

ANNUAL PROCUREMENT PLAN - COMMON-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-philippines.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 account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 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-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.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: WAG WATER DISTRICT
 Region: BARANGAY
 Organization Type: GOCC
 Address: Barangay Westem, www.laniao-del-sur.gov.ph
 Contact Person: Engr. Tomas C. Canumba Jr.
 Position: General Manager
 E-mail: tomascanumba@laniao.gov.ph
 Telephone/Mobile Nos: 0917 625 3595

Item #	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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT		
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																							
ALCOHOL OR ACETONE BASED ANTISEPTICS																							
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	10	0	0	10	3,305.50	10	0	0	10	3,305.50	10	0	0	10	3,305.50	40	330.55	13,222.00			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	25	0	0	25	555.00	25	0	0	25	555.00	25	0	0	25	555.00	100	22.20	2,220.00			
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	25	0	0	25	555.00	25	0	0	25	555.00	25	0	0	25	555.00	100	22.20	2,220.00			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																							
10	45121517-DC-C02	DOCUMENT CAMERA, 8 MP	0	0	0	0	0.00	1	0	0	1	23,623.60	0	0	0	0	0	0	0.00	1	23,623.60	23,623.60	
11	45111609-MH-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	16,588.00	0	0	0	1	16,588.00	16,588.00
BATTERIES AND CELLS AND ACCESSORIES																							
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	5	0	0	5	102.45	5	0	0	5	102.45	5	0	0	5	102.45	20	20.49	409.80			
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	5	0	0	5	91.70	5	0	0	5	91.70	5	0	0	5	91.70	20	18.34	366.80			
CLEANING EQUIPMENT AND SUPPLIES																							
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	10	0	0	10	816.40	5	0	0	5	408.20	10	0	0	5	408.20	30	81.64	2,449.20			
16	47131604-BR-S01	BROOM, Soft (Walls Tambon)	5	0	0	5	681.20	0	0	0	5	681.20	5	0	0	0	0	0	0.00	10	1,362.40		
17	47131604-BR-T01	BROOM, Stick (Walls Ting-ting)	5	0	0	5	113.90	0	0	0	5	113.90	5	0	0	0	0	0	0.00	10	22.78		
18	47131629-TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	10	0	0	10	416.00	0	0	0	10	416.00	0	0	0	0	0	0	0.00	20	41.60		
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	5	0	0	5	119.60	0	0	0	5	119.60	5	0	0	0	0	0	0.00	10	23.92		
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	5	0	0	5	41.50	0	0	0	5	41.50	5	0	0	0	0	0	0.00	10	8.30		
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	2	0	0	2	108.16	0	0	0	2	108.16	2	0	0	0	0	0	0.00	4	54.08		
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	2	0	0	2	279.78	2	0	0	2	279.78	2	0	0	2	279.78	8	139.89	1,119.12			
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	1	0	0	1	27.64	0	0	0	1	27.64	0	0	0	1	27.64	0	0.00	2	27.64		
25	47131630-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	2	0	0	2	240.24	0	0	0	2	240.24	0	0	0	2	240.24	0	0.00	4	480.48		

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year										
		Price Catalogue (as of 28 July 2022)																						
		Jan	Feb	Mar	Q1	Q1 amount	Apr	May	June	Q2	Q2 amount	July	Aug		Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	Total Quantity for the year	
150 1411704-TT-R02 TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	10	0	0	10	863.20	10	0	0	10	863.20	10	0	0	10	863.20	10	0	0	10	863.20	40	86.32	3,452.80
PERFUMES OR COLOGNES OR FRAGRANCES																								
151 53131626-HS-501 LIQUID HAND SANITIZER, 500mL	bottle	5	0	0	5	404.25	0	0	0	0	0	5	0	0	5	404.25	0	0	0	0	0	0	80.85	808.50
PESTICIDES OR PEST REPELLENTS																								
62 44103112-EP-R05 RIBBON CARTRIDGE, EPSON C135015516 (#8750), Black	cart	2	0	0	2	154.86	2	0	0	2	154.86	2	0	0	2	154.86	2	0	0	2	154.86	8	77.43	619.44
SOFTWARE																								
15 4323205-SFT-014 Security and protection software	license	1	0	0	1	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
	unit	1	1	1	1	60,000.00																	60,000.00	120,000.00
	piece	4	4	4	4	80,000.00																	80,000.00	160,000.00
	piece	4	4	4	4	20,000.00																	20,000.00	40,000.00
	piece	4	4	4	4	4,000.00																	4,000.00	16,000.00
	piece	25	25	25	25	250.00																	250.00	1,000.00
	piece	25	25	25	25	250.00																	250.00	1,000.00
	piece	5	5	5	5	400.00																	400.00	800.00
	piece	5	5	5	5	400.00																	400.00	800.00
	box	5	5	5	5	37,500.00																	37,500.00	150,000.00
	piece	10	10	10	10	350.00																	350.00	1,400.00
	piece	1	1	1	1	600.00																	600.00	1,200.00
	piece	2	2	2	2	400.00																	400.00	800.00
A. TOTAL																								876,719.84
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								
D. GRAND TOTAL (A + B+ C)																								
E. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																								

Nine Hundred Sixty-Four Thousand Three Hundred Ninety-Peaso and Ninety-Four centavos

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: Clayton F. Benit Property/Supply Officer
 Accountant / Budget Officer: Mandy Grace F. Lamado
 Approved by: [Signature] Head of Office/Agency

Date Prepared: September 30, 2022