

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 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 Procurement System (MGPS).

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 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-philgeps.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 PHIGEPS 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: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Region: REGION V
 Address: Mambola St., PBN, Buraquils, Liguazal City, Albay
 Contact Person: JUDEX DONNEL G. LLAMOSO
 Position: Administrative Officer IV
 E-mail: judex.llamoso@gmail.com
 Organization Type: National Government Agency
 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	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	1015109 IN-A01	INSECTICIDE, aerosol type, net contents: 600ml min	can	25	75	25	125	17,420.00	25	25	75	125	17,420.00	25	25	74	124	17,260.54	25	55	105	14,632.80	479.00	139.36	60753.44	
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131606-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00	5						0	0.00			0	0.00		5.00	151.43	757.15		
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12151601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (5-ml)	bottle	700	651	511	1862	81,145.96	751	681	691	2123	92,320.34	501	551	651	1703	74,216.74	501	501	650	1652	71,994.16	7,340.00	43.58	319877.20
4	12151601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00	2			2	915.20				0	0.00			0	2.00	457.60	915.20		
5	51471901-AL-101	ALCOHOL, isopropyl, 68%-72%, 500ml (5-ml)	bottle				0	0.00				0	0.00				0	0.00			0	0.00	43.58	0.00		
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00			0	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	207.75	0.00		
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD PINK, purple or violet, 50mm (mm.)	bottle	51	85	35	171	5,389.92	55	55	105	215	6,776.60	55	55	105	215	6,776.60	30	35	100	3,152.00	701.00	31.52	22095.52	
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, black, size 210mm x 257mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	221.00	0.00	
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	203.52	0.00	
PAPER MATERIALS AND PRODUCTS																										
12	14111524-CA-401	CARTULINA, assorted colors	pack	115	100	150	365	30,557.60	85	75	140	300	25,116.00	89	75	125	289	24,155.08	75	65	110	250	20,930.00	1,204.00	83.72	10798.08
13	14111526-CF-L11	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	882.55	0.00	
14	14111526-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	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	
15	14111526-CF-L22	CONTINUOUS FORM, 2 PLY, 280 x 378mm, 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	
16	14111526-CF-L21	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	906.36	0.00	
17	14111526-CF-L31	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	884.00	0.00	
18	14111526-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, 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	1508.00	0.00	
19	14111609-L1-C01	LOOSELEAF COVER, made of clipboard, for legal	bundle	75	75	78	228	181,250.68	75	75	76	228	181,250.68	75	75	78	228	181,250.68	75	75	100	250	198,740.00	934.00	794.96	742,692.64
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	100	100	3,265.00	10	0	100	110	4,076.60	0	0	50	50	1,853.00	0	0	0	0	0.00	260.00	37.06	9635.60
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	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	9928.00
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	0	20	20	954.60	74	30	0	104	4,963.92	0	0	0	0	0.00	0	0	0	0	0.00	124.00	47.73	5918.52

