

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

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 (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-phillips.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or reuse 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 deadline.
- 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-phillips.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: Department of Education-Division of Bilibican
 Region: III
 Address: Capitol Compound, Guinhawa, City of Marikina

Agency Code/UKS: Executive
 Organization Type: Executive

Contact Person: Rafael I. Domingo
 Position: AO IV-Property and Supply Section
 E-mail: rafael.domingo@deped.gov.ph
 Telephone/Mobile Nos: 66258897 / 0917-542451

Item & Specifications	Unit	Monthly Quantity Requirements												Total Quantity	Total Value
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Item & Specifications	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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PERUMESONGGOLONG/ON/REPLACEMENTS

1	10191509-IN-A01	INSECTICIDE, aerosol type	can	7	65	5	77	10,780.72	6	5	5	16	2,229.76	6	5	5	16	2,229.76	7	5	5	17	2,369.12	126.00	139.26	1759.26
2	5313626-NS-S01	LIQUID HAND SANITIZER, 500ml	bottle	36	10	19	65	9,842.95	34	10	19	63	9,540.09	36	10	19	63	9,540.09	34	10	19	63	9,540.09	256.00	151.13	3876.08

ALCOHOL FOR DISINFECTANT BASED ANTISEPTICS

3	12191601-AL-B04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	44	27	27	98	6,522.88	37	32	27	96	6,389.76	44	27	27	98	6,522.88	37	32	27	96	6,389.76	388.00	66.56	25825.28
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	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	387.92	0.00
5	51471901-AL-J01	ALCOHOL, Isopropyl, 68%-72%, 500ml (5ml)	bottle	0	0	0	0	0.00	3	263	3	269	11,723.02	3	263	3	269	11,723.02	3	263	3	269	11,723.02	807.00	43.58	35161.06
6	51471901-AL-K02	ALCOHOL, Isopropyl, 68%-72%, scented, 3.78L liters	gallon	0	50	0	50	22,750.00	0	50	0	50	22,750.00	0	50	0	50	22,750.00	0	50	0	50	22,750.00	200.00	455.00	91000.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	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	207.75	0.00

COMMON SUPPLIES AND REPLENISHMENTS

8	12171203-SI-F01	INK, for stamp pad	bottle	14	23	3	40	1,260.80	11	3	3	17	535.84	11	13	3	27	851.04	11	3	3	17	535.84	101.00	31.52	3183.32
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PRINTS

9	13111203-AC-F01	ACETATE	roll	0	5	0	5	4,239.10	0	0	0	0	0.00	0	5	0	5	4,239.10	0	0	0	0	0.00	10.00	847.82	8478.20
10	13111201-CF-P01	CARBON PUM, A4	box	0	3	1	4	894.00	0	1	0	1	221.00	0	3	0	3	663.00	0	1	0	1	221.00	9.00	221.00	1989.00
11	13111201-CF-P02	CARBON PUM, legal	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

PROPERTY AND EQUIPMENT

12	14111505-CA-A01	CARDTUM, assorted colors	pack	0	5	0	5	418.60	0	0	0	0	0.00	0	5	0	5	418.60	0	0	0	0	0.00	10.00	83.72	837.20
13	14111506-CF-I11	COMPUTER 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-I12	COMPUTER CONTINUOUS FORM, 1 PLY, 280 X 373mm	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	COMPUTER CONTINUOUS FORM, 2 PLY, 280 X 373mm	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

