

INDICATIVE ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES & 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 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-philgeps.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-philgeps.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 are only applicable in PART II.
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 PhilGEPS 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 nos. 8-200-6200, 8200-6400, and 8200-8040.

Department/Bureau/Office: REGIONAL IRRIGATION OFFICE/LA
UNION IRRIGATION MANAGEMENT OFFICE/
Region: REGION 1
Address:

Agency Account Code:
Organization Type:

Contact Person:
Telephone/Mobile Nos:
E-mail :
Position:

Items & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Qty. for the Yr	Price Catalogue	Total Amount for the Year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PROCUREMENT STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	6	6	6	18	2,508.48	6	0	6	12	1,672.32	6	6	6	18	2,508.48	6	0	6	12	1,672.32	60	139.36	8,361.60
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20	17	17	54	2,353.32	20	17	17	54	2,353.32	17	17	20	54	2,353.32	17	20	15	52	2,266.16	214	43.58	9,326.12
COLOR COMPOUNDS AND DISPERSIONS																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	5	5	5	15	472.80	5	5	5	15	472.80	5	5	5	15	472.80	5	5	5	15	472.80	60	31.52	1,891.20
PAPER MATERIALS AND PRODUCTS																										

4	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	50	50	50	150	19,968.00	50	50	50	150	19,968.00	50	50	50	150	19,968.00	50	50	50	150	19,968.00	600	133.12	79,872.00	
5	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	50	50	50	150	20,845.50	50	50	50	150	20,845.50	50	50	50	150	20,845.50	50	50	50	150	20,845.50	600	138.97	83,382.00	
6	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	18	18	18	54	2,577.42	18	18	18	54	2,577.42	18	18	18	54	2,577.42	18	18	18	54	2,577.42	216	47.73	10,309.68	
7	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 296mm	book	15	0	15	30	2,121.60	15	15	0	30	2,121.60	15	0	15	30	2,121.60	15	15	0	30	2,121.60	120	70.72	8,486.40	
8	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	20	20	20	60	5,244.00	20	20	20	60	5,244.00	20	20	20	60	5,244.00	20	20	20	60	5,244.00	240	87.40	20,976.00	
BATTERIES AND CELLS AND ACCESSORIES																											
9	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	8	8	0	16	315.68	0	8	8	16	315.68	8	8	0	16	315.68	0	8	8	16	315.68	64	19.73	1,262.72	
10	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	10	10	20	726.00	10	10	0	20	726.00	10	0	0	10	363.00	0	10	0	10	363.00	60	36.30	2,178.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
11	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	2	2	0	4	232.96	0	0	0	0	0.00	2	2	0	4	232.96	8	58.24	465.92	
12	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10	10	10	30	632.70	10	10	10	30	632.70	10	10	10	30	632.70	10	10	10	30	632.70	120	21.09	2,530.80	
13	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	10	0	10	186.70	10	0	10	20	373.40	10	0	10	20	373.40	10	0	10	20	373.40	70	18.67	1,306.90	
14	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	120	54.60	6,552.00	
