

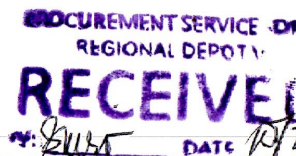
APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.



Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: BULAN WATER DISTRICT
Region: V
Address: DE VERA ST., ZONE-4, BULAN, SROSOGON

Agency Code/UACS: _____
Organization Type: LOCAL WATER DISTRICT (GOVERNMENT)

Contact Person: GEMMA H. CALUPIT
Position: PROPERTY/SUPPLY ASST. B
E-mail: bulanwaterdistrict@gmail.com
Telephone/Mobile Nos: 056-555-2605

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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 PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.755 liters	gallon	0	0	5	5	2,275.00	0	0	5	5	2,275.00	0	0	5	5	2,275.00	0	0	5	5	2,275.00	20.00	455.00	9100.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	1	1	207.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	207.75	207.75
PAPER MATERIALS AND PRODUCTS																										
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gm	reams	0	0	2	2	196.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	98.26	196.52
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	0	0	2	2	236.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	118.46	236.92
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	6	6	611.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	101.92	611.52
34	14111704-IFPTD1	TISSUE, interfolded paper towel	pack	0	0	10	10	348.40	0	0	10	10	348.40	0	0	0	0	0.00	0	0	0	0	0.00	20.00	34.84	696.80
BATTERIES AND CELLS AND ACCESSORIES																										
MANUFACTURING COMPONENTS AND SUPPLIES																										
39	31201610-GL-J01	GLUE, all purpose	jar	0	0	6	6	429.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	71.50	429.00
41	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	12	12	268.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	22.41	268.92
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	0	0	10	10	1,066.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	106.60	1,066.00
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	0	0	10	10	223.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	22.36	223.60
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	20	20	201.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	10.09	201.80
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	0	0	24	24	479.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	19.97	479.28
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	12	12	212.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	17.68	212.16

