

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. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APP 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:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-phileps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero (0) if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. 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
6. 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 that are available for purchase in the PS under the PART I.
7. 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.
8. 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.)
9. 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.
10. 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

Not 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: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Region: REGION IV
Address: Marikina St., RR1, Bureaus, Linaoan City, Albay

Agency Account Code:
Organization Type: National Government Agency

Contact Person: JUDEX DONNEL G. LLANOSO
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Item & Specifications

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES		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
PESTICIDES OR PEST REPELLENTS																										
1	1019109-3N-401	INSECTICIDE, aerosol type, net content: 600ml / can	can	25	75	25	125	17,420.00	25	25	75	125	17,420.00	25	25	74	124	17,280.64	25	25	55	105	14,632.80	479.00	139.36	66753.44
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	5313162-N5-501	HAND SANITIZER, 500 ml	bottle				0	0.00	5			5	75.15				0	0.00				0	0.00	5.00	151.43	757.15
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-001	ALCOHOL, ethyl, 60%-72%, scented, 500ml (5-oz)	bottle	700	651	511	1862	81,145.96	751	681	691	2122	92,520.34	501	551	651	1703	74,216.74	501	501	650	1652	71,994.16	7,340.80	43.58	319877.20
4	12191601-AL-002	ALCOHOL, ethyl, 60%-72%, scented, 3.785 liters	gallon				0	0.00	2			2	915.20				0	0.00				0	0.00	2.00	467.60	915.20
5	51471901-AL-101	ALCOHOL, isopropyl, 60%-72%, scented, 500ml (5-oz)	bottle				0	0.00	2			2	915.20				0	0.00				0	0.00	0.00	43.58	915.20
6	51471901-AL-102	ALCOHOL, isopropyl, 60%-72%, scented, 3.785 liters	gallon				0	0.00	2			2	915.20				0	0.00				0	0.00	0.00	43.58	915.20
7	51471505-PO-101	POLYDIONE IODINE, 10 % solution, 120 ml	gallon				0	0.00	2			2	915.20				0	0.00				0	0.00	0.00	453.00	915.20
COLOR COMPONENES AND DISPERSIONS																										
8	12171703-S1-101	STAPLE PAD 10K, purple or white, 50ml (1-oz)	bottle	51	85	35	171	5,399.92	55	55	105	215	6,776.80	55	55	105	215	6,776.80	30	35	35	100	3,152.00	701.00	31.52	22095.52
FILMS																										
9	13111203-AC-R01	ACETATE, thickness: 0.075mm mil (gauge # 3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	647.82	0.00	0.00
10	13111201-CF-R01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	221.00	0.00	0.00
11	13111201-CF-R02	CARBON FILM, PE, black, size 216mm x 230mm	box				0	0.00				0	0.00				0	0.00				0	0.00	208.52	0.00	0.00
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CO-401	CHITOLIN, animal origin	pkg	115	100	150	365	36,537.80	85	75	140	300	25,116.00	65	75	125	289	24,195.08	75	65	110	250	20,930.00	1,204.00	83.72	100798.88
13	14111506-CF-111	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
14	14111506-CF-112	CONTINUOUS FORM, 1 PLY, 280 x 278mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	882.55	0.00	0.00
15	14111506-CF-122	CONTINUOUS FORM, 2 PLY, 280 x 278mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1029.60	0.00	0.00
16	14111506-CF-121	CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1528.80	0.00	0.00
17	14111506-CF-131	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	906.36	0.00	0.00
18	14111506-CF-132	CONTINUOUS FORM, 3 PLY, 280 x 278mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	884.00	0.00	0.00
19	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	75	75	78	228	181,250.86	75	75	78	228	181,250.86	75	75	78	228	181,250.86	75	75	100	250	199,740.00	934.00	754.96	742492.64
20	14111514-AP-502	NOTE PAD, stick on, 50mm x 78mm (2" x 3") mm	pad	0	0	100	100	3,703.00	10	0	100	110	4,078.60	0	0	50	50	1,853.00	0	0	0	0	0.00	260.00	37.06	9635.60
21	14111514-AP-504	NOTE PAD, stick on, 76mm x 108mm (3" x 4") mm	pad	0	0	40	40	2,371.20	20	40	0	60	3,556.80	0	0	0	0	0.00	0	0	0	0	0.00	100.00	59.28	5928.00
22	14111514-AP-503	NOTE PAD, stick on, 76mm x 78mm (3" x 3") mm	pad	0	0	20	20	954.60	74	30	0	104	4,860.92	0	0	0	0	0.00	0	0	0	0	0.00	124.60	47.73	5918.52

306	5601515-TH-501	TABLE, NOYER,OC, WHITE, 889 x 889mm (35" x 35")mm	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1338.43	0.00
307	5601515-TH-502	TABLE, NOYER,OC, BEIGE, 889 x 889mm (35" x 35")mm	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1315.66	0.00

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

308	6012113-GB-101	CLABOOK, 20 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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SOFTWARE

1	43231513-SPT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
2	43231602-SPT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
3	43232004-SPT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
4	43232107-SPT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
5	43232205-SPT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
6	43232304-SPT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
7	43232402-SPT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
8	43232505-SPT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
9	43232603-SPT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
10	43232701-SPT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
11	43232802-SPT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
12	43232905-SPT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
13	43233004-SPT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
14	43233105-SPT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
15	43233405-SPT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00
16	43233501-SPT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	0.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Common Electrical Supplies

1	40101701-AC-001	Air Conditioning Unit, Window Inverter Type		0	0	1	1	40,000.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	40000.00	40000.00
2	40101701-AC-501	Air Conditioning Unit, Split Type		0	0	0	0	0.00	5	0	0	5	74,995.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	74995.00	74995.00
3		Automatic Emergency Light				11	11	36,500.00						0.00							0.00								0.00					0.00	0.00	36500.00	36500.00	
4		Extension Wire				2	2	700.00						0.00							0.00								0.00					0.00	0.00	700.00	700.00	
5														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
6														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
7														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
8														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
9														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
10														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
11														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
12														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
13														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
14														0.00							0.00								0.00					0.00	0.00	0.00	0.00	
15														0.00							0.00								0.00					0.00	0.00	0.00	0.00	

Common Office Equipment

1	44111905-WB-001	White Board						0	0.00					0	0.00					0	0.00							0	0.00					0.00	0.00	0.00	0.00
2	44111911-WB-001	White Board, Digital						0	0.00					0	0.00					0	0.00							0	0.00					0.00	0.00	0.00	0.00
3		Executive Office Chair						0	0.00				1	5,000.00						0	0.00							0	0.00					0.00	0.00	5000.00	5000.00
4		Small Office Chair						0	0.00				3	45,000.00						0	0.00							0	0.00					0.00	0.00	15000.00	45000.00
5		Horizontal A4/01 File, Legal Size, Color Blue						320	96,000.00						0.00					0	0.00							0	0.00					0.00	0.00	320.00	96000.00

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3					0	0.00		0	0.00		0	0.00		0
4					0	0.00		0	0.00		0	0.00		0
5					0	0.00		0	0.00		0	0.00		0
6					0	0.00		0	0.00		0	0.00		0
7					0	0.00		0	0.00		0	0.00		0
8					0	0.00		0	0.00		0	0.00		0
9					0	0.00		0	0.00		0	0.00		0
10					0	0.00		0	0.00		0	0.00		0
11					0	0.00		0	0.00		0	0.00		0
12					0	0.00		0	0.00		0	0.00		0
13					0	0.00		0	0.00		0	0.00		0
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