

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 APB 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-philegps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency must 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-philegps.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 the 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_APP2021_DBM_Region IV(A).
 - 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 PHILEGPS 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

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

Department/Bureau/Office: NEWS & INFORMATION BUREAU
 Region: NCR
 Address: PCO NIB BUILDING, MALACANANG COMPOUND
 MANILA

Agency Account Code: A053
 Organization Type: NCA

Contact Person: JOSELYTO A. DELA CRUZ
 Position: HEAD, PROPERTY & SUPPLY
 E-mail: jloquino725@gmail.com
 Telephone/Mobile Nos: 87331909/05988495939

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	AMOUNT	
PESTICIDES OR PEST REPELLENTS																						
1. 10191509-JN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can			72	72	72	10,033.92			72	72	72	10,033.92			72	72	10,033.92	288.00	139.36	40138.68	
PERFUMES OR COLOGNES OR FRAGRANCES																						
2. 53131626-HS-901 HAND SANITIZER, 500 ml	bottle				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													0.00	43.58	0.00
4. 12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0		0.00													0.00	457.60	0.00
5. 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle				0		0.00													0.00	43.58	0.00
6. 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon			10	10	10	4,550.00													0.00	455.00	0.00
7. 51471505-PO-P01 FOYDIONE IODINE, 10 % solution, 120 ml	gallon				0		0.00													0.00	207.25	18200.00
COLOR COMPOUNDS AND DISPERSIONS																						
8. 12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (mln.)	bottle			20	20		630.40													0.00	31.52	630.40
FILMS																						
9. 13111203-AC-F01 ACEFATE, thickness: 0.075mm (mil) (gauge #3)	roll				0		0.00													0.00	847.82	0.00
10. 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box				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													0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																						
12. 14111525-CA-A01 CARBONLINE, assorted colors	pack				0		0.00													0.00	83.72	0.00
13. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 X 241mm	box				0		0.00													0.00	882.55	0.00
14. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 X 378mm	box				0		0.00													0.00	1029.60	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

Common Office Equipment

1	4411905-WB-N01	White Board				0	0.00														0.00
2	4411911-WB-D01	White Board, Digital				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

Common Office Supplies

1		Paper Copy Letter size 80gsm				5	1,250.00														2500.00
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

Common Janitorial Supplies														
15	1	2	2	0	0,00	0	0,00	2	2	3,300.00	0	0,00	0	0,00
	1	Complete Wax Vinyl	0	0,00	3,300.00	0	0,00	0	0,00	0	0,00	4,00	1650.00	6600.00
	2		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	3		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	4		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	5		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	6		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	7		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	8		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	9		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	10		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	11		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	12		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	13		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	14		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	15		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00

Office Equipment and Accessories														
1	2	2	0	0,00	0	0,00	0 <th>0,00</th> <th>0 <th>0,00</th> <th>0 <th>0,00</th> <th>0,00</th> <th>0,00</th> </th></th>	0,00	0 <th>0,00</th> <th>0 <th>0,00</th> <th>0,00</th> <th>0,00</th> </th>	0,00	0 <th>0,00</th> <th>0,00</th> <th>0,00</th>	0,00	0,00	0,00
	1		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	2		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	3		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	4		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	5		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	6		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	7		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	8		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	9		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	10		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	11		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	12		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	13		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	14		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	15		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00

Office Supplies														
1	2	2	0	0,00	0	0,00	0 <th>0,00</th> <th>0 <th>0,00</th> <th>0 <th>0,00</th> <th>0,00</th> <th>0,00</th> </th></th>	0,00	0 <th>0,00</th> <th>0 <th>0,00</th> <th>0,00</th> <th>0,00</th> </th>	0,00	0 <th>0,00</th> <th>0,00</th> <th>0,00</th>	0,00	0,00	0,00
	1		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	2		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	3		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	4		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	5		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	6		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	7		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00
	8		0	0,00		0	0,00	0	0,00	0	0,00	0,00	0,00	0,00


