APP-CSE 2023 FORM

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 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 (UNSPSC) 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**
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 through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, 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 the **Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022,** the APP-CSE for FY 2023 must be submitted on or before **30 September 2022.***

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

Agency Code/UACS:
Organization Type: LOCAL WATER DISTRICT

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 28 July 2022)	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																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	5	5	239.25	0	0	5	5	239.25	0	0	5	5	239.25	0	0	5	5	239.25	20	47.85	957.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	1	1	330.55	0	0	1	1	330.55	0	0	1	1	330.55	0	0	1	1	330.55	4	330.55	1,322.20
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	5	5	164.55	0	0	5	5	164.55	0	0	5	5	164.55	0	0	5	5	164.55	20	32.91	658.20
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	5	5	181.80	0	0	5	5	181.80	0	0	5	5	181.80	0	0	5	5	181.80	20	36.36	727.20
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	0	0	5	5	22.35	0	0	5	5	22.35	0	0	5	5	22.35	0	0	5	5	22.35	20	4.47	89.40
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	0	0	10	10	222.00	0	0	10	10	222.00	0	0	10	10	222.00	0	0	10	10	222.00	40	22.20	888.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	0	0	5	5	111.00	0	0	5	5	111.00	0	0	5	5	111.00	0	0	5	5	111.00	20	22.20	444.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	5	5	111.00	0	0	5	5	111.00	0	0	5	5	111.00	0	0	5	5	111.00	20	22.20	444.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0		0	0.00	0	0		0	0.00	0	0		0	0.00	0	0	0	0	0.00	0	161.20	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	0	15	15	307.35	0	0	15	15	307.35	0	0	15	15	307.35	0	0	15	15	307.35	60	20.49	1,229.40
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	0	15	15	275.10	0	0	15	15	275.10	0	0	15	15	275.10	0	0	15	15	275.10	60	18.34	1,100.40
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	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	96.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	5	5	408.20	0	0	5	5	408.20	0	0	2	2	163.28	0	0	2	2	163.28	14	81.64	1,142.96

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 2022)*	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			
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0		0	0.00	0	0		0	0.00	0	0		0	0.00	0	0		0	0.00	0	136.24	0.00
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0		0	0.00	0	0		0	0.00	0	0		0	0.00	0	0		0	0.00	0	22.78	0.00
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	0	0	2	2	83.20	0	0	2	2	83.20	0	0	2	2	83.20	0	0	2	2	83.20	8	41.60	332.80
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	5	5	119.60	0	0	5	5	119.60	0	0	5	5	119.60	0	0	5	5	119.60	20	23.92	478.40
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	4	4	33.20	0	0	3	3	24.90	0	0	0	0	0.00	0	0	3	3	24.90	10	8.30	83.00
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	5	5	270.40	0	0	5	5	270.40	0	0	5	5	270.40	0	0	5	5	270.40	20	54.08	1,081.60
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	2	2	279.78	0	0	2	2	279.78	0	0	0	0	0.00	0	0	2	2	279.78	6	139.89	839.34
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	3	3	82.92	0	0	3	3	82.92	0	0	3	3	82.92	0	0	3	3	82.92	12	27.64	331.68
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	2	2	619.52	0	0	2	2	619.52	0	0	2	2	619.52	0	0	2	2	619.52	8	309.76	2,478.08
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	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	120.12	0.00
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	3	3	128.85	0	0	3	3	128.85	0	0	3	3	128.85	0	0	3	3	128.85	12	42.95	515.40
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0		0	0.00	0	0	1	1	2,288.00	0	0		0	0.00	0	0	1	1	2,288.00	2	2,288.00	4,576.00
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	1	1	124.80	0	0	1	1	124.80	0	0	1	1	124.80	0	0	1	1	124.80	4	124.80	499.20
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	1	1	122.51	0	0	1	1	122.51	0	0	1	1	122.51	0	0	0	0	0.00	3	122.51	367.53
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	2	2	106.28	0	0	0	0	0.00	0	0	2	2	106.28	0	0	0	0	0.00	4	53.14	212.56
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	3	3	173.79	0	0	0	0	0.00	0	0	3	3	173.79	0	0	0	0	0.00	6	57.93	347.58
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	5	5	720.20	0	0	5	5	720.20	0	0	5	5	720.20	0	0	5	5	720.20	20	144.04	2,880.80
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	5	5	159.55	0	0	0	0	0.00	0	0	5	5	159.55	0	0	0	0	0.00	10	31.91	319.10
FACE MASK																										
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	30	30	2,325.00	0	0	30	30	2,325.00	0	0	30	30	2,325.00	0	0	30	30	2,325.00	120	77.50	9,300.00
FILMS																										
FIRE FIGHTING EQUIPMENT																										
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	2	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,144.00	2,288.00
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	3	3	854.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	284.84	854.52
FURNITURE AND FURNISHINGS																										
HEATING AND VENTILATION AND AIR CIRCULATION																										
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	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	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	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	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
68	31201517-TA-P01	TAPE, packaging, 48 mm	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	22.36	223.60
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	10	10	225.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	22.57	225.70

