

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

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
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.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
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 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
- 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: (DOLE) TESDA - Aparri Polytechnic Institute	Agency Account Code: 16 009 16 00007	Contact Person: Rolando Q. Queral III, MBA, LPT
Region: 02	Organization Type: National Government	Position: Admin. Aide III (BAC Secretariat)
Address: Rizal St., Maura, Aparri, Cagayan		E-mail: api@tesda.gov.ph
		Telephone/Mobile Nos: (078) 888-0064

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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 PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	5	2	7	14	1,951.04	10	2	5	17	2,369.12	10	2	10	22	3,065.92	5	2	2	9	1,254.24	62.00	139.36	8640.32
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	10	5	15	30	4,542.90	7	5	15	27	4,088.61	5	5	5	15	2,271.45	5	5	5	15	2,271.45	87.00	151.43	13174.41
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20	1	1	22	958.76	20	5	10	35	1,525.30	20	0	8	28	1,220.24	20	6	1	27	1,176.66	112.00	43.58	4880.96
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	1	0	3	4	1,830.40	3	0	5	8	3,660.80	0	5	5	10	4,576.00	0	5	5	10	4,576.00	32.00	457.60	14643.20
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	1	4	15	20	871.60	1	4	10	15	653.70	1	1	20	22	958.76	1	1	10	12	522.96	69.00	43.58	3007.02
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	4	4	4	12	5,460.00	2	4	3	9	4,095.00	4	5	5	14	6,370.00	5	5	8	18	8,190.00	53.00	455.00	24115.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	5	3	1	9	1,869.75	0	1	6	7	1,454.25	4	0	0	4	831.00	4	1	0	5	1,038.75	25.00	207.75	5193.75
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	5	1	6	12	378.24	2	1	1	4	126.08	5	4	1	10	315.20	3	2	1	6	189.12	32.00	31.52	1008.64
FILMS																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2	1	1	4	3,391.28	0	0	0	0	0.00	3	1	3	7	5,934.74	0	0	0	0	0.00	11.00	847.82	9326.02
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	2	0	1	3	663.00	1	1	0	2	442.00	1	0	4	5	1,105.00	2	1	1	4	884.00	14.00	221.00	3094.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	1	0	0	1	208.52	1	0	0	1	208.52	1	0	0	1	208.52	4.00	208.52	834.08
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	10	1	1	12	1,004.64	0	0	0	0	0.00	1	10	0	11	920.92	0	0	0	0	0.00	23.00	83.72	1925.56
13	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	882.55	0.00
14	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	1029.60	0.00
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	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	1528.80	0.00
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	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	906.36	0.00

7						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	0.00	0.00	0.00
9						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	0.00	0.00	0.00
11						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	0.00	0.00	0.00
13						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	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Common Janitorial Supplies

1						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	0.00	0.00	0.00
3						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	0.00	0.00	0.00
5						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	0.00	0.00	0.00
7						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	0.00	0.00	0.00
9						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	0.00	0.00	0.00
11						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	0.00	0.00	0.00
13						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	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Office Equipment and Accessories

1						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	0.00	0.00	0.00
3						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	0.00	0.00	0.00
5						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	0.00	0.00	0.00
7						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	0.00	0.00	0.00
9						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	0.00	0.00	0.00
11						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	0.00	0.00	0.00
13						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	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Office Supplies

1						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	0.00	0.00	0.00
3						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	0.00	0.00	0.00
5						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	0.00	0.00	0.00
7						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	0.00	0.00	0.00
9						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	0.00	0.00	0.00
11						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	0.00	0.00	0.00
13						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	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Audio and visual presentation and composing equipment

1	52161505-TV-S01	SMART Television				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	52161520-MC-M01	Microphone				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	52161512-SP-K01	Speakers				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	32101514-AM-P01	Amplifier				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	52161517-EQ-E01	Equalizer				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	0.00	0.00	0.00
7						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	0.00	0.00	0.00
9						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	0.00	0.00	0.00
11						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	0.00	0.00	0.00
13						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	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Photographic or filming or video equipment

1	46171615-HD-C01	HD Camera				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	45121504-DS-C01	DSLR Camera				0	0.00				0	0.00				0	0.00	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				0.00	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				0.00	0.00			0.00
5	46181502-BF-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
6	25172502-WW-001	Wheels, (type of vehicle)				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
7	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00				0	0.00				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				0.00	0.00			0.00
9	26111729-AB-001	Auto Battery				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
16						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
17						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
18						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
19						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
20						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
21						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
22						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
23						0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00			0.00
A. TOTAL																							P	820,002.42						
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	82,000.24						
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If																							P	-						
D. GRAND TOTAL (A + B+ C)																							P	902,002.66						
E. APPROVED BUDGET BY THE AGENCY HEAD																							P	820,000.00						
F. MONTHLY CASH REQUIREMENTS																							P	-						
G.1 Available at Procurement Service Stores						261,628.69				181,288.61					221,342.11						140,323.01	P				804,582.42				
G.2 Other Items not available at PS but regularly purchased from other sources						8,810.00				3,110.00					1,550.00						1,950.00	P				15,420.00				
TOTAL MONTHLY CASH REQUIREMENTS						270,438.69				184,398.61					222,892.11						142,273.01	P				820,002.42				

***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:

ROLANDO Q. QUERAL III, MBA, LPT
Property/Supplier Officer

Date Prepared: OCTOBER 29, 2020

Certified Funds Available / Certified Appropria Funds Available: Approved by:

ERICK O. MALICAD, CPA / JUANITO G. DOMINGO
Accountant / Local Budget Officer

RENATO D. UBINA, PhD
Head of Office/Agency