15	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	10	10	15	35	3,731.00	10	10	15	35	3,731.00	10	10	15	35	3,731.00	10	10	15	35	3,731.00	140	106.60	14,924.00	
16	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	10	10	10	30	302.70	10	10	10	30	302.70	10	10	10	30	302.70	10	10	10	30	302.70	120	10.09	1,210.80	
17	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	120	19.97	2,396.40	
18	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	0	5	5	99.85	0	0	5	5	99.85	0	0	5	5	99.85	0	0	5	5	99.85	20	19.97	399.40	
19	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	8	8	8	24	1,490.40	8	8	8	24	1,490.40	8	8	8	24	1,490.40	8	8	8	24	1,490.40	96	62.10	5,961.60	
HEATING AND VENTILATION AND AIR CIRCULATION																											
20	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal	unit	0	1	0	1	1,109.68	0	1	0	1	1,109.68	0	1	0	1	1,109.68	0	2	0	2	2,219.36	5	1,109.68	5,548.40	
MEDICAL THERMOMETERS AND ACCESSORIES																											
21	41112224-TG-T01	THERMOGUN	piece	2	0	0	2	6,136.00	0	0	0	0	0.00	2	0	0	2	6,136.00	0	0	0	0	0.00	4	3,068.00	12,272.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
22	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	0	0	20	20	1,643.20	0	0	20	20	1,643.20	0	0	20	20	1,643.20	0	0	20	20	1,643.20	80	82.16	6,572.80	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
23	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	3	3	3	9	159.12	3	3	3	9	159.12	3	3	3	9	159.12	3	3	3	9	159.12	36	17.68	636.48	
CLEANING EQUIPMENT AND SUPPLIES																											
24	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	4	0	4	215.28	0	4	0	4	215.28	0	4	0	4	215.28	0	4	0	4	215.28	16	53.82	861.12	
25	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	2	2	49.66	0	0	2	2	49.66	0	0	2	2	49.66	0	0	2	2	49.66	8	24.83	198.64	
26	47131604-BR-S01	BROOM, soft (tambo)	piece	4	4	4	12	1,634.88	4	4	4	12	1,634.88	4	4	4	12	1,634.88	4	4	4	12	1,634.88	48	136.24	6,539.52	
27	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 700mm	piece	10	0	0	10	182.00	0	10	0	10	182.00	0	10	0	10	182.00	0	10	0	10	182.00	40	18.20	728.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	3	0	0	3	436.80	0	0	0	0	0.00	3	0	0	3	436.80	0	0	0	0	0.00	6	145.60	873.60	
29	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	1	1	3	371.28	1	1	1	3	371.28	1	1	1	3	371.28	1	1	1	3	371.28	12	123.76	1,485.12	
30	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550	can	3	3	3	9	1,160.64	3	3	3	9	1,160.64	3	3	3	9	1,160.64	3	3	3	9	1,160.64	36	128.96	4,642.56	
31	47131811-DE-P02	DETERGENT POWDER, all purpose, 1 kg	pack	3	3	3	9	336.87	3	3	3	9	336.87	3	3	3	9	336.87	3	3	3	9	336.87	36	37.43	1,347.48	
32	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	6	6	6	18	1,623.96	6	6	6	18	1,623.96	6	6	6	18	1,623.96	6	6	6	18	1,623.96	72	90.22	6,495.84	
33	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1800ml	bottle	1	0	0	1	41.60	1	0	0	1	41.60	0	0	1	1	41.60	0	2	0	2	83.20	5	41.60	208.00	
PERSONAL PROTECTIVE EQUIPMENT																											
34	46181702-FSH01	FACE SHIELD, direct splash protection	piece	71	0	0	71	8,860.80	71	0	0	71	8,860.80	71	0	0	71	8,860.80	71	0	0	71	8,860.80	284	124.80	35,443.20	

