/A	3	3	5,030,850.00			0	#N/A	3.00	#N/A	5,030,850.00
25101900-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel  For general urban use where road conditions are generally good	unit					0	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A
3 25101801-VB5-01	Motorcycle Engine displacement not exceeding 200 cc  For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle	unit					0	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A
4 25101505-VB302A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline  For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit					0	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A
25101505-VB302B	Passenger Van Engine displacement not exceeding 3000 cc for diesel  For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit					0	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A
5 25101502-VB6-01	Bus Engine displacement not exceeding 8500 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	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A
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	#N/A					0	#N/A			#N/A			0	#N/A	0.00	#N/A	#N/A

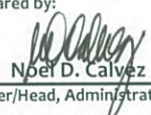
C. For the Transport of Sick and/or Injured Persons

						0	0.00					0	0.00					0	0.00	0.00		0.00
						0	0.00					0	0.00					0	0.00	0.00		0.00
Other Categories																						
1						0	0.00					0	0.00					0	0.00	0.00		0.00
2						0	0.00					0	0.00					0	0.00	0.00		0.00
3						0	0.00					0	0.00					0	0.00	0.00		0.00
						0	0.00					0	0.00					0	0.00	0.00		0.00
						0	0.00					0	0.00					0	0.00	0.00		0.00

TOTAL																						P	5,030,850.00
ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	-
ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																							
GRAND TOTAL (A + B + C)																						P	5,030,850.00
APPROVED BUDGET BY THE AGENCY HEAD																						P	5,030,850.00
Figures and Words:																							
MONTHLY CASH REQUIREMENTS																						P	-
1 Available at Procurement Service Stores																						P	-
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:  
  
 Noel D. Calvez  
 Manager/Head, Administrative Unit

Certified Funds Available / Certified Appropriate Funds Available:  
   
 Kenneth S. Sta Rosa    Christine C. Rubite  
 Chief Accountant        Treasury Officer

Approved by:  
  
 Francisco J. Leonor, Jr.  
 Head of Office/Agency

Date Prepared: July 29, 2019