

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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:

- Download the worksheet file APP-CSE 2020 template at www.ps-philegeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero 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 it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philegeps.gov.ph and;
 - 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - 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. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilegEPS 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.(02)689-7750 local 4019.

Department/Bureau/Office:
Region:
Address:

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.
ALICIA WATER DISTRICT
Region 02
LGU Compound/Magsaysay, Alicia, Isabela

Agency Account Code:
Organization Type:

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

Item & Specifications

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Pesticides or Pest Repellents

Item	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year					
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
1. 1091509-IR-A01 INSECTICIDE, aerosol type, net content, 500ml roll	can	0	0	0	0.00	0	0	0	0.00	50	0	0	50	6,968.00	0	0	0	0.00	50.00	139.36	6,968.00

Solvents

2. 12191601-AL-801 ALCOHOL, ethyl, 68%-70%, scented, 500ml (.5ml)	bottle	12	12	12	36	1,583.71	12	12	12	36	1,583.71	12	12	12	36	1,583.71	12	12	36	1,583.71	144.00	43,992	6,334.85
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Color Compounds and Dispersions

3. 12171035-5F-R01 STAMP PAD INK, purple or violet	bottle	5	0	0	5	123.14	0	5	0	5	123.14	3	1	1	5	123.14	3	1	1	5	123.14	20.00	24,627.2	482.54
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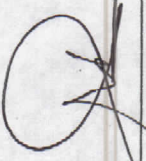
Films

4. 13111203-AC-R01 ACETATE, thickness: 0.075mm mil (gauge #3)	roll	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	737.2352	0.00
5. 13111201-CF-R01 CARBON FILM, PE, black, size 210mm x 297mm	box	3	0	0	3	625.56	0	0	0	0	0.00	3	0	0	3	625.56	0	0	0	0	0.00	6.00	208.52	1,251.12
6. 13111201-CF-R02 CARBON FILM, PE, black, size 216mm x 330mm	box	3	0	0	3	625.56	0	0	0	0	0.00	3	0	0	3	625.56	0	0	0	0	0.00	6.00	208.52	1,251.12

Paper Materials and Products

7. 14111525-CA-A01 CARBON FILM, assorted colors	pack	1	0	0	1	72.78	1	0	0	1	72.78	2	0	0	2	145.56	2	0	0	2	145.56	6.00	72,792	456.68
8. 14111506-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	0.00	882.24	0.00
9. 14111506-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	0.00	1029.6	0.00

1	2
25101503-VA101A Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)
25101503-VA101B Car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	Car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)
25101507-VA201A Asian Utility Vehicle (AUV) or Cross-over Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	Asian Utility Vehicle (AUV) or Cross-over Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)
25101507-VA201B Engine displacement not exceeding 2000 cc for diesel For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	Engine displacement not exceeding 2000 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)
25101503-VA102A Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for gasoline For an Ambassador or Chief of Mission of Philippine embassy/consulate abroad for exclusive use in the country where the embassy/consulate is located	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for diesel For an Ambassador or Chief of Mission of Philippine embassy/consulate abroad for exclusive use in the country where the embassy/consulate is located
25101503-VA102B Car (Sedan or Hatchback) Engine displacement not exceeding 1800 cc for gasoline For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs. For a Chief of Staff of the Armed Forces of the Philippines (AFP)	Car (Sedan or Hatchback) Engine displacement not exceeding 1800 cc for diesel For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs. For a Chief of Staff of the Armed Forces of the Philippines (AFP)



6



C. For the Transport of Sick and/or Injured Persons

<p>25181601-VC101A MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00
<p>25181601-VC101B MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00
<p>25101703-VC201A Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00
<p>25101703-VC201B Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00
<p>25101703-VC3-01 Original ambulance, designed, built and equipped as such by the manufacturer (specifications may vary according to manufacturer and the specification of the delivery units)</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00

D. For Patrol Operations

<p>25101702-VD101A Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline</p>	unit	0	0	0	0	0,00	0	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0,00
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For patrol operations within a city or municipal proper