Item #	Part #	Description	Unit	QTY	Price	Ext. Price	Weight	Volume	Material	Notes
54	39101628-1T-101	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	10	0.00	2,058.20	0.00	0.00	0.00	2058.20
55	39101628-1B-101	LIGHT BULB, Light Emitting Diode (LED)	piece	2	50.00	4,272.32	0.00	0.00	0.00	11664.72
56	4111169-RU-F02	RULER, plastic, 450mm	piece	28	100.00	2,280.04	4.00	0.00	0.00	2348.92
57	47131812-4F-A01	AIR FRESHENER, aerosol type	can	9	105.66	10,828.40	8.00	5.00	19.00	2588.16
58	47131694-BR-S01	BROOM, soft, lambo	piece	3	20.00	3,133.52	0.00	0.00	0.00	5994.56
59	47131694-BR-T01	BROOM, stick, long-handling	piece	0	20.00	364.00	0.00	0.00	0.00	728.00
60	47131829-1B-C01	CLEANER, toilet and urinal	bottle	3	72.00	3,244.80	3.00	3.00	78.00	12379.20
61	47131806-CI-F01	CLEANSER, scouring powder	can	2	62.00	1,578.72	2.00	2.00	66.00	6314.88
62	47131811-DE-F02	DETERGENT BAR, 140g	piece	1	21.00	190.90	1.00	1.00	23.00	769.60
63	47131811-DE-F03	DETERGENT POWDER, all-purpose, 1kg	pack	0	12.00	648.96	0.00	0.00	12.00	2598.84
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	9	67.00	10,703.68	8.00	7.00	83.00	42555.80
65	47131801-DU-F01	DUST PAN, non-rigid plastic	piece	2	10.00	297.96	0.00	0.00	11.00	571.09
66	51241552-SH-S01	SCODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0.00	0.00	0.00	0.00	0.00	0.00
67	73101612-HS-101	LIQUID HAND SOAP, 500ml	bottle	6	102.00	11,325.60	6.00	2.00	110.00	240.00
68	47131802-FW-F02	FLOOR WAX, paste type, red	can	0	0.00	0.00	0.00	0.00	0.00	0.00
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	6	53.00	7,447.44	6.00	3.00	62.00	288.00
70	47131894-HP-S01	MOP BUCKET, heavy duty, hard plastic	unit	1	4.00	11,440.00	0.00	0.00	0.00	5.00
71	47131613-HP-A02	MOP HANDLE, heavy duty, screw type	piece	0	10.00	1,248.00	0.00	0.00	0.00	124.80
72	47131619-HP-R03	MOP HEAD, made of rayon	piece	0	30.00	3,712.80	0.00	0.00	15.00	9282.00
73	47131501-RG-C01	RAGS, all cotton	bundle	5	41.00	2,529.54	5.00	1.00	47.00	5812.56
74	47131692-SC-A01	SCOURING PAD	pack	0	30.00	3,389.60	0.00	0.00	30.00	6739.20
75	47121701-TB-F04	TRASH BAG, GPP specs, black, 940mmx1016mm	pack	2	51.00	7,407.40	2.00	51.00	55.00	134.68
76	47121702-WB-F01	WASTEBASKET, non-rigid plastic	piece	2	30.00	894.72	0.00	0.00	2.00	27.96
77	43211507-DS-K01	DESKTOP FOR BASIC USERS	unit	0	0.00	0.00	0.00	0.00	0.00	0.00
78	43211507-DS-K02	DESKTOP FOR MID-RANGE USERS	unit	0	0.00	0.00	0.00	0.00	0.00	0.00
79	43211503-LAP-A01	LAPTOP FOR MID-RANGE USERS	unit	0	0.00	0.00	0.00	0.00	0.00	0.00
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	11	10.00	54,575.64	0.00	0.00	3.00	2598.84
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	14	12.00	4,353.44	0.00	0.00	13.00	9208.20
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	6	6.00	1,339.60	1.00	1.00	8.00	151.44
83	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	5	6.00	1,694.00	0.00	0.00	6.00	2671.20
84	43211012-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	0	1.00	38,100.97	0.00	0.00	1.00	154.00
85	43211012-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	1	0.00	9,191.52	0.00	0.00	0.00	2926.00
86	43211015-PR-L01	PRINTER, laser, monochrome	unit	2	0.00	1,468.76	0.00	0.00	0.00	15400.97
87	43211015-PR-L02	PRINTER, laser, colored	unit	3	0.00	23,697.00	0.00	0.00	1.00	38,100.97
88	44121710-CH-W01	CHAULK, white enamel	box	2	0.00	59.28	0.00	0.00	0.00	111.30
89	44121015-BF-C01	CLIP, backfold, 19mm	box	10	42.00	516.84	5.00	47.00	54.00	11.30
90	44121015-BF-C02	CLIP, backfold, 25mm	box	10	2.00	289.18	5.00	7.00	19.00	29.54
91	44121015-BF-C03	CLIP, backfold, 32mm	box	7	42.00	1,185.08	5.00	44.00	51.00	154.00

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Department/Bureau/Office: Department of Education-Division of Bataan
 Region: III
 Address: Capitol Compound, Guinhawa, City of Marikina

Agency Code/UCS: _____
 Organization Type: Executive
 Contact Person: Raquel I. Limaco
 Position: Property and Supply Section
 E-mail: raquellimaco@deped.gov.ph
 Telephone/Mobile Nos: 6625899 / 09175422451

Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Type of Supplies	Local Content (%)				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
PART I - AVAILABLE AT PROCUREMENT SERVICE STORES																				
Epson Ink, Payment 774, Yellow	PCS	2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	2	6	3,000.00	24.00	500.00	12000.00	
TOTAL																				
B. ADDITIONAL PROVISIONED INFORMATION (50% OF TOTAL)																				5000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (20% OF TOTAL)																				5000.00
D. GRAND TOTAL (A+B+C)																				5000.00
E. APPROVED BUDGET IN THE AGENCY FIELD IN FIGURES AND WORDS																				5,000.00

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: RAQUEL I. LIMACO Property Officer

Certified Funds Available / Certified Appropriate Funds Available: ALICE A. ALMAZAR Budget Officer

Approved by: ZENIA S. MORALES-KILD, CESO V Head of Office / Agency

Date Prepared: _____