Electrical equipment and components and supplies														
12														
13			0	0.00						0	0.00			
1			0	0.00						0	0.00			
2			0	0.00						0	0.00			
3			0	0.00						0	0.00			
4			0	0.00						0	0.00			
5			0	0.00						0	0.00			
6			0	0.00						0	0.00			
7			0	0.00						0	0.00			
8			0	0.00						0	0.00			
9			0	0.00						0	0.00			
10			0	0.00						0	0.00			
11			0	0.00						0	0.00			
12			0	0.00						0	0.00			
13			0	0.00						0	0.00			
14			0	0.00						0	0.00			
15			0	0.00						0	0.00			
Computer Supplies														
1			0	0.00						0	0.00			
2			0	0.00						0	0.00			
3			0	0.00						0	0.00			
4			0	0.00						0	0.00			
5			0	0.00						0	0.00			
6			0	0.00						0	0.00			
7			0	0.00						0	0.00			
8			0	0.00						0	0.00			
9			0	0.00						0	0.00			
10			0	0.00						0	0.00			
11			0	0.00						0	0.00			
12			0	0.00						0	0.00			
13			0	0.00						0	0.00			
14			0	0.00						0	0.00			
15			0	0.00						0	0.00			
Common ICT Equipment														
1	43212104-PI-M01	PRINTER, Inkjet, Monochrome	0	0.00						0	0.00			
2	43212104-PI-C01	PRINTER, Inkjet, Color	0	0.00						0	0.00			
3	43212105-PP-001	Portable Printer	0	0.00						0	0.00			
4	43211509-AT-001	Android Tablet	0	0.00						0	0.00			
5	43222610-HS-001	Hub/Switches	0	0.00						0	0.00			
6	43222609-NR-001	Network Routers	0	0.00						0	0.00			
7	43222610-WA-F01	Wireless Access Point	0	0.00						0	0.00			

8	4321171-SF-001	Scanner, Flatbed										0	0,00								0	0,00																		0,00
9	4511601-WP-P01	Wireless Pointing Device / Laser Pointer										0	0,00								0	0,00				0	0,00													0,00
10	81112305-WF-P01	Multi Function PRINTER										0	0,00								0	0,00				0	0,00													0,00
11	3921011-UP-S01	UNINTERUPTABLE POWER SUPPLY (UPS)										0	0,00								0	0,00				0	0,00													0,00
12	43191501-MP-001	Mobile Phone										0	0,00								0	0,00				0	0,00													0,00
13	43211711-SC-D01	Scanner, Colored, Double sided, feeder type										0	0,00								0	0,00				0	0,00													0,00
14												0	0,00								0	0,00				0	0,00													0,00
15												0	0,00								0	0,00				0	0,00													0,00
16												0	0,00								0	0,00				0	0,00													0,00
17												0	0,00								0	0,00				0	0,00													0,00
18												0	0,00								0	0,00				0	0,00													0,00
19												0	0,00								0	0,00				0	0,00													0,00
20												0	0,00								0	0,00				0	0,00													0,00
21												0	0,00								0	0,00				0	0,00													0,00
22												0	0,00								0	0,00				0	0,00													0,00
23												0	0,00								0	0,00				0	0,00													0,00

A. TOTAL									P	2,199,286.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									P	219,928.60	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)									P	-	
D. GRAND TOTAL (A + B + C)									P	2,419,214.60	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:											
F. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores			369,155.63		301,236.04		335,903.79		255,490.54	P	1,291,786.00
G.2 Other Items not available at PS but regularly purchased from other sources			283,950.00		169,800.00		283,950.00		169,800.00	P	907,500.00
TOTAL MONTHLY CASH REQUIREMENTS			653,105.63		471,036.04		619,853.79		455,290.54	P	2,199,286.00


*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:  JOSE LITA A. DELA CRUZ
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: _____ Approved by: _____
MARLOU C. DATTLES
Accountant / Local Budget Officer

Date Prepared: DECEMBER 01, 2020

DIR.  AKMAL AGTALY
Head of Office/ Agency