

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 has 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 the 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 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.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: SAN FRANCISCO WATER DISTRICT
 Region: XIII-CARAGA
 Address: OSMEÑA ST., BRGY. 2, SAN FRANCISCO, AGUSAN DEL SUR

Agency Account Code: NO CODE
 Organization Type: LOCAL WATER UTILITIES ADMINISTRATION

Contact Person: CHERYL E. SEVILLA
 Position: BAC-CHAIRPERSON
 E-mail: hc.sevillatero@sanwal.com
 Telephone/Mobile Nos: (085)839-0457

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year										
		Jan	Feb	Mar	Q1 AVERAGE	April	May	June	Q2 AVERAGE	July	Aug	Sept	Q3 AVERAGE				Oct	Nov	Dec	Q4 AVERAGE						
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	13			13	1,811.68	13			13	1,811.68	12			12	1,672.32	12			12	1,672.32	50.00	139.36	6966.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	151.43	0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	75.00	457.60	34320.00
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	13	2	6	21	9,609.60	9	6	2	17	7,779.20	13	2	6	21	9,609.60	8	6	2	16	7,321.60	0.00	43.58	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	24.00	455.00	10920.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	6			6	2,730.00	6			6	2,730.00	6			6	2,730.00	6			6	2,730.00	0.00	207.75	0.00
7	51471505-FO-P01	FOVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-F01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	1			1	31.52	1			1	31.52	1			1	31.52	1			1	31.52	4.00	31.52	126.08
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-F01	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	221.00				0	0.00				0	0.00				0	0.00	1.00	221.00	221.00
11	13111201-CF-F02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTON, assorted colors	pick				0	0.00				0	0.00				0	0.00				0	0.00	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	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	0.00	1029.60	0.00

17	Coin Pouch	lot	1	1	90.00					0	0.00				0	0.00				0	0.00	1.00	90.00			90.00	
18	Floppy Disk	lot	1	1	500.00					0	0.00				0	0.00					0	0.00	1.00	500.00			500.00
19	Laminating film cut size (short)	ream	3	3	3,060.00					0	0.00				0	0.00					0	0.00	3.00	1020.00			3060.00
20	Laminating film cut size (A4)	ream	3	3	3,375.00					0	0.00				0	0.00					0	0.00	3.00	1125.00			3375.00
21	Laminating film cut size (long)	ream	3	3	4,035.00					0	0.00				0	0.00					0	0.00	3.00	1345.00			4035.00
22	Ring Bind (Various sizes)	lot	1	1	2,500.00					0	0.00				0	0.00					0	0.00	1.00	2500.00			2500.00
23	Colored Pen	set	2	2	300.00					0	0.00				0	0.00					0	0.00	2.00	150.00			300.00
24	Double-sided tape	roll	4	4	480.00					0	0.00				0	0.00					0	0.00	4.00	120.00			480.00
25	File Folder Organizer	pieces	5	5	750.00					5	750.00	5			5	750.00					5	750.00	20.00	150.00			3000.00
26	Push Pin	boxes	2	2	70.00					0	0.00				0	0.00					0	0.00	2.00	35.00			70.00
27	Filing Trays	pieces	3	3	300.00					0	0.00				0	0.00					0	0.00	3.00	100.00			300.00
28	Meier Stick	pieces	5	5	250.00					0	0.00				0	0.00					0	0.00	5.00	50.00			250.00
29	Self-Inking Stamp	pieces	4	4	2,000.00					0	0.00				0	0.00					0	0.00	4.00	500.00			2000.00
30	Office Supply Organizer	pieces	2	2	400.00					2	400.00	2			2	400.00					2	400.00	6.00	200.00			1200.00
31	Form Organizer	pieces	2	2	400.00					2	400.00	2			2	400.00					2	400.00	6.00	200.00			1200.00
32	Plastic Brief Case	pieces	2	2	200.00					2	200.00	2			2	200.00					2	200.00	6.00	100.00			600.00
33	Paper Cutter Heavy Duty	unit	1	1	2,000.00					0	0.00				0	0.00					0	0.00	1.00	2000.00			2000.00
34	Cutter Blades	units	2	2	600.00					2	600.00	2			2	600.00					2	600.00	6.00	300.00			1800.00
35	Spare Cutter Blades	sets	2	2	200.00					2	200.00	2			2	200.00					2	200.00	6.00	100.00			600.00
36	Document/Photo Frames	pieces	3	3	300.00					3	300.00	3			3	300.00					3	300.00	10.00	100.00			1000.00
37	Cover for File Organizer	rules	5	5	400.00					5	400.00	5			5	400.00					5	400.00	20.00	80.00			1600.00
38	Paper Clamp	lot	1	1	1,500.00					0	0.00				0	0.00					0	0.00	1.00	1500.00			1500.00

Common Janitorial Supplies

1	Working Gloves	pair	5	5	500.00					5	500.00	5			5	500.00					5	500.00	20.00	100.00			2000.00
2	Hand Brush	pieces	3	3	450.00					3	450.00	2			2	300.00					2	300.00	10.00	150.00			1500.00
3	Long Brush	pieces	5	5	2,500.00					0	0.00				0	0.00					0	0.00	5.00	500.00			2500.00
4	Pail	pieces	6	6	1,800.00					0	0.00				0	0.00					0	0.00	6.00	300.00			1800.00
5	Basin	pieces	6	6	1,800.00					0	0.00				0	0.00					0	0.00	6.00	300.00			1800.00
6					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
7					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
8					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
9					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
10					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
11					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
12					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
13					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
14					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
15					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00

Office Equipment and Accessories

1					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00
2					0.00					0	0.00				0	0.00					0	0.00	0.00	0.00			0.00

