APP-CSE 2021 FORM

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 dated November 8,2018 , the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. **Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph**
2. **Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.**
3. **The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.**
4. **Agency must not delete any item in the template; neither should revise the template.**
5. **An APP-CSE is considered incorrect or invalid if**
   a. **form used is other than the prescribed format which can be downloaded only at www.ps- philgeps.gov.ph and;**
   b. **correct format is used but fields were deleted and/or inserted in PART I of the template**
6. **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 purchase. To add or insert items are only applicable in PART II.**
7. **Once accomplished and finalized, the APP-CSE 2021 form should be:**
   a. **Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region IVA).**
   b. **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.**
8. **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.)**
9. **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 quantities indicated in the original APP-CSE will not be served if**
10. **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: METRO KIDAPAWAN WATER DISTRICT
Region: XII
Address: LANAO, KIDAPAWAN CITY

Agency Account Code:
Organization Type: GOCC

Contact Person: RODIBEE B. ROJO
Position: Supplier Officer
E-mail : metrokidapawan_wd@yahoo.com
Telephone/Mobile Nos: (065) 577-1533

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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	139.36	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																								
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	151.43	0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	43.58	0.00
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	457.60	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																								
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	31.52	0.00
FILMS																								
9	13111203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																								
12	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.72	0.00
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,528.80	0.00
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	906.36	0.00
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	884.00	0.00
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,508.00	0.00
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.96	0.00
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.06	0.00
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	59.28	0.00
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	47.73	0.00
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.04	0.00
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams				0	0.00				0	0.00				0	0.00				0	0.00	0.00	170.56	0.00
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams				0	0.00				0	0.00				0	0.00				0	0.00	0.00	181.42	0.00
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams				0	0.00				0	0.00				0	0.00				0	0.00	0.00	133.12	0.00
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams				0	0.00				0	0.00				0	0.00				0	0.00	0.00	138.97	0.00
28	14111531-PP-R01	PAPER, P&D, ruled, size: 216mm x 330mm (? 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	30.68	0.00
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	98.05	0.00
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55.64	0.00
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	70.72	0.00
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	101.92	0.00
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	87.40	0.00
34	14111704-JFPT01	TISSUE, interfolded paper towel	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	34.84	0.00
BATTERIES AND CELLS AND ACCESSORIES																								
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	36.30	0.00
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.73	0.00
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	96.20	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																								
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar				0	0.00				0	0.00				0	0.00				0	0.00	0.00	62.10	0.00
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.76	0.00
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	21.09	0.00
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.67	0.00
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	54.60	0.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	106.60	0.00
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.97	0.00
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.09	0.00
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.97	0.00
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	58.24	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																								
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,109.68	0.00