

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 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 APR for all its CSE requirements. Items in the template have 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 2021 FORM at www.ps-phileps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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 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. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office_APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at Phileps website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 - 1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DPWH-DEO AGUSAN DEL NORTE
Region: XIII - BILITAN
Address: J. ROSALES AVENUE, BILITAN CITY

Agency Account Code: NO CODE
Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: LORADEL M. DANLOCO
Supply Officer II
Position: loradelm.danloco@dpwh.gov.ph
E-mail :
Telephone/Mobile Nos: 342-5162

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	0.00				0	0.00				0	0.00				0	0.00	0.00	139.36		0.00
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	151.43		0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (50ml)	bottle	50	50	50	150	6,537.00	50	50	50	150	6,537.00				0	0.00	50	50	50	150	6,537.00	450.00	43.58		19611.00
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3,785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	467.60		0.00
5	51471901-AL-D01	ALCOHOL, isopropyl, 68%-72%, 500ml (50ml)	bottle				0	0.00				0	0.00				0	0.00	10	10	10	30	0.00	90.00	43.58		0.00
6	51471901-AL-D02	ALCOHOL, isopropyl, 68%-72%, scented, 3,785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00		0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75		0.00
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171203-SI-P01	STRAP PVD INK, purple or violet, 50ml (ml.)	bottle	20	20	20	60	1,891.20				0	0.00				0	0.00	20	20	20	60	1,891.20	120.00	31.52		3782.40
FILMS																											
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82		0.00
10	13111201-CF-P01	CARBON FILM, PE Back, size 10mm x 297mm	box	10	10	10	30	6,630.00	10	10	10	30	6,630.00				0	0.00	10	10	10	30	6,630.00	90.00	221.00		19850.00
11	13111201-CF-P02	CARBON FILM, PE Back, size 16mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52		0.00
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CG-A01	CARTON, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.72		0.00
13	14111506-CF-I11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	882.55		0.00
14	14111506-CF-I12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.60		0.00
15	14111506-CF-I22	CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1528.80		0.00
16	14111506-CF-I21	CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	906.56		0.00
17	14111506-CF-I31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	884.00		0.00
18	14111506-CF-I32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1508.00		0.00
19	14111609-LI-C01	LOOSELEAF COVER, made of clipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.56		0.00

Audio and Visual presentation and composing equipment

1	52161505-TV-001	SMART Television							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
2	52161520-MC-M01	Microphone							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
3	52161512-SP-M01	Speakers							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
4	32101514-AM-M01	Amplifier							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
5	52161517-EQ-M01	Equalizer							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
6									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
7									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
8									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
9									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
13									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
14									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
15									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00

Photographic or filming or video equipment

1	46171615-HD-C01	HD Camera							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
2	46121504-HS-C01	DSLR Camera							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
3	46121516-VH-C01	HD Video Camera							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
4	46121506-MC-C01	Video Conference Equipment							0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
5									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
6									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
7									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
8									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
9									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
13									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
14									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
15									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00

Cleaning Equipment and Supplies

1									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
2									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
3									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
4									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
5									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
6									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
7									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
8									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
9									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
13									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
14									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00
15									0	0.00						0	0.00						0	0.00	0.00	0.00	0.00	0.00