2

3

10																	0	0.00												0	0.00							0.00
11																	0	0.00													0	0.00					0.00	
12																0	0.00														0	0.00					0.00	
13																0	0.00														0	0.00					0.00	
14																0	0.00														0	0.00					0.00	
15																0	0.00														0	0.00					0.00	

Common Office Supplies

1	Bond paper, Legal S-20	ream	6	6	6	18	3,870.00	6	6	5	17	3,655.00	7	4	5	16	3,440.00	5	6	5	16	3,440.00	67.00	215	14,405.00
2	Bondpaper, letter S-20	ream	5	5	5	15	3,060.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	60.00	200	12,000.00
3	Customer Ledger Card	pcs.	100	100	100	300	3,060.00	100	100	100	300	3,000.00	100	100	100	300	3,000.00	100	100	100	300	3,000.00	1,200.00	10	12,000.00
4	Customer Investigation Report	ream	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	24.00	400	9,600.00
5	Disconnection Form	ream	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400	4,800.00
6	Daily Time Record(DTR)	pcs.	100	100	100	300	3,000.00	100	100	100	300	3,000.00	100	100	100	300	3,000.00	100	100	100	300	3,000.00	1,200.00	10	12,000.00
7	Notice of Final Disconnection	ream	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	24.00	400	9,600.00
8	Reconnection Form	ream	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400	4,800.00
9	Office Billing Adjustment memo	ream	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400	4,800.00
10	Columnar Notebook(6 columns)	pcs.	3	0	0	3	450.00	3	0	0	3	450.00	3	0	0	3	450.00	0	0	0	0	0.00	6.00	150	900.00
11							0.00					0.00					0.00						0.00		0.00
12							0.00					0.00					0.00						0.00		0.00
13							0.00					0.00					0.00						0.00		0.00
14							0.00					0.00					0.00						0.00		0.00
15							0.00					0.00					0.00						0.00		0.00

Common Janitorial Supplies

1	plastic door mat	pcs	5	0	0	5	1,000.00	5	0	0	5	1,000.00	0	0	0	0	0.00	5	0	0	5	1,000.00	15.00	200	3,000.00
2							0.00					0.00					0.00						0.00		0.00
3							0.00					0.00					0.00						0.00		0.00
4							0.00					0.00					0.00						0.00		0.00
5							0.00					0.00					0.00						0.00		0.00
6							0.00					0.00					0.00						0.00		0.00
7							0.00					0.00					0.00						0.00		0.00
8							0.00					0.00					0.00						0.00		0.00
9							0.00					0.00					0.00						0.00		0.00
10							0.00					0.00					0.00						0.00		0.00
11							0.00					0.00					0.00						0.00		0.00
12							0.00					0.00					0.00						0.00		0.00
13							0.00					0.00					0.00						0.00		0.00
14							0.00					0.00					0.00						0.00		0.00
15							0.00					0.00					0.00						0.00		0.00

Page 13 of 24


8						0	0,00								0	0,00								0,00
9						0	0,00								0	0,00								0,00
10						0	0,00								0	0,00								0,00
11						0	0,00								0	0,00								0,00
12						0	0,00								0	0,00								0,00
13						0	0,00								0	0,00								0,00
14						0	0,00								0	0,00								0,00
15						0	0,00								0	0,00								0,00

Paper Materials and Products

1	ballpen	pcs.	12	12	12	36	180,00	12	12	12	36	180,00	12	12	12	36	180,00	12	12	12	36	180,00	144,00	5	720,00
2						0	0,00								0	0,00									0,00
3						0	0,00								0	0,00									0,00
4						0	0,00								0	0,00									0,00
5						0	0,00								0	0,00									0,00
6						0	0,00								0	0,00									0,00
7						0	0,00								0	0,00									0,00
8						0	0,00								0	0,00									0,00
9						0	0,00								0	0,00									0,00
10						0	0,00								0	0,00									0,00
11						0	0,00								0	0,00									0,00
12						0	0,00								0	0,00									0,00
13						0	0,00								0	0,00									0,00
14						0	0,00								0	0,00									0,00
15						0	0,00								0	0,00									0,00

