

INDICATIVE ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2016-9 dated

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-phileps.gov.ph
- Indicate the agency's monthly requirement per item in the INDICATIVE APP-CSE 2021 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-phileps.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
- 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. APP2021_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.
- 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
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)563-9352 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 INDICATIVE APP-CSE for FY 2021 must be submitted on or before September 21, 2020.

Department/Bureau/Office:	DPWH-PAMPANGA 2ND DEO	Agency Account Code:		Contact Person:	AMBROCIO Z. AZARES
Region:	III	Organization Type:		Position:	Engineer III
Address:	San Antonio, Guagua, Pampanga	E-mail:		Telephone/Mobile Nos:	

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	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	1091509-1N-A01	INSECTICIDE, aerosol type, net contents: 600ml min	can			35	35	4,877.60			35	35	4,877.60			35	35	4,877.60			140.00	139.36	19,510.40	
Solvents																								
2	1191509-AL-101	ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle					1,539.65				35	35	1,539.65			35	35	1,539.65			105.00	43.99	4,618.95
		Alcohol 70 %	gal		5	5	4,500.00			100	100	90,000.00			35	35	31,500.00			175.00	900.00	157,500.00		
3		Hand Sanitizer	bottle			0	0.00			0	0.00	15	15	4,685.70			0	0.00			15.00	312.38	4,685.70	
Color Compounds and Dispersions																								
3	1191509-SI-101	STAMP PAD INK, purple or violet	bottle			10	10	246.30			10	10	246.30			10	10	246.30			40.00	24.63	985.20	
19	14191509-PR-101	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		500	500	66,185.00			500	500	66,185.00			500	500	66,185.00			2,000.00	132.37	264,740.00		
20	14191509-PR-102	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		500	500	77,375.00			500	500	77,375.00			500	500	77,375.00			2,000.00	154.75	309,500.00		
21	14191509-PP-101	PAPER, MultiPurpose (COPY) A4, 70 gsm	ream			0	0.00			0	0.00		0	0.00		0	0.00		0	0.00	0.00	114.51	0.00	
22	14191509-PP-102	PAPER, MultiPurpose (COPY) Legal, 70 gsm	ream			0	0.00			0	0.00		0	0.00		0	0.00		0	0.00	0.00	129.98	0.00	
23	14191509-PR-103	PAPER, PAD, ruled, size: 216mm x 330mm (2 1/2mm)	pad		10	10	173.50			10	10	173.50			10	10	173.50			40.00	17.35	694.00		
24	14191509-PA-101	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		50	50	4,810.00			50	50	4,810.00			0	0.00		50	4,810.00	150.00	96.20	14,430.00		
25	14191509-TH-101	PAPER, THERMAL, 55gsm, size: 216mm x 330mm x 30mm	roll		50	50	2,439.00			50	50	2,439.00			50	50	2,439.00			200.00	48.78	9,756.00		
26	14191509-RL-101	RECORD BOOK, 300 PAGES, size: 214mm x 278mm	book		50	50	3,536.00			50	50	3,536.00			50	50	3,536.00			200.00	70.72	14,144.00		
27	14191509-RL-102	RECORD BOOK, 500 PAGES, size: 214mm x 278mm	book		50	50	5,096.00			50	50	5,096.00			50	50	5,096.00			200.00	101.92	20,384.00		
		Mask, KN95	pcs									300			300	299,710.00			300.00	865.70	259,710.00			
		Face Mask Surgical, 3ply	box									50			50	26,000.00			50.00	520.00	26,000.00			
28		Face Shield with eyeglass frame	pcs									360			360	141,120.00			360.00	392.00	141,120.00			
29	14191509-TT-101	TOILET TISSUE PAPER, 2-ply/s sheets, 150 pulls	pack		100	100	6,542.00			100	100	6,542.00			100	100	6,542.00		100	400.00	65.42	26,168.00		
		TOILET TISSUE PAPER, 3-ply/s sheets, 150 pulls				0	0.00			0	0.00	20			20	5,600.00		0	0.00	20.00	280.00	5,600.00		
30		Amonia Paper	rolls			0	0.00			0	0.00	10			10	10,500.00		0	0.00	10.00	1,050.00	10,500.00		
Batteries and Cells and Accessories																								
19	16191509-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		20	20	394.60			20	20	394.60			20	20	394.60			80.00	19.73	1,578.40		
30	16191509-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		20	20	390.00			20	20	390.00			20	20	390.00			80.00	19.50	1,560.00		

