

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 complete 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 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero 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 it include line items or 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019-1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

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Department/Bureau/Office: CITY OF SAN FERNANDO WATER DISTRICT
Region III
B. MENDOZA ST., BRGY. STQ. ROSARIO, CITY OF SAN FERNANDO
PAMPANGA
Organization Type: WATER DISTRICT
Agency Account Code:

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year		
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																		
Pesticides or Pest Repellents																		
1. INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00			0	0.00			0	0.00		0	0.00	0.00
2. ALCOHOL, ethyl, 68%-70%, scented, 500ml (500ml)	bottle	1	1	1	3	131.96	1	1	3	131.96	1	1	3	131.96	1	1	3	43.992
3. STAMP PAD INK, purple or violet	bottle	1			1	24.63	1		1	24.63	1		1	24.63	1		1	24.632
Color Compounds and Dispersants																		
4. ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00
5. CARBON FILM, PE, black, size 210mm x 237mm	box	1			1	208.52			0	0.00	1		1	208.52		0	0.00	208.52
6. CARBON FILM, PE, black, size 210mm x 330mm	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
Films																		
7. 14111525-CA-A01	pack				0	0.00	2		2	145.55	2		2	145.55		0	0.00	71.7792
8. 14111506-CF-L11	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
9. 14111506-CF-L12	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
10. 14111506-CF-L22	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
11. 14111506-CF-L21	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
12. 14111506-CF-L31	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
13. 14111506-CF-L32	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
14. 14111509-LI-C01	bundle				0	0.00			0	0.00			0	0.00		0	0.00	0.00
15. 14111514-WP-S02	pad	1			1	32.22			0	0.00	1		1	32.22	2		2	64.44
Paper Materials and Products																		
7. 14111525-CA-A01	pack				0	0.00	2		2	145.55	2		2	145.55		0	0.00	71.7792
8. 14111506-CF-L11	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
9. 14111506-CF-L12	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
10. 14111506-CF-L22	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
11. 14111506-CF-L21	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
12. 14111506-CF-L31	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
13. 14111506-CF-L32	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00
14. 14111509-LI-C01	bundle				0	0.00			0	0.00			0	0.00		0	0.00	0.00
15. 14111514-WP-S02	pad	1			1	32.22			0	0.00	1		1	32.22	2		2	64.44
NOTE: PAD, stick on, 50mm x 76mm (2" x 3") min																		
128.88																		