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66	73101612-HS-L01	bottle	50	0	0	50	5,148.00	50	0	0	50	5,148.00	50	0	0	50	5,148.00	200.00	102.96	20592.00
67	4713102-FW-P02	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	309.76	0.00
68	4713103-FC-A01	can	10	0	0	10	1,155.30	10	0	0	10	1,155.30	10	0	0	10	1,155.30	40.00	115.53	4621.20
69	4712104-MP-B01	unit	5	0	0	5	11,440.00	5	0	0	5	11,440.00	5	0	0	5	11,440.00	20.00	2388.00	48760.00
70	4713103-MP-H02	piece	20	0	5	25	3,640.00	20	0	5	25	3,640.00	20	0	5	25	3,640.00	100.00	145.60	14560.00
71	4713104-MP-R01	piece	20	0	5	25	3,094.00	20	0	5	25	3,094.00	20	0	5	25	3,094.00	100.00	123.76	12376.00
72	4713101-MG-C01	bundle	15	15	35	65	3,498.30	15	15	35	65	3,498.30	15	15	35	65	3,498.30	240.00	53.82	12916.80
73	4713102-SC-N01	pack	10	10	20	40	4,284.80	10	10	20	40	4,284.80	10	10	20	40	4,284.80	160.00	107.12	17139.20
74	47121701-TB-P04	pack	50	50	75	175	23,569.00	50	50	75	175	23,569.00	50	50	75	175	23,569.00	700.00	134.68	94276.00
75	47121702-WB-P01	piece	20	20	40	80	2,236.80	20	20	40	80	2,236.80	20	20	40	80	2,236.80	340.00	27.96	9505.40
PERSONAL PROTECTIVE EQUIPMENT																				
76	46181533-CA-C01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1144.00	0.00
77	46181702-FSH-H01	piece	200	200	674	1074	134,935.20	200	200	500	900	112,320.00	200	200	500	900	112,320.00	3,774.00	124.80	470995.20
78	46181804-SG-C01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	156.00	0.00
79	42131601-PA-A01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	15.08	0.00
80	42131702-SC-01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	299.52	0.00
81	42131711-HC-H01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2.60	0.00
82	42131609-SC-S01	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.32	0.00
83	42132203-MG-G01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3.07	0.00
84	42132203-MG-G02	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5.02	6024.00
85	42131713-SH-M01	piece	5000	1000	1340	7340	102,053.60	1400	1010	1300	3710	92,086.40	1010	1000	1300	3300	46,472.40	17,660.00	14.04	247946.40
86	46182008-KN-H01	piece	100	100	1100	1300	135,200.00	120	3162	100	3372	360,688.00	100	100	100	300	31,200.00	5,272.00	104.60	540288.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																				
87	43211507-DSK001	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.50	0.00
88	43211507-DSK002	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42,390.40	0.00
89	43211503-LAP001	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41,392.20	0.00
90	43201027-HD-X02	piece	20	1	5	26	68,921.58	23	20	5	48	127,239.84	20	0	5	25	66,270.75	124.00	2860.83	330702.92
91	43202010-FD-L01	piece	50	0	50	100	16,744.00	50	0	100	150	25,116.00	50	0	50	100	16,744.00	450.00	167.44	75346.00
92	43211703-MO-C01	unit	0	0	25	25	2,782.50	0	0	25	25	2,782.50	0	0	0	0	0.00	75.00	111.30	8347.50
93	43211708-MO-C02	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	154.00	0.00
94	43212102-PR-C02	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38100.97	0.00
95	43212102-PR-C03	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5191.52	0.00
96	43212105-PR-L01	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	0.00
97	43212105-PR-L02	unit	5	0	0	5	39,495.00	5	0	0	5	39,495.00	5	0	0	5	39,495.00	20.00	7899.00	157980.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
98	44121710-CH-W01	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.64	0.00
99	4412105-BF-C01	box	50	50	50	150	1,357.50	50	50	150	150	1,357.50	50	50	150	150	1,357.50	640.00	9.05	5792.00
100	4412105-BF-C02	box	50	50	50	150	2,290.50	50	50	150	150	2,290.50	50	50	150	150	2,290.50	640.00	15.27	9772.80
101	4412105-BF-C03	box	50	50	55	155	3,224.00	55	50	155	150	3,120.00	50	50	150	150	3,120.00	610.00	20.80	12688.00
102	4412105-BF-C04	box	50	50	55	155	7,415.20	55	50	155	150	7,176.00	50	50	150	150	7,176.00	610.00	47.84	29162.40
103	44121801-CT-R01	piece	250	250	530	1030	14,440.60	320	250	500	1070	15,001.40	250	250	500	1000	14,020.00	4,100.00	14.02	57482.00
104	44111515-FB-B01	piece	50	50	200	300	22,160.00	65	50	150	265	20,568.00	50	50	200	300	22,160.00	1,115.00	77.20	86078.00
105	44122111-CP-F01	piece	0	0	0	0	0.00	10	0	0	10	686.40	0	0	0	0	0.00	10.00	68.64	686.40
106	44121506-EN-D01	box	20	0	0	20	13,461.80	20	0	20	20	13,461.80	20	0	20	20	13,461.80	80.00	673.69	53847.20
107	44121506-EN-D02	box	10	0	15	25	23,179.00	11	0	15	25	23,179.00	10	0	15	25	23,179.00	101.00	927.16	93643.16
108	44121506-EN-X01	box	20	0	16	36	26,932.40	21	0	15	36	26,932.40	20	0	15	35	25,644.00	142.00	738.40	104852.00
109	44121506-EN-X02	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.49	0.00
110	44121506-EN-M02	box	50	0	0	50	18,910.00	50	0	0	50	18,910.00	50	0	0	50	18,910.00	200.00	378.20	75640.00
111	44121504-EN-W02	box	14	0	50	64	27,355.52	5	0	0	5	2,168.40	2	0	0	0	0.00	71.00	432.68	30791.26
112	44111512-ER-B01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.30	0.00

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