Lighting and fixtures and accessories

1	30112102-LB-901	LED bulb				0	0,00								0	0,00									0,00
2						0	0,00								0	0,00									0,00
3						0	0,00								0	0,00									0,00
4						0	0,00								0	0,00									0,00
5						0	0,00								0	0,00									0,00
6						0	0,00								0	0,00									0,00
7						0	0,00								0	0,00									0,00
8						0	0,00								0	0,00									0,00
9						0	0,00								0	0,00									0,00
10						0	0,00								0	0,00									0,00
11						0	0,00								0	0,00									0,00
12						0	0,00								0	0,00									0,00





25					0	0.00						0	0.00							0	0.00				0.00
26					0	0.00						0	0.00							0	0.00				0.00
27					0	0.00						0	0.00							0	0.00				0.00
28					0	0.00						0	0.00							0	0.00				0.00
29					0	0.00						0	0.00							0	0.00				0.00
30					0	0.00						0	0.00							0	0.00				0.00

OTHER SOFTWARE

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

Consumables

1		Colored Ink(color)	bottle	3	0	2	5	2,500.00	3	0	3	6	3,000.00	3	2	1	6	3,000.00	3	0	3	6	3,000.00	23.00	500	11,500.00
2		Colored Ink(black)	bottle	3	0	2	5	2,500.00	3	0	3	6	3,000.00	3	3	1	7	3,500.00	3	0	3	6	3,000.00	24.00	500	12,000.00
3		Colored Ink(magenta)	bottle	3	0	1	4	2,000.00	3	0	3	6	3,000.00	3	2	1	6	3,000.00	3	0	3	6	3,000.00	22.00	500	11,000.00
4		Colored Ink(yellow)	bottle	3	0	1	4	2,000.00	3	0	3	6	3,000.00	3	2	1	6	3,000.00	3	0	3	6	3,000.00	22.00	500	11,000.00
5								0					0											0.00		0.00
6								0					0											0.00		0.00
7								0					0											0.00		0.00
8								0					0											0.00		0.00
9								0					0											0.00		0.00
10								0					0											0.00		0.00
11								0					0											0.00		0.00
12								0					0											0.00		0.00
13								0					0											0.00		0.00
14								0					0											0.00		0.00
15								0					0											0.00		0.00

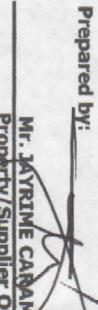
Other Categories

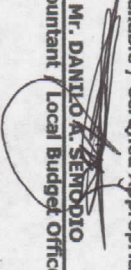
1	53121601-G8-001	GO BAG, for disaster relief, rescue operations		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
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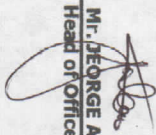
A. TOTAL						P	2,420,858.08
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)						P	242,085.81
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)							
D. GRAND TOTAL (A + B+ C)						P	2,662,943.88
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:						P	
F. MONTHLY CASH REQUIREMENTS						P	
G.1 Available at Procurement Service Stores		445,735.20	12,439.25	46,604.10	14,394.53	P	519,173.08
G.2 Other Items not available at PS but regularly purchased from other sources		1,717,955.00	99,987.50	49,272.50	34,470.00	P	1,901,685.00
TOTAL MONTHLY CASH REQUIREMENTS		2,163,690.20	112,426.75	95,876.60	48,864.53	P	2,420,858.08

**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: 
Mr. JAYRIME CARAMBAS
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

Mr. DANILLO A. SEMODIO
 Accountant / Local Budget Officer


Mr. GEORGE A. TOMAS
 Head of Office/Agency

Date Prepared: **SEP. 13, 2013**