16	14111514-NP-504	NOTE PAD, stick on, 76mm x 102mm (3" x 4") min	pad	1						1	56.06	2				2	112.11	4.00	96.056	224.22
17	14111514-NP-503	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1						1	41.50	2				2	82.99	4.00	41.496	165.98
18	14111514-NP-501	NOTERBOOK, STENOGRAPHIC, spiral, 40 leaves	piece							0	0.00					0	0.00	0.00	12.0432	0.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	20	20	60	7,942.27	20	20	20	60	7,942.27	20	20	20	60	7,942.27	240.00	132.3712	31,769.09
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	10	10	5	3,868.89	5	5	5	15	2,321.28	10	5	5	20	3,095.04	80.00	134.752	32,860.16
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	20	20	60	6,870.85	20	20	20	60	6,870.85	20	20	20	60	6,870.85	240.00	114.5144	27,483.46
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0	0.00			0	0.00				0	0.00	0.00	129.9792	0.00
23	14111531-PA-R01	PAPER, PAD, 1-sided, size: 216mm x 330mm (4.2mm)	pad				0	0.00			0	0.00				0	0.00	0.00	17.3472	0.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multipurpose	ream				0	0.00			0	0.00				0	0.00	0.00	96.2	0.00
25	14111816-TH-P02	PAPER, THERMAL, 56gsm, size: 216mm x 304mm x 304mm	roll				0	0.00			0	0.00				0	0.00	0.00	48.776	0.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 216mm x 278mm min	book				0	0.00			0	0.00				0	0.00	0.00	70.72	0.00
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 216mm x 278mm min	book				0	0.00			0	0.00				0	0.00	0.00	101.92	0.00
28	14111704-TT-P02	TOILET TISSUE PAPER 4-ply sheets, 150 pulls	pack	15	15	45	2,943.72	15	15	15	45	2,943.72	15	15	15	45	2,943.72	180.00	65.416	11,774.88
Batteries and Cells and Accessories																				
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10			197.29	10			10	197.29	10			10	197.29	40.00	19.7288	789.15
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10			195.00	10			10	195.00	10			10	195.00	40.00	19.5	780.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, 600mAh	pack				0	0.00			0	0.00				0	0.00	0.00	88.4	0.00
Manufacturing Components and Supplies																				
32	31201016-GL-001	GLUE, all purpose, gross weight: 200 grams min	jar	30			30				0	0.00				0	0.00	30.00	47.8192	1,434.58
33	31151304-SW-H01	STAPLE WIRE, for heavy duty staples, (23/13)	box				0	0.00			0	0.00				0	0.00	0.00	26.6752	0.00
34	31151804-SW-001	STAPLE WIRE, STANDARD, (26/6)	box				0	0.00			0	0.00				0	0.00	0.00	26.0512	0.00
35	31201002-TA-B01	TAPES, ELECTRICAL, 18mm x 104 mm	roll				0	0.00			0	0.00				0	0.00	0.00	18.2	0.00
36	31201003-TA-A01	TAPES, MASKING, width: 24mm (4.1mm)	roll	30			30				30	1,653.60				30	1,653.60	60.00	55.12	3,307.20
37	31201003-TA-A02	TAPES, MASKING, width: 48mm (4.1mm)	roll				0	0.00			0	0.00				0	0.00	0.00	106.6	0.00
38	31201012-TA-A01	TAPES, PACKAGING, width: 48mm (4.1mm)	roll				0	0.00			0	0.00				0	0.00	0.00	18.2	0.00
39	31201012-TA-T01	TAPES, TRANSPARENT, width: 24mm (4.1mm)	roll	30			30				30	273.00				30	273.00	60.00	9.1	546.00
40	31201012-TA-T02	TAPES, TRANSPARENT, width: 48mm (4.1mm)	roll				0	0.00			0	0.00				0	0.00	0.00	18.2	0.00
41	31151307-TW-R01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00			0	0.00				0	0.00	0.00	50.96	0.00
Heating and Ventilation and Air Circulation																				
Lighting and Fixtures and Accessories																				
Measuring and Observing and Testing Equipment																				
Cleaning Equipment and Supplies																				
Information and Communication Technology (ICT) Equipment and Devices and Accessories																				
67	43211007-DCT-03	Desktop Computer, branded	unit				0	0.00	1		1	39,208.00				0	0.00	1.00	39208	39,208.00
69	43201027-HD-A02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece				0	0.00	3		3	8,174.40				0	0.00	3.00	2724.8	8,174.40
70	43202010-FD-001	FLASH DRIVE, 16 GB capacity	piece	6			6				0	0.00	4			4	1,106.56	10.00	276.64	2,766.40
71	43211003-LCT-03	Laptop Computer, branded	unit				0	0.00	2		2	91,508.00				1	45,754.00	3.00	45754	137,262.00
72	43211004-HD-001	MOUSE, optical, USB connection type	unit	4			4				4	539.97	4			4	539.97	12.00	134.992	1,619.90
73	43212003-PR-003	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 count	unit				0	0.00			0	0.00				0	0.00	0.00	33131.28	0.00
74	43212002-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00	2		2	15,991.04				2	15,991.04	4.00	7995.52	31,982.08
75	43212005-PR-001	PRINTER, LASER, monochrome, network-ready	unit				0	0.00			0	0.00				0	0.00	0.00	724.88	0.00
Office Equipment and Accessories and Supplies																				
76	44121710-CH-W01	CHALK, colored, white, dustless, length: 78mm min	box				0	0.00			0	0.00				0	0.00	0.00	26.6776	0.00

[illegible]