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 2022)*	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			
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	0	0	10	10	166.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	16.64	166.40
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	1	1	432.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	432.52	432.52
PAPER MATERIALS AND PRODUCTS																										
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	0	6	6	624.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	104.00	624.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	0	20	20	676.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	33.80	676.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	0	5	5	404.25	0	0	5	5	404.25	0	0	5	5	404.25	0	0	0	0	0.00	15	80.85	1,212.75
PESTICIDES OR PEST REPELLENTS																										
152	10191509-IN-A01	INSECTICIDE, 600mL	can	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	139.36	0.00
PRINTED PUBLICATIONS																										
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	2	2	74.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	37.21	74.42
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
		DESKTOP SET OR LAPTOP (I3) FOR COMPUTERIZED SYSTEM APP	units			2	2	70,000.00				0	0.00				0	0.00				0	0.00	2	35,000.00	70,000.00
		INSTALLER (MS OFFICE) (PERSONAL)	units			8	8	40,000.00				0	0.00				0	0.00				0	0.00	8	5,000.00	40,000.00
		CPU (BACK UP)	units			2	2	50,000.00				0	0.00				0	0.00				0	0.00	2	25,000.00	50,000.00
		LAN PORT ROUTERS (24 TO 36 HUB)	set			1	1	15,000.00				0	0.00				0	0.00				0	0.00	1	15,000.00	15,000.00
		APC UPS	units			4	4	16,000.00				0	0.00				0	0.00				0	0.00	4	4,000.00	16,000.00
		PORTABLE PRINTER (READ & BILL APP COMPATIBLE)	sets				0	0.00			1	1	35,000.00			1	1	35,000.00				0	0.00	2	35,000.00	70,000.00
		TABLET (READ & BILL APP COMPATIBLE)	units				0	0.00			1	1	10,000.00			1	1	10,000.00				0	0.00	2	10,000.00	20,000.00
		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	175.00	13,125.00
		BOND PAPER SIZE (HARD COPY) 80GSM 8.5 X 13	reams			20	20	4,000.00			20	20	4,000.00			20	20	4,000.00				0	0.00	60	200.00	12,000.00
		COLORED BOND PAPER (BLUE) 8.5 X 11	reams			5	5	750.00			5	5	750.00				0	0.00			5	5	750.00	15	150.00	2,250.00
		COLORED BOND PAPER (YELLOW) 8.5 X 13	reams			5	5	750.00			5	5	750.00				0	0.00			5	5	750.00	15	150.00	2,250.00
		COMPUTER INK - BT 664 (Black, Cyan, Magenta, Yellow)	piece			15	15	5,250.00			15	15	5,250.00				0	0.00				0	0.00	30	350.00	10,500.00
		COMPUTER INK - EPSON 003 (Black, Cyan, Magenta, Yellow)	piece			15	15	5,250.00			15	15	5,250.00				0	0.00				0	0.00	30	350.00	10,500.00
		COMPUTER INK - EPSON LX 310	piece			10	10	1,600.00			10	10	1,600.00			10	10	1,600.00				0	0.00	30	160.00	4,800.00
		THERMAL PAPER (80 X 50mm)	roll			500	500	20,000.00			500	500	20,000.00				0	0.00				0	0.00	1000	40.00	40,000.00
		FOLDER WHITE (8.5 X 13) LONG	piece			100	100	600.00				0	0.00				0	0.00				0	0.00	100	6.00	600.00
		FOLDER SHORT (8.5 X 11) SHORT	piece			100	100	500.00				0	0.00				0	0.00				0	0.00	100	5.00	500.00
		FOLDER LONG EXPANDED (8.5 X 13) LONG	piece			100	100	3,000.00				0	0.00				0	0.00				0	0.00	100	30.00	3,000.00
		PENTEL PEN - PILOT	piece			20	20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 2022)*	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			
RUBBER BAND	box			20	20	200.00			20	20	200.00				0	0.00				0	0.00	40	10.00	400.00
WHITE BOARD MARKER	piece			20	20	900.00			20	20	900.00				0	0.00				0	0.00	40	45.00	1,800.00
CORRECTION TAPE	piece			30	30	750.00				0	0.00				0	0.00				0	0.00	30	25.00	750.00
BALLPEN (CLICKER/NATURAL) .5mm	piece			50	50	1,250.00				0	0.00			50	50	1,250.00				0	0.00	100	25.00	2,500.00
GLUE, ALL PURPOSE	piece			10	10	715.00				0	0.00				0	0.00				0	0.00	10	71.50	715.00
STAPLE WIRE # 10 (20 box/box)	box			5	5	1,050.00				0	0.00				0	0.00				0	0.00	5	210.00	1,050.00
ACCOUNTABLE FORMS PLATES & STICKERS INVENTORY																								
BLANK CHECK - LAND BANK	stubs			20	20	13,000.00				0	0.00				0	0.00				0	0.00	20	650.00	13,000.00
GOVT. OFFICIAL RECEIPT - 51C	pads			100	100	30,000.00				0	0.00				0	0.00				0	0.00	100	300.00	30,000.00
WATER BILLS OFFICIAL RECEIPT (8.5 X 11)	box			12	12	72,000.00				0	0.00				0	0.00				0	0.00	12	6,000.00	72,000.00
COMMUNICATION EQUIPTMENT					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
CELLPHONES	units			6	6	72,000.00				0	0.00				0	0.00				0	0.00	6	12,000.00	72,000.00
Printer (Scanner)	unit				0	0.00	1			1	20,000.00				0	0.00				0	0.00	1	20,000.00	20,000.00

A. TOTAL	**P**	**645,063.74**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	**P**	**64,506.37**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	**P**	**-**
D. GRAND TOTAL (A + B+ C)	**P**	**709,570.11**
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:

GEMMA H. CAYUPIT
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARY JOYCE B. PENOS
Accountant / Budget Officer

Approved by:

GENERAL MANAGER C
Head of Office/Agency

Date Prepared: SEPTEMBER 26, 2022