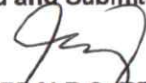
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
35	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	10	10	10	30	5,023.20	10	10	10	30	5,023.20	10	10	10	30	5,023.20	10	10	10	30	5,023.20	120	167.44	20,092.80	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
36	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	0	0	9	9	1,187.64	0	0	9	9	1,187.64	0	0	9	9	1,187.64	0	0	9	9	1,187.64	36	131.96	4,750.56	
37	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1	0	0	1	5,699.20	0	0	0	0	0.00	1	0	0	1	5,699.20	0	0	0	0	0.00	2	5,699.20	11,398.40	
38	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed	piece	5	5	5	15	1,158.00	5	5	5	15	1,158.00	5	5	5	15	1,158.00	5	5	5	15	1,158.00	60	77.20	4,632.00	
39	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size	box	1	1	1	3	2,781.48	1	1	1	3	2,781.48	1	1	1	3	2,781.48	1	1	1	3	2,781.48	12	927.16	11,125.92	
40	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	10	10	10	30	444.60	10	10	10	30	444.60	10	10	10	30	444.60	10	10	10	30	444.60	120	14.82	1,778.40	
41	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	0	15	0	15	501.45	0	15	0	15	501.45	0	0	0	0	0.00	0	0	0	0	0.00	30	33.43	1,002.90	
42	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	15	0	0	15	373.50	15	0	0	15	373.50	15	0	0	15	373.50	15	0	0	15	373.50	60	24.90	1,494.00	
43	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples	piece	0	0	15	15	2,652.00	0	0	0	0	0.00	0	0	15	15	2,652.00	0	0	0	0	0.00	30	176.80	5,304.00	
44	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	0	0	24	24	973.44	0	0	24	24	973.44	0	0	24	24	973.44	0	0	24	24	973.44	96	40.56	3,893.76	
45	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	25	25	25	75	1,051.50	25	25	25	75	1,051.50	20	20	20	60	841.20	20	20	20	60	841.20	270	14.02	3,785.40	
46	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	1	0	1	2	558.00	0	1	0	1	279.00	1	0	1	2	558.00	0	1	0	1	279.00	6	279.00	1,674.00	
47	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	9	9	9	27	8,676.72	9	9	9	27	8,676.72	9	9	9	27	8,676.72	9	9	9	27	8,676.72	108	321.36	34,706.88	
48	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	0	8	0	8	876.00	8	0	0	8	876.00	0	8	0	8	876.00	8	0	0	8	876.00	32	109.50	3,504.00	
49	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	20	20	20	60	465.60	20	20	20	60	465.60	20	20	20	60	465.60	20	20	20	60	465.60	240	7.76	1,862.40	
50	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	15	15	15	45	771.30	15	15	15	45	771.30	15	15	15	45	771.30	15	15	15	45	771.30	180	17.14	3,085.20	
51	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-	box	7	7	7	21	190.05	7	7	7	21	190.05	7	7	7	21	190.05	7	7	8	22	199.10	85	9.05	769.25	
52	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-	box	7	7	7	21	320.67	7	7	7	21	320.67	7	7	7	21	320.67	7	7	7	21	320.67	84	15.27	1,282.68	
53	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-	box	7	7	7	21	436.80	7	7	7	21	436.80	7	7	7	21	436.80	7	7	7	21	436.80	84	20.80	1,747.20	
54	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-	box	7	7	7	21	1,004.64	7	7	7	21	1,004.64	7	7	7	21	1,004.64	7	7	7	21	1,004.64	84	47.84	4,018.56	
55	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	15	15	15	45	3,753.45	15	15	15	45	3,753.45	15	15	15	45	3,753.45	15	15	15	45	3,753.45	180	83.41	15,013.80	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
56	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	30	30	30	90	22,464.00	30	30	30	90	22,464.00	30	30	30	90	22,464.00	30	30	30	90	22,464.00	360	249.60	89,856.00	
57	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	240	249.60	59,904.00	
58	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	240	249.60	59,904.00	
59	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	240	249.60	59,904.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
60	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0	36	36	1,245.96	0	0	36	36	1,245.96	0	0	36	36	1,245.96	0	0	36	36	1,245.96	144	34.61	4,983.84	
61	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	0	0	10	346.10	10	0	0	10	346.10	10	0	0	10	346.10	10	0	0	10	346.10	40	34.61	1,384.40	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Office Equipment and Accessories																											
62		Grass Cutter	unit	1	0	0	1	10,704.97	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,704.97	10,704.97	
63		Water Dispenser	unit	0	0	2	2	7,000.00	0	0	2	2	7,000.00	0	0	2	2	7,000.00	0	0	1	1	3,500.00	7	3,500.00	24,500.00	
Office Supplies																											
64		Paper A3	Ream	0	0	3	3	1,527.33	0	0	3	3	1,527.33	0	0	3	3	1,527.33	0	0	3	3	1,527.33	12	509.11	6,109.31	
65		Tracing Paper	tube	0	0	3	3	3,600.00	0	0	3	3	3,600.00	0	0	3	3	3,600.00	0	0	3	3	3,600.00	12	1,200.00	14,400.00	
A. TOTAL			814,218.93																								

B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	81,421.89								
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)									
D. GRAND TOTAL (A+B +C)	895,640.82								
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									
F. MONTHLY CASH REQUIREMENTS									
G.1. Available at Procurement Stores									
G.2 Other Items not available at PS but regularly purchased from									
TOTAL MONTHLY CASH REQUIREMENTS		220,490.62		194,166.15		208,897.60		190,664.57	814,218.93

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

We hereby warrant that the total amout that 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.

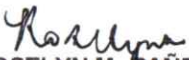
Prepared and Submitted By:


RONN GERALD S. BERALDE
Acting /Engineering Assistant B

Recommending Approval:


EVELYN J. DULOS 11/24
SAP-A

Approved By:


ROSELYN M. BAÑEZ, Ph.D.
Division Manager A

PBB: 
Date: 11/26/2020 12:52:00 PM