3					0	0.00																0.00
4					0	0.00																0.00
5					0	0.00																0.00
6					0	0.00																0.00
7					0	0.00																0.00
8					0	0.00																0.00
9					0	0.00																0.00
10					0	0.00																0.00
11					0	0.00																0.00
12					0	0.00																0.00
13					0	0.00																0.00
14					0	0.00																0.00
15					0	0.00																0.00

Office Supplies

1					0	0.00																0.00
2					0	0.00																0.00
3					0	0.00																0.00
4					0	0.00																0.00
5					0	0.00																0.00
6					0	0.00																0.00
7					0	0.00																0.00
8					0	0.00																0.00
9					0	0.00																0.00
10					0	0.00																0.00
11					0	0.00																0.00
12					0	0.00																0.00
13					0	0.00																0.00
14					0	0.00																0.00
15					0	0.00																0.00

Audio and visual presentation and composing equipment

1	52161505-TV-S01	SMART Television			0	0.00																0.00
2	52161520-MC-M01	Microphone			0	0.00																0.00
3	52161512-SP-K01	Speakers			0	0.00																0.00
4	32101514-AM-F01	Amplifier			0	0.00																0.00
5	52161517-EQ-E01	Equalizer			0	0.00																0.00
6					0	0.00																0.00
7					0	0.00																0.00
8					0	0.00																0.00
9					0	0.00																0.00
10					0	0.00																0.00
11					0	0.00																0.00
12					0	0.00																0.00

7	Notepad Planner	piece	1	1	250.00			0	0.00			0	0.00				0	0.00			0	0.00	1.00	250.00
8	Clip Board with Cover (Long)	pieces	11	11	1,100.00			0	0.00	5	500.00			0	0.00	16.00	100.00					16.00	100.00	
9	Bond Paper Long (White), 5-16	ream	17	17	3,655.00	13		13	2,795.00	12	2,590.00	12		12	2,590.00	54.00	215.00					54.00	215.00	
10	Laminated Label Tape for ERSOM (24mm/12mm)	roll	14	14	7,000.00			0	0.00					0	0.00	14.00	500.00					14.00	500.00	
11	Guest Logbook	piece	1	1	350.00			0	0.00					0	0.00	1.00	350.00					1.00	350.00	
12	Cash Receipts Record	lot	1	1	1,150.00			0	0.00					0	0.00	1.00	1,150.00					1.00	1,150.00	
13	Check Duplicate	ream	4	4	1,040.00			0	0.00					0	0.00	4.00	260.00					4.00	260.00	
14	Columnar Notebook	piece	9	9	693.00			4	308.00	4	308.00	4		4	308.00	21.00	77.00					21.00	77.00	
15	Continuous Form long (Type: 11x14, 7/8, single ply)	box	2	2	3,200.00			2	3,200.00	1	1,600.00	1		1	1,600.00	6.00	160.00					6.00	160.00	
16	DTR Form	pads	13	13	650.00	13		13	650.00	12	600.00	12		12	600.00	50.00	50.00					50.00	50.00	
17	Newsprint (Long)	ream	3	3	525.00	3		3	525.00	2	350.00	2		2	350.00	10.00	175.00					10.00	175.00	
18	Binding Folder	pieces	3	3	150.00			2	100.00	2	100.00	2		2	100.00	9.00	50.00					9.00	50.00	
19	Newsprint (Short)	ream	3	3	501.00			3	501.00	2	334.00	2		2	334.00	10.00	167.00					10.00	167.00	

Lighting and fixtures and accessories

1	39112102-1B-B01	LED bulb			0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
2					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
3					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
4					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
5					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
6					0	0.00			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	0.00	0.00	0.00
8					0	0.00			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	0.00	0.00	0.00
10					0	0.00			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	0.00	0.00	0.00
12					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
13					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00

Electrical equipment and components and supplies

1					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
2					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
3					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
4					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
5					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
6					0	0.00			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	0.00	0.00	0.00
8					0	0.00			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	0.00	0.00	0.00
10					0	0.00			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	0.00	0.00	0.00
12					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
13					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
14					0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00

22	Computer Ink, black, 4 printers x 4000/year	set	4			4	1,620.00	4			4	1,620.00	4			4	1,620.00	4			4	1,620.00	4			4	1,620.00	16.00	405.00	6480.00	
Other Categories																															
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
2	60104701-SP-001	Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
5	46181502-BF-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
6	25172502-WW-001	Wheels, _____ (type of vehicle)				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
7	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
8	48101710-DW-F01	Drinking Water/ Fountain				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
9	26111729-AB-001	Auto Battery				0	0.00				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	0.00	0.00	0.00		
11						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
12						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
13						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
14						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
15						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
16						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
17						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
18						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
19						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
20						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
21						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
22						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		
23						0	0.00				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		

A. TOTAL																	2,849,684.60	P
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	284,968.46	P
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																	-	P
D. GRAND TOTAL (A + B + C)																	3,134,653.06	P
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		
F. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores																	269,330.81	P
G.2 Other Items not available at PS but regularly purchased from other sources																	925,945.75	P
TOTAL MONTHLY CASH REQUIREMENTS																	1,195,276.56	P
																	223,343.21	P
																	676,452.00	P
																	899,795.21	P
																	216,240.92	P
																	136,173.00	P
																	352,413.92	P
																	210,395.91	P
																	191,803.00	P
																	402,198.91	P

*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:

FRANCIS JERSON BUCAON
Property/Supplier Officer

Date Prepared: DECEMBER 14, 2020

Certified Funds Available Certified Appropriate Funds Available: Approved by:

FRANCIS JERSON BUCAON
Accountant / Local Budget Officer

ELMER T. LIZON
Head of Office/Agency