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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			
CLEANING EQUIPMENT AND SUPPLIES																										
64	47131803-D5-A01	DISINFECTANT SPRAY, aerosol type	can	0	0	12	12	1,547.52	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	12.00	128.96	1547.52		
67	73101612-H5-L01	LIQUID HAND SOAP, 500ml	bottle	0	0	10	10	1,029.60	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	102.96	1029.60		
68	47131802-PW-P02	FLOOR WAX, paste type, red	can	0	0	6	6	1,858.56	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	6.00	309.76	1858.56		
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	1	1	2,288.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	2288.00	2288.00		
74	47131602-SC-N01	SCOURING PAD	pack	0	0	1	1	112.32	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	112.32	112.32		
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1015mm	pack	0	0	6	6	808.08	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	6.00	134.56	808.08		
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	0	0	6	6	667.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	6.00	111.30	667.80		
83	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	0	0	2	2	308.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	154.00	308.00		
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
94	44111515-DF-B01	DATA FILE BOX	piece	0	0	10	10	772.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	77.20	772.00		
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	0	0	10	10	304.90	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	304.90	304.90		
100	44121506-EN-M02	ENVELOPE, mailing	box	0	0	1	1	378.20	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	378.20	378.20		
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	5	5	430.20	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5.00	96.04	430.20		
109	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	1	1	171.43	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	171.43	171.43		
110	44122011-FO-L02	FOLDER, L-type, legal	pack	0	0	1	1	243.24	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	243.24	243.24		
117	44121708-MW-B01	MARKER, whiteboard, black	piece	0	0	10	10	133.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	13.38	133.80		
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	0	0	10	10	133.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	13.38	133.80		
119	44121708-MW-B03	MARKER, whiteboard, red	piece	0	0	10	10	133.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	13.38	133.80		
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	0	0	10	10	89.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	8.98	89.80		
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	0	0	10	10	89.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	8.98	89.80		
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	0	0	10	10	89.80	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	8.98	89.80		
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	12	12	93.12	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	12.00	7.76	93.12		
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	0	12	12	165.36	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	12.00	13.78	165.36		
125	44121706-PE-L01	PENCIL, lead, with eraser	box	0	0	2	2	41.58	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	20.79	41.58		
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	6	6	200.58	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	6.00	33.43	200.58		
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	2	2	405.34	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	202.67	405.34		
133	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	0	0	2	2	301.60	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	150.80	301.60		
134	44121618-SS-S01	SCISSORS, symmetrical	pair	0	0	3	3	121.68	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3.00	40.56	121.68		
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	0	6	6	149.40	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	6.00	24.90	149.40		
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	2	2	128.40	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	64.20	128.40		
143	44101603-PS-M01	PAPER SHREDDER	unit	0	0	1	1	5,699.20	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	5699.20	5699.20		
FLAG OR ACCESSORIES																										
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	3	3	854.52	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3.00	284.84	854.52		
PRINTED PUBLICATIONS																										
290	55101524-RA-H01	HANDBOOK (RA 9194), 8th edition	book	0	0	2	2	74.42	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2.00	37.21	74.42		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	0	0	10	10	384.10	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	10.00	38.41	394.10		
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
11	45121504-DS-001	DSLR Camera				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
17	43212105-PP-001	Portable Printer				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
18	43211509-AT-001	Android Tablet				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
37		Desktop Set or Laptop (I3) for Computerized System App	set			0	0.00			2	2	70,000.00				0	0.00				0	0.00	2.00	35000.00	70000.00	
38		CPU (Back Up)	pc			0	0.00				0	0.00			1	1	25,000.00			1	1	25,000.00	2.00	25000.00	50000.00	
39		Installer (MS Office) (Personal)	pc			2	2	10,000.00			2	2	10,000.00			2	2	10,000.00			2	2	10,000.00	8.00	5000.00	40000.00
40		Bond Paper Size (Hard Copy) 80gsm 8.5 X 11	reams			25	25	4,375.00			25	25	4,375.00			25	25	4,375.00				0	0.00	75.00	175.00	13125.00
41		Bond Paper Size (Hard Copy) 80gsm 8.5 X 13	reams			25	25	5,625.00			25	25	5,625.00			25	25	5,625.00				0	0.00	75.00	225.00	16875.00
42		Colored Bond Paper (Blue) 8.5x11	reams			6	6	900.00				0	0.00				0	0.00				0	0.00	6.00	150.00	900.00
43		Colored Bond Paper (Yellow) 8.5x11	reams			6	6	900.00				0	0.00				0	0.00				0	0.00	6.00	150.00	900.00
44		Lan Port Routers (24 to 36 Hub)	set				0	0.00			1	1	15,000.00				0	0.00				0	0.00	1.00	15000.00	15000.00
45		Computer Ink - BT 664 (Black, Cyan, Magenta, Yellow)	pc				0	0.00			24	24	8,400.00			20	20	7,000.00				0	0.00	44.00	350.00	15400.00
46		Computer Ink - Epson 002(Black, Cyan, Magenta, Yellow)	pc				0	0.00			24	24	8,400.00			20	20	7,000.00				0	0.00	44.00	350.00	15400.00
47		Computer Ink - Epson LX 310	pc			10	10	1,600.00			10	10	1,600.00			10	10	1,600.00				0	0.00	30.00	160.00	4800.00
48		Thermal Paper (80 x50mm)	pc			300	300	12,000.00			200	200	8,000.00			200	200	8,000.00			100	100	4,000.00	900.00	40.00	32000.00
49		Folder White (8.5x13) Long	pc			100	100	600.00				0	0.00				0	0.00				0	0.00	100.00	6.00	600.00
50		Folder White (8.5x11) Short	pc			100	100	500.00				0	0.00				0	0.00				0	0.00	100.00	5.00	500.00
51		Folder Expanded (8.5x13) Long	pc			100	100	3,000.00				0	0.00				0	0.00				0	0.00	100.00	30.00	3000.00
52		Pentelpen (Pilot) Broad & Fine	pc			12	12	480.00				0	0.00				0	0.00				0	0.00	12.00	40.00	480.00
53		Rubber Band	box			20	20	200.00			20	20	200.00				0	0.00				0	0.00	40.00	10.00	400.00
54		White Board Marker	pc			12	12	540.00				0	0.00				0	0.00				0	0.00	12.00	45.00	540.00
55		Correction Tape	pc			30	30	600.00				0	0.00				0	0.00				0	0.00	30.00	20.00	600.00
56		Sign Pen (PILOT - Black) - 0.5 mm	pc			20	20	700.00			20	20	700.00			20	20	700.00			20	20	700.00	80.00	35.00	2800.00
57		Ballpen (clicker/natural) 0.5mm	pc			30	30	450.00			30	30	450.00			30	30	450.00			30	30	450.00	120.00	15.00	1800.00
58		APC UPS	set			2	2	8,000.00				0	0.00			2	2	8,000.00				0	0.00	4.00	4000.00	16000.00
59		Portable Printer (Read & Bill App Compatible)	set				0	0.00			2	2	70,000.00				0	0.00				0	0.00	2.00	35000.00	70000.00
60		Tablet (Read & Bill App Compatible)	pc				0	0.00			2	2	20,000.00				0	0.00				0	0.00	2.00	10000.00	20000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
61							0	0.00							0	0.00					0	0.00	0.00	0.00	0.00
A. TOTAL																						P	425,160.22		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	42,526.02		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-		
D. GRAND TOTAL (A + B+ C)																						P	467,786.24		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									

We hereby warrant that the total amount reflected in this Annual 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:


GEMINA H. CALUPIT
Property/Supply Officer

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


MARY JOYCE B. PENOS
Accountant / Budget Officer


ENGR. REX DENNIS L. GILBAS
Head of Office/Agency

Date Prepared: AUGUST 25, 2021