

UPDATED 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 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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 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 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS 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.(02)689-7750 local 4019.

Department/Bureau/Office: DPWH Bulacan 2nd D.E.O. Agency Account Code: _____ Contact Person: MARIA FE Z. SANTOS
 Region: Region III Organization Type: _____ Position: Administrative Officer III (S.O. II)
 Address: Pulong Buhangin, Sta. Maria, Bulacan E-mail : mariafesnts@yahoo.com
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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 II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Common Electrical Supplies																											
1		Bulb (19 watts)	pcs.				0	0.00			20	20	18,000.00				0	0.00				0	0.00	20.00	900		18,000.00
2		Bulb (7 watts)	pcs.				0	0.00			20	20	4,000.00				0	0.00				0	0.00	20.00	200		4,000.00
3		LED Bulb 10watts	pcs.				0	0.00			50	50	15,000.00				0	0.00				0	0.00	50.00	300		15,000.00
4		LED Bulb 20watts	pcs.				0	0.00			50	50	25,000.00				0	0.00				0	0.00	50.00	500		25,000.00
5		Fluorescent Lamp 40watts	pcs.				0	0.00			50	50	7,500.00				0	0.00				0	0.00	50.00	150		7,500.00
6							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	0.00			0.00
8							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	0.00			0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
Common Office Equipment																											
1		3pcs. Wooden Filing Cabinet					0	0.00			1	1	30,000.00				0	0.00				0	0.00	1.00	30,000.00		30,000.00
2		Aircon Split type 1.5 hp	unit				0	0.00			1	1	60,000.00				0	0.00				0	0.00	1.00	60,000.00		60,000.00
3		Aircon Split type 2.0 hp	unit				0	0.00			1	1	65,000.00				0	0.00				0	0.00	1.00	65,000.00		65,000.00
4		Aircon Split type 2.0 hp Inverter	unit				0	0.00			8	8	642,500.00				0	0.00				0	0.00	8.00	80,312.50		642,500.00
5		Aircon Window Type 2.0 hp	unit				0	0.00			4	4	200,000.00				0	0.00				0	0.00	4.00	50,000.00		200,000.00
6		Aircon Window type 2.0hp	unit				0	0.00			1	1	50,000.00				0	0.00				0	0.00	1.00	50,000.00		50,000.00
7		Cabinet	pcs.				0	0.00			1	1	100,000.00				0	0.00				0	0.00	1.00	100,000.00		100,000.00
8		Clerical Chair	pcs.				0	0.00			33	33	264,000.00				0	0.00				0	0.00	33.00	8,000.00		264,000.00
10		Clerical Table	pcs.				0	0.00			3	3	30,000.00				0	0.00				0	0.00	3.00	10,000.00		30,000.00