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																
31	3101700-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	2	2		0	0.00	2	2	10	0	0.00	2	2	10	0	0.00				0	0.00	19,920.00																		
BATTERY, 9V rechargeable																							24.00	830.00	830.00	88.40	830.00															
Manufacturing Components and Supplies																																										
32	3101600-CL-S01	GLUE, all purpose, gross weight: 200 grams min	jar			10	10	478.20			10	10	478.20			10	10	478.20			10	478.20	40.00	1,912.80																		
33	3101600-SV-S01	STAPLE WIRE, for heavy duty staples, (23/3)	box			30	30	620.40			30	30	620.40			30	30	620.40			30	620.40	120.00	2,481.60																		
34	3101600-SV-S01	STAPLE WIRE, STANDARD, (26/6)	box			100	100	2,005.00			100	100	2,005.00			100	100	2,005.00			100	2,005.00	400.00	8,020.00																		
35	3101503-TA-S01	TAPE, ELECTRICAL, 18mm x 16M min	roll			20	20	364.00			20	20	364.00			20	20	364.00			20	364.00	80.00	4,409.60																		
36	3101503-TA-S01	TAPE, MASKING, width: 24mm (1mm)	roll			20	20	1,102.40			20	20	1,102.40			20	20	1,102.40			20	1,102.40	80.00	55.12																		
37	3101503-TA-S01	TAPE, MASKING, width: 48mm (1mm)	roll			20	20	2,132.00			20	20	2,132.00			20	20	2,132.00			20	2,132.00	80.00	8,528.00																		
38	3101503-TA-S01	TAPE, MASKING, width: 48mm (1mm)	roll			10	10	182.00			10	10	182.00			10	10	182.00			10	182.00	40.00	728.00																		
39	3101503-TA-S01	TAPE, TRANSPARENT, width: 24mm (1mm)	roll			50	50	455.00			50	50	455.00			50	50	455.00			50	455.00	200.00	1,850.00																		
40	3101503-TA-S01	TAPE, TRANSPARENT, width: 48mm (1mm)	roll			20	20	364.00			20	20	364.00			20	20	364.00			20	364.00	80.00	1,456.00																		
41	3101503-TA-S01	TWINING, plastic, one (1) kilo per roll	roll			1	1	50.96				0	0.00				0	0.00			0	0.00	1.00	50.96																		
Heating and Ventilation and Air Circulation																																										
42	4001604-FF-Can	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
43	4001604-FF-Can	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
44	4001604-FF-Can	ELECTRIC FAN, STAND type, plastic blade	unit			5	5	5,031.95				0	0.00				0	0.00			5	5,031.95	10.00	10,063.90																		
45	4001604-FF-Can	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
Measuring and Observing and Testing Equipment																																										
46	4101604-RU-P01	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
Cleaning Equipment and Supplies																																										
47	4701605-FF-S01	AIR FRESHENER, aerosol, 280ml/50g min	can			50	50	4,303.00			50	50	4,303.00			50	50	4,303.00			50	4,303.00	200.00	17,212.00																		
48	4701605-FF-S01	BROOM, soft (bambo)	piece			50	50	6,500.00				0	0.00				0	0.00			0	0.00	100.00	13,000.00																		
49	4701605-FF-S01	BROOM, STICK (TING-TING), usable length: 760mm min	piece			50	50	1,539.00				0	0.00				0	0.00			0	0.00	100.00	3,058.00																		
50	4701605-FF-S01	CLEANER, TOILET BOWL AND URINAL, 900ml+1000ml	bottle			50	50	2,080.00				50	2,080.00			50	2,080.00			50	2,080.00	200.00	8,320.00																			
51	4701605-FF-S01	CLEANER, SCOURING POWDER, 350g min/can	can			50	50	1,196.00				50	1,196.00			50	1,196.00			50	1,196.00	200.00	4,784.00																			
52	4701605-FF-S01	DETERGENT BAR, 140 grams as packed	bar			50	50	400.50				50	400.50			50	400.50			50	400.50	200.00	1,602.00																			
53	4701605-FF-S01	DISINFECTANT POWDER, all purpose, 1kg	pack			100	100	3,743.00				100	3,743.00			100	3,743.00			100	3,743.00	400.00	14,972.00																			
54	4701605-FF-S01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			50	50	6,149.00				50	6,149.00			50	6,149.00			50	6,149.00	200.00	24,596.00																			
55	4701605-FF-S01	DUST PAN, non-rigid plastic, w/ detachable handle	piece			10	10	248.40				0	0.00				0	0.00			0	0.00	10.00	248.40																		
56	4701605-FF-S01	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
57	4701605-FF-S01	FURNITURE CLEANER, aerosol type, 300ml min per can	can			50	50	4,368.00				0	0.00				0	0.00			50	4,368.00	100.00	8,736.00																		
58	4701605-FF-S01	MOP BUCKET, heavy duty, hard plastic	unit			10	10	19,110.00				0	0.00				0	0.00			10	19,110.00	20.00	38,220.00																		
59	4701605-FF-S01	MOPHANDLE, heavy duty, aluminum, screw type	piece			10	10	1,456.00				0	0.00				0	0.00			10	1,456.00	20.00	2,912.00																		
