

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Used 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 6, 2018, the APP-CSE shall serve as the agency's APP 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-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency must 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-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. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Reglon 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 for reference of the agency. 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.)
- At 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; 8790-6400 Local 8006-8010

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

Department/Bureau/Office: DEPMH-Ludic 1st District Engineering Office
 Region: III-Panay
 Address: Palsolungco, Gerona, Iloilo
 Contact Person: Enrique B. Gonzales
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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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																					
PESTICIDES OR PEST REPELLENTS																					
1	10191509-10-A01 INSECTICIDE, aerosol type, net content: 600ml min	can	12	12	12	36	5,016.96	12	12	36	5,016.96	12	12	36	5,016.96	12	12	36	5,016.96	139.36	20067.81
PERFUMES OR COLONGES OR FRAGRANCES																					
2	51311612-HS-S01 HAND SANITIZER, 500 ml	bottle	24	24	24	72	10,902.96	24	24	72	10,902.96	24	24	72	10,902.96	24	24	72	10,902.96	151.43	43811.64
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (1-5ml)	bottle				0	0.00			0	0.00			0	0.00			0	0.00	43.58	0.00
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	12	12	12	36	16,473.60	12	12	36	16,473.60	12	12	36	16,473.60	12	12	36	16,473.60	457.60	65894.40
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (1-5ml)	bottle				0	0.00			0	0.00			0	0.00			0	0.00	43.59	0.00
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	12	12	12	36	16,380.00	12	12	36	16,380.00	12	12	36	16,380.00	12	12	36	16,380.00	455.00	65200.00
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00			0	0.00			0	0.00			0	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																					
8	12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	2	2	2	6	189.12	2	2	6	189.12	2	2	6	189.12	2	2	6	189.12	31.52	756.48
FILMS																					
9	1311203-AC-P01 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00			0	0.00			0	0.00			0	0.00	847.62	0.00
10	1311201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	1	1	1	3	221.00	1	1	3	221.00	1	1	3	221.00	1	1	3	221.00	221.00	664.00
11	13111501-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	1	1	1	3	208.52	1	1	3	208.52	1	1	3	208.52	1	1	3	208.52	208.52	624.09
PAPER MATERIALS AND PRODUCTS																					
12	14111505-CA-A01 CARTRIDGE, assorted colors	pack				0	0.00			0	0.00			0	0.00			0	0.00	83.72	0.00
13	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00			0	0.00			0	0.00			0	0.00	882.55	0.00
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00			0	0.00			0	0.00			0	0.00	1029.69	0.00
15	14111506-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	1528.80	0.00
16	14111506-CF-L21 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	966.36	0.00
17	14111506-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	884.00	0.00

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AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

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FLAG OR ACCESSORIES

299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	284.84	1	1	284.84	1	284.84	4.00	284.84	1195.36
PRINTED PUBLICATIONS													

PRINTED PUBLICATIONS

[illegible]

FIRE FIGHTING EQUIPMENT

[illegible]

CONSUMER ELECTRONICS

393	52161535-DV-401	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit		0	0.00				0	0.00		0	0.00		0	0.00		6415.64		0.00
FURNITURE AND FURNISHINGS																					

FURNITURE AND FURNISHINGS

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ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

308	60121413-CD-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0,00		0	0,00		0	0,00		0	0,00		0	0,00		0,00		0,00
309	60121413-CB-P02	CLEARBOOK, 70 transparent pockets, for LEGAL size	piece				0	0,00		0	0,00		0	0,00		0	0,00		0	0,00		42,28		0,00
310	60121504-ER-P01	ERASER, PLASTIC/RUBBER, for pencil drawing/white	piece				0	0,00					0	0,00					0	0,00		4,42		0,00
311	60121504-SP-001	SIGN PEN, BLACK, liquid/gel ink, 0,5mm needle tip	piece	40	40	40	120	4,153,20	40	40	120	4,153,20	40	40	120	4,153,20	480,00	34,61						16612,80
312	60121504-SP-002	SIGN PEN, BLUE, liquid/gel ink, 0,5mm needle bp	piece	24	24	24	72	2,491,92	24	24	72	2,491,92	24	24	72	2,491,92	288,00	34,61						9987,68
313	60121504-SP-003	SIGN PEN, RED, liquid/gel ink, 0,5mm needle tip	piece	6	6	6	18	622,98	6	6	18	622,98	6	6	18	622,98	72,00	34,61						2491,92

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