11		Computer Table	pcs.				0	0.00			1	1	10,000.00				0	0.00				0	0.00	1.00	10,000.00		10,000.00	
12		Conference Table with 10 chairs	pcs.				0	0.00			1	1	120,000.00				0	0.00				0	0.00	1.00	120,000.00		120,000.00	
13		Copier Machine	unit				0	0.00			3	3	840,000.00				0	0.00				0	0.00	3.00	280,000.00		840,000.00	
14		Digital Blood Pressure Monitor	pcs.				0	0.00			2	2	14,000.00				0	0.00				0	0.00	2.00	7,000.00		14,000.00	
15		Dining Table with 10 chairs	pcs.				0	0.00			1	1	120,000.00				0	0.00				0	0.00	1.00	120,000.00		120,000.00	
16		Drawer / Cabinet	pcs.				0	0.00			1	1	75,000.00				0	0.00				0	0.00	1.00	75,000.00		75,000.00	
17		Executive Chair	pcs.				0	0.00			8	8	160,000.00				0	0.00				0	0.00	8.00	20,000.00		160,000.00	
18		Executive Table w/ cubicle	pcs.				0	0.00			3	3	90,000.00				0	0.00				0	0.00	3.00	30,000.00		90,000.00	
19		Executive Table with Cubicle	pcs.				0	0.00			1	1	20,000.00				0	0.00				0	0.00	1.00	20,000.00		20,000.00	
20		Executive/Managerial table	pcs.				0	0.00			1	1	25,000.00				0	0.00				0	0.00	1.00	25,000.00		25,000.00	
21		Filing Cabinet	pcs.				0	0.00			1	1	150,000.00				0	0.00				0	0.00	1.00	150,000.00		150,000.00	
22		Generator Set	unit				0	0.00			1	1	#####				0	0.00				0	0.00	1.00	1,200,000.00		1,200,000.00	
23		Laser Distance Finder	unit				0	0.00			24	24	#####				0	0.00				0	0.00	24.00	60,000.00		1,440,000.00	
24		Measuring tape (50m)	pcs.				0	0.00			5	5	10,000.00				0	0.00				0	0.00	5.00	2,000.00		10,000.00	
25		Measuring tape (5m)	pcs.				0	0.00			10	10	4,500.00				0	0.00				0	0.00	10.00	450.00		4,500.00	
26		Rain Coat	pcs.				0	0.00			20	20	30,000.00				0	0.00				0	0.00	20.00	1,500.00		30,000.00	
27		Reflectorized Vest	pcs.				0	0.00			20	20	10,000.00				0	0.00				0	0.00	20.00	500.00		10,000.00	
28		Refrigerator 7 cu.	pcs.				0	0.00			1	1	12,000.00				0	0.00				0	0.00	1.00	12,000.00		12,000.00	
29		Rubber Boots	pair				0	0.00			20	20	40,000.00				0	0.00				0	0.00	20.00	2,000.00		40,000.00	
30		Shelves	pcs.				0	0.00			1	1	50,000.00				0	0.00				0	0.00	1.00	50,000.00		50,000.00	
31		Sr. Executive Table	pcs.				0	0.00			1	1	25,000.00				0	0.00				0	0.00	1.00	25,000.00		25,000.00	
32		Table (cubicle for computers)	pcs.				0	0.00			1	1	100,000.00				0	0.00				0	0.00	1.00	100,000.00		100,000.00	
33		Table w/ cubicle	pcs.				0	0.00			34	34	680,000.00				0	0.00				0	0.00	34.00	20,000.00		680,000.00	
34		Tape meter 50m	pcs.				0	0.00			5	5	10,000.00				0	0.00				0	0.00	5.00	2,000.00		10,000.00	
35		Television 40" Full HD LED TV	pcs.				0	0.00			1	1	26,000.00				0	0.00				0	0.00	1.00	26,000.00		26,000.00	
36		Traffic Cone	pcs.				0	0.00			20	20	100,000.00				0	0.00				0	0.00	20.00	5,000.00		100,000.00	
37		Two way Radio (Boefeng)	pcs.				0	0.00			5	5	25,000.00				0	0.00				0	0.00	5.00	5,000.00		25,000.00	
38		Visitors Chair	pcs.				0	0.00			4	4	20,000.00				0	0.00				0	0.00	4.00	5,000.00		20,000.00	
39		Walk Meter	pcs.				0	0.00			5	5	50,000.00				0	0.00				0	0.00	5.00	10,000.00		50,000.00	
40		Water Dispenser	pcs.				0	0.00			4	4	40,000.00				0	0.00				0	0.00	4.00	10,000.00		40,000.00	
							0	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	0.00	0.00			0.00	
Common Office Supplies																												
1		Double Sided Tape 5 meters (3m Brand)	roll				0	0.00			30	30	3,900.00				0	0.00				0	0.00	30.00	130.00		3,900.00	
2		Duct tape	roll				0	0.00			60	60	24,000.00				0	0.00				0	0.00	60.00	400.00		24,000.00	
3		DVD RW	pcs.				0	0.00			600	600	18,000.00				0	0.00				0	0.00	600.00	30.00		18,000.00	
4		Heavy Duty Puncher	pcs.				0	0.00			5	5	6,000.00				0	0.00				0	0.00	5.00	1200.00		6,000.00	
5		Heavy Duty Stapler	pcs.				0	0.00			10	10	8,000.00				0	0.00				0	0.00	10.00	800.00		8,000.00	
6		Metal Clip	box				0	0.00			100	100	5,000.00				0	0.00				0	0.00	100.00	50.00		5,000.00	
7		Photo Paper (10pcs./pack)	pcs.				0	0.00			200	200	40,000.00				0	0.00				0	0.00	200.00	200.00		40,000.00	
8		Plastic Cover #12 thickness	yards				0	0.00			40	40	4,000.00				0	0.00				0	0.00	40.00	100.00		4,000.00	
9							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	0.00			0.00	
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00	
Common Janitorial Supplies																											
1		Alcohol	gal.			0	0.00				115	115	71,300.00				0	0.00				0	0.00	115.00	620.00	71,300.00	
2		Bidet	pcs.			0	0.00				50	50	25,000.00				0	0.00				0	0.00	50.00	500.00	25,000.00	
3		Disinfectant	gal.			0	0.00				30	30	25,500.00				0	0.00				0	0.00	30.00	850.00	25,500.00	
4		Disinfectant Solution	gal.			0	0.00				250	250	155,000.00				0	0.00				0	0.00	250.00	620.00	155,000.00	
5		Disposable Ambidextrous Hand Gloves	pair			0	0.00				5	5	2,850.00				0	0.00				0	0.00	5.00	570.00	2,850.00	
6		Door Knob	pcs.			0	0.00				50	50	40,000.00				0	0.00				0	0.00	50.00	800.00	40,000.00	
7		Floor Mats w/ Disinfectant	pcs.			0	0.00				3	3	7,200.00				0	0.00				0	0.00	3.00	2,400.00	7,200.00	
8		Flush set	pcs.			0	0.00				25	25	62,500.00				0	0.00				0	0.00	25.00	2,500.00	62,500.00	
9		Gloves (Orange)	pair			0	0.00				12	12	2,280.00				0	0.00				0	0.00	12.00	190.00	2,280.00	
10		Gloves, Anti-cut, Rubber-Coated, Washable	pair			0	0.00				72	72	25,920.00				0	0.00				0	0.00	72.00	360.00	25,920.00	
11		Goggles	pcs.			0	0.00				100	100	11,500.00				0	0.00				0	0.00	100.00	115.00	11,500.00	
12		Hand Sanitizer	gal.			0	0.00				30	30	30,000.00				0	0.00				0	0.00	30.00	1,000.00	30,000.00	
13		Hand Soap	gal.			0	0.00				10	10	5,500.00				0	0.00				0	0.00	10.00	550.00	5,500.00	
14		Janitorial Cart	pcs.			0	0.00				3	3	15,000.00				0	0.00				0	0.00	3.00	5,000.00	15,000.00	
15		Liquid Chlorine Dioxide	pcs.			0	0.00				250	250	155,000.00				0	0.00				0	0.00	250.00	620.00	155,000.00	
16		Mop Heads	pcs.			0	0.00				8	8	2,000.00				0	0.00				0	0.00	8.00	250.00	2,000.00	
17		Mop Wringer w/ mop	pcs.			0	0.00				3	3	12,000.00				0	0.00				0	0.00	3.00	4,000.00	12,000.00	
18		Power Spray	pcs.			0	0.00				1	1	3,500.00				0	0.00				0	0.00	1.00	3,500.00	3,500.00	
19		protective eye goggles (Orange)	pcs.			0	0.00				15	15	6,000.00				0	0.00				0	0.00	15.00	400.00	6,000.00	
20		Protective Hat w/ neck/face cover	pcs.			0	0.00				92	92	84,180.00				0	0.00				0	0.00	92.00	915.00	84,180.00	
21		Protective suit, coat and pants	pcs.			0	0.00				92	92	56,120.00				0	0.00				0	0.00	92.00	610.00	56,120.00	
22		Reflectorized traffic vest (Neon Orange)	pcs.			0	0.00				20	20	8,400.00				0	0.00				0	0.00	20.00	420.00	8,400.00	
23		Reflectorized traffic vest (Neon Yellow Green)	pcs.			0	0.00				18	18	10,080.00				0	0.00				0	0.00	18.00	560.00	10,080.00	
24		Rubber Floor Mat	pcs.			0	0.00				10	10	5,000.00				0	0.00				0	0.00	10.00	500.00	5,000.00	
25		Safety Shoes, Steel toe	pair			0	0.00				90	90	163,350.00				0	0.00				0	0.00	90.00	1,815.00	163,350.00	
26		Safety Shoes, Steel toe TF brand	pair			0	0.00				2	2	2,000.00				0	0.00				0	0.00	2.00	1,000.00	2,000.00	
27		Surgical Gloves	pair			0	0.00				125	125	1,250.00				0	0.00				0	0.00	125.00	10.00	1,250.00	
28		Surgical Mask N95	pcs.			0	0.00				100	100	22,400.00				0	0.00				0	0.00	100.00	224.00	22,400.00	
29		Thermal Scanner	pcs.			0	0.00				8	8	37,600.00				0	0.00				0	0.00	8.00	4,700.00	37,600.00	
30		Tissue	pack			0	0.00				100	100	20,000.00				0	0.00				0	0.00	100.00	200.00	20,000.00	
31		Washable Cotton Face mask	pcs.			0	0.00				100	100	4,000.00				0	0.00				0	0.00	100.00	40.00	4,000.00	
32		Water Hose (30 meters)	pcs.			0	0.00				2	2	2,000.00				0	0.00				0	0.00	2.00	1,000.00	2,000.00	
33						0	0.00					0	0.00				0	0.00				0	0.00	0.00		0.00	
34						0	0.00					0	0.00				0	0.00				0	0.00	0.00		0.00	
Common ICT Equipment																											
1		External Hard Disk Drive 2TB 3.0				0	0.00				11	11	71,500.00				0	0.00				0	0.00	11.00	6500.00	71,500.00	
2		Keyboard				0	0.00				2	2	1,600.00				0	0.00				0	0.00	2.00	800.00	1,600.00	
3		OTG USB Flash Disk Drive 3.0 32GB (Type C and Android)				0	0.00				20	20	30,000.00				0	0.00				0	0.00	20.00	1500.00	30,000.00	

4		OTG USB Flash Disk Drive 3.0 64GB (Type C and Android)					0	0.00			40	40	72,000.00				0	0.00				0	0.00	40.00	1800.00	72,000.00	
5		USB Flash Disk Drive 3.0 8GB					0	0.00			80	80	64,000.00				0	0.00				0	0.00	80.00	800.00	64,000.00	
6		USB Flash Drive 32GB					0	0.00			19	19	28,500.00				0	0.00				0	0.00	19.00	1500.00	28,500.00	
7							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	0.00		0.00	
9							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	0.00		0.00	
Consumables																											
1		ink for A3 Colored Printer					0	0.00			12.00	12	36,000.00				0	0.00				0	0.00	12.00	3,000.00	36,000.00	
2		ink for Continuous Printer					0	0.00			28.00	28	84,000.00				0	0.00				0	0.00	28.00	3,000.00	84,000.00	
3		ink HP 965 (Black)					0	0.00			60.00	60	150,000.00				0	0.00				0	0.00	60.00	2,500.00	150,000.00	
4		ink HP 965 (Cyan)					0	0.00			60.00	60	114,000.00				0	0.00				0	0.00	60.00	1,900.00	114,000.00	
5		ink HP 965 (Magenta)					0	0.00			60.00	60	114,000.00				0	0.00				0	0.00	60.00	1,900.00	114,000.00	
6		ink HP 965 (Yellow)					0	0.00			60.00	60	114,000.00				0	0.00				0	0.00	60.00	1,900.00	114,000.00	
7		ink HP 965XL (Black)					0	0.00			40.00	40	140,000.00				0	0.00				0	0.00	40.00	3,500.00	140,000.00	
8		ink HP 965XL (Cyan)					0	0.00			40.00	40	100,000.00				0	0.00				0	0.00	40.00	2,500.00	100,000.00	
9		ink HP 965XL (Magenta)					0	0.00			40.00	40	100,000.00				0	0.00				0	0.00	40.00	2,500.00	100,000.00	
10		ink HP 965XL (Yellow)					0	0.00			40.00	40	100,000.00				0	0.00				0	0.00	40.00	2,500.00	100,000.00	
11		ink refill for Epson Printer Black					0	0.00			200	200	40,000.00				0	0.00				0	0.00	200.00	200.00	40,000.00	
12		ink refill for Epson Printer Cyan					0	0.00			80	80	16,000.00				0	0.00				0	0.00	80.00	200.00	16,000.00	
13		ink refill for Epson Printer Magenta					0	0.00			80	80	16,000.00				0	0.00				0	0.00	80.00	200.00	16,000.00	
14		ink refill for Epson Printer YELLOW					0	0.00			80	80	16,000.00				0	0.00				0	0.00	80.00	200.00	16,000.00	
15		Pixma Canon ink #88 Black					0	0.00			20	20	20,000.00				0	0.00				0	0.00	20.00	1000.00	20,000.00	
16		Pixma Canon ink #98 Tri-color					0	0.00			20	20	20,000.00				0	0.00				0	0.00	20.00	1000.00	20,000.00	
17		Plotter Ink Black 300ml					0	0.00			15	15	195,000.00				0	0.00				0	0.00	15.00	13000.00	195,000.00	
18		Plotter Ink Cyan 300ml					0	0.00			5	5	65,000.00				0	0.00				0	0.00	5.00	13000.00	65,000.00	
19		Plotter Ink Magenta 300ml					0	0.00			5	5	65,000.00				0	0.00				0	0.00	5.00	13000.00	65,000.00	
20		Plotter Ink Yellow 300ml					0	0.00			5	5	65,000.00				0	0.00				0	0.00	5.00	13000.00	65,000.00	
21		Toner BH 367					0	0.00			12	12	120,000.00				0	0.00				0	0.00	12.00	10,000.00	120,000.00	
22		Toner for Konica Minolta Bizhub 287					0	0.00			10	10	100,000.00				0	0.00				0	0.00	10.00	10000.00	100,000.00	
23		Toner Kyocera TK-1124					0	0.00			40	40	200,000.00				0	0.00				0	0.00	40.00	5000.00	200,000.00	
24		Toner TN118 (BH-206)					0	0.00			16	16	86,000.00				0	0.00				0	0.00	16.00	5375.00	86,000.00	
25							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
26							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
27							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
28							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
29							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
30							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

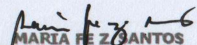
A. TOTAL																										P	10,534,430.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										P	1,053,443.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																											
D. GRAND TOTAL (A + B+ C)																										P	11,587,873.00

E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									P	-
F. MONTHLY CASH REQUIREMENTS									P	-
G.1 Available at Procurement Service Stores									P	-
G.2 Other Items not available at PS but regularly purchased from other sources		-		10,534,430.00		-		-	P	10,534,430.00
TOTAL MONTHLY CASH REQUIREMENTS		-		10,534,430.00		-		-	P	10,534,430.00

**Agency must put the monthly requirement for air tickets both local and international.*

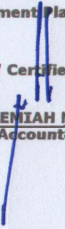
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

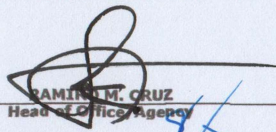

MARIA FE Z. SANTOS
Property/Supplier Officer

Date Prepared:

Certified Funds Available / Certified Appropriate Funds Available:


JEREMIAH M. SUN
Accountant

Approved by:


RAMON M. CRUZ
Head of Office/Agency