60	4701605-FF-S01	MOPHEAD, made of rayon, weight: 400 grams min	piece			20	20	2,204.80				20	2,204.80			20	2,204.80			20	2,204.80	80.00	8,819.20																			
61	4701605-FF-S01	TRASHBAG, plastic, transparent	roll			100	100	13,988.00				100	13,988.00			100	13,988.00			100	13,988.00	400.00	55,952.00																			
62	4701605-FF-S01	WASTEBASKET, non-rigid plastic	piece			10	10	235.90				0	0.00				0	0.00			0	0.00	10.00	235.90																		
Office Equipment and Accessories and Supplies																																										
63	4401506-EN-S01	ENVELOPE, DOCUMENTARY, for A4 size document	box			10	10	4,081.40				10	4,081.40			10	4,081.40			10	4,081.40	40.00	16,325.60																			
64	4401506-EN-S01	ENVELOPE, DOCUMENTARY, for legal size document	box			10	10	5,180.80				10	5,180.80			10	5,180.80			10	5,180.80	40.00	20,723.20																			
65	4401506-EN-S01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			10	10	7,384.00				10	7,384.00			10	7,384.00			10	7,384.00	40.00	29,536.00																			
66	4401506-EN-S01	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness	piece			10	10	304.90				10	304.90			10	304.90			10	304.90	40.00	1,219.60																			
67	4401506-EN-S01	ENVELOPE, MAILING, white, 80gsm (C5)	box			30	30	9,859.20				30	9,859.20			30	9,859.20			30	9,859.20	120.00	39,436.80																			
68	4401506-EN-S01	ENVELOPE, mailing, white, with window	box			30	30	12,324.00				30	12,324.00			30	12,324.00			30	12,324.00	120.00	49,296.00																			
69	4401506-EN-S01	ERASER, FELT, for blackboard/whiteboard	piece			5	5	55.55				0	0.00				0	0.00			0	0.00	5.00	55.55																		
70	4401506-EN-S01	FASTENER, METAL, 20mm between prongs	box			100	100	7,892.00				100	7,892.00			100	7,892.00			100	7,892.00	400.00	31,568.00																			
71	4401506-EN-S01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00																		
72	4401506-EN-S01	MARKER, FLUORESCENT, 3 assorted colors per set	set			30	30	1,116.90				30	1,116.90			30	1,116.90			30	1,116.90	120.00	4,467.60																			
73	4401506-EN-S01	MARKER, whiteboard, black, felt tip, bullet type	piece			30	30	309.30				30	309.30			30	309.30			30	309.30	120.00	1,237.20																			
74	4401506-EN-S01	MARKER, whiteboard, blue, felt tip, bullet type	piece			30	30	309.30				30	309.30			30	309.30			30	309.30	120.00	1,237.20																			
75	4401506-EN-S01	MARKER, whiteboard, red, felt tip, bullet type	piece			30	30	309.30				30	309.30			30	309.30			30	309.30	120.00	1,237.20																			
76	4401506-EN-S01	MARKER, PERMANENT, bullet type, black	piece			50	50	482.50				50	482.50			50	482.50			50	482.50	200.00	1,930.00																			
77	4401506-EN-S01	MARKER, PERMANENT, bullet type, blue	piece			50	50	482.50				50	482.50			50	482.50			50	482.50	200.00	1,930.00																			
78	4401506-EN-S01	MARKER, PERMANENT, bullet type, red	piece			50	50	482.50				50	482.50			50	482.50			50	482.50	200.00	1,930.00																			
79	4401506-EN-S01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			30	30	179.40				30	179.40			30	179.40			30	179.40	120.00	4,467.60																			
80	4401506-EN-S01	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			30	30	382.20				30	382.20			30	382.20			30	382.20	120.00	1,528.80																			
81	4401506-EN-S01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			50	50	1,039.50				50	1,039.50																													

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
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	353,906.15
C. GRAND TOTAL (A + B)																						P	3,892,967.63
D. APPROVED BUDGET BY THE AGENCY HEAD																						P	
In Figures and Words:																							
G. MONTHLY CASH REQUIREMENTS																						P	
G.1 Available at Procurement Service Stores						346,730.32					370,335.65					766,926.35						P	1,852,461.48
G.2 Other Items not available at PS but regularly purchased from other sources						416,500.00					416,500.00					416,500.00						P	1,670,000.00
TOTAL MONTHLY CASH REQUIREMENTS						763,230.32					786,835.65					1,183,426.35						P	3,522,461.48

* Agency must put the monthly requirement for air tickets both local and international.
We hereby warrant that the total amount reflected in the 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:


ABERGILIO Z. AZARES
Head, Procurement Unit

Certified Funds Available / Certified Appropriate Funds Available:


CECIL LAWRENCE M. CRUZ
BAC Chairman

Approved by:


GREGORIO VAUDEA, JR.
Head of Office/Agency

Date Prepared: