

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 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
- 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: PROVINCIAL GOVERNMENT OF DAVAO DEL SUR Agency Code/DAOS: X0024 Contact Person: KAMAGUIN/BOAMIRENO
 Region: XI-DAVAO Organization Type: _____ Position: Head BAC Secretariat/BAC Sec. Staff
 Address: MALIT, DIGOS CITY, DAVAO DEL SUR E-mail: bc.davaodelsur@gmail.com
 Telephone/Mobile No.: 553-9579/09083322024

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30-Apr-2021)	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)																								
PESTICIDES OR PEST REPELLENTS																								
1. 10191509-IN-A01 INSECTICIDE, aerosol type	can	213	125	95	433	60,342.88	149	90	55	294	40,971.84	138	133	54	325	45,292.00	160	39	40	41	5,713.76	1,093.00	139.96	15220.48
PERFUMES OR COLOGNES OR FRAGRANCES																								
2. 53131626-HS-S01 LIQUID HAND SANITIZER, 500ml	bottle	142	103	117	362	54,817.66	107	113	123	343	51,940.49	173	110	82	365	55,271.95	146	24	10	180	27,257.40	1,250.00	151.43	18928.50
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
3. 12191601-AL-E04 ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	811	377	431	1619	107,760.64	461	471	131	1063	70,753.28	437	291	116	844	56,176.64	441	36	36	513	34,145.28	4,039.00	66.56	268835.84
4. 12191601-AL-E03 ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	60	11	17	88	34,136.96	34	12	10	56	21,223.52	21	20	12	53	20,559.76	24	10	10	44	17,068.48	241.00	387.92	93488.72
5. 51471901-AL-I01 ALCOHOL, Isopropyl, 68%- 72%, 500ml (.5ml)	bottle	35	16	255	306	13,335.48	35	15	15	65	2,832.70	36	15	15	66	2,876.28	35	20	10	75	3,268.50	512.00	43.58	2212.96
6. 51471901-AL-I02 ALCOHOL, Isopropyl, 68%-72%, scented, 3.785 liters	gallon	49	31	134	214	97,370.00	35	34	30	99	45,046.00	38	30	30	98	44,590.00	35	30	30	95	46,225.00	506.00	455.00	230230.00
7. 51471505-PO-F01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	3	0	1	4	831.00	1	0	0	1	207.75	1	0	0	1	207.75	1	0	0	1	207.75	7.00	207.75	1494.25
COLOR COMPOUNDS AND DISPERSIONS																								
8. 12171703-SI-P01 INK, for stamp pad	bottle	73	74	6	153	4,822.56	51	12	3	66	2,080.32	50	21	12	83	2,616.16	44	1	2	47	1,481.44	349.00	31.52	11000.48
FILMS																								
14																								
9. 13111203-AC-F01 ACETATE	roll	0	1	0	1	847.82	1	0	0	1	847.82	1	0	0	1	847.82	1	0	0	1	847.82	4.00	847.82	391.28
10. 13111201-CF-P01 CARBON FILM, A4	box	8	0	3	11	2,431.00	0	0	1	1	221.00	0	0	1	1	221.00	0	0	1	1	221.00	14.00	221.00	3094.00
11. 13111201-CF-P02 CARBON FILM, legal	box	10	25	3	38	7,923.76	1	2	1	4	834.08	0	0	1	1	208.52	0	0	1	1	208.52	44.00	208.52	9174.88
PAPER MATERIALS AND PRODUCTS																								
12. 14111525-CR-A01 CARTOLINA, assorted colors	pack	111	163	101	375	31,396.00	0	0	1	1	83.72	0	0	6	6	502.32	0	0	1	1	83.72	383.00	83.72	32064.76
13. 14111506-CF-L11 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-L12 COMPUTER 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	1026.60	0.00


289	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	5	2	12	19	5,411.96	2	2	2	6	1,709.04	2	2	2	6	1,709.04	2	2	6	1,709.04	37.00	284.84	10539.08	
PRINTED PUBLICATIONS																										
290	55101524-RA-H01	HANDBOOK (PA 9184), 8th edition	book	7	0	0	7	260.47	1	0	0	1	37.21	0	0	0	0	0	0	0	0	0	0	0	297.68	
FIRE FIGHTING EQUIPMENT																										
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	6	0	0	6	6,964.00	0	0	0	0	0.00	1	0	0	1	1,144.00	0	0	0	0	0	0	8008.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	2	0	0	2	11,226.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	11226.50	
CONSUMER ELECTRONICS																										
293	52161535-DV-H01	DIGITAL VOICE RECORDER	unit	7	4	0	11	70,572.04	2	0	0	2	12,831.28	3	0	0	3	19,246.92	2	0	2	12,831.28	18.00	6415.64	115461.52	
FURNITURE AND FURNISHINGS																										
294	56101504-CN-H01	MONOBLOC CHAIR, beige	piece	0	0	100	100	30,368.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	30368.00	
295	56101504-CN-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	500	0	500	150,800.00	0	0	0	0	0.00	0	0	0	0	0	0	150800.00	
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	5	5	5,444.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	5444.40	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
298	60121413-CP-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	10	10	10	30	1,111.20	30	10	10	50	1,852.00	10	10	10	30	1,111.20	10	10	30	1,111.20	140.00	37.04	5185.60	
299	60121413-CP-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	10	10	10	30	1,152.30	30	10	10	50	1,920.50	10	10	10	30	1,152.30	10	10	30	1,152.30	140.00	38.41	5377.40	
300	60121524-ER-P01	ERASER, plastic/rubber	piece	68	23	48	139	607.43	48	19	13	80	394.60	53	13	13	79	345.23	43	13	69	301.53	367.00	4.37	1603.79	
301	60121524-SR-G01	SIGN PEN, black	piece	510	156	326	992	20,097.92	196	262	52	510	10,332.60	289	119	76	484	9,905.84	291	52	52	395	8,002.70	2,381.00	4829.06	
302	60121524-SR-G02	SIGN PEN, blue	piece	252	108	145	505	10,231.30	160	181	36	377	7,638.02	202	98	60	380	7,293.60	100	36	36	172	3,484.72	1,414.00	20.26	
303	60121524-SR-G03	SIGN PEN, red	piece	94	49	40	183	3,707.58	50	57	25	132	2,674.32	76	35	25	136	2,755.36	50	25	25	100	2,026.00	551.00	11163.26	
304	60121124-WR-P01	WRAPPING PAPER, kraft	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	154.84	
SOFTWARE																										
1	43221513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
2	43221602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
3	43222004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
11	43232802-SFT-011	Network management software	license	12	0	0	12	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
14	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
16	43233901-SFT-016	Information exchange software	license	12	0	0	12	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00	1		1		45,000.00				0	0.00					0	0.00	1.00	45000.00



40	Computer Ink LC 3612 MB copier brother L2740PV	cartr	5		5	17,500.00	5		5	17,500.00	5		5	17,500.00	5		5	17,500.00	5		5	17,500.00	20.00	3500.00	70000.00
41	Computer 001 black printer Epson L6190	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
42	Computer 001 yellow printer Epson L6190	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
43	Computer 001 cyan printer Epson L6190	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
44	Computer 001 magenta printer Epson L6190	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
45	Computer Ink 1774 black printer Epson L 1455	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
46	Computer Ink 1774 yellow printer Epson L 1455	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
47	Computer Ink 1774 cyan printer Epson L 1455	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
48	Computer Ink 1774 magenta printer Epson L 1455	bottle	6		6	3,600.00	6		6	3,600.00	5		5	3,000.00	5		5	3,000.00	5		5	3,000.00	22.00	600.00	12000.00
49	Ball pen black	piece	175		175	1,750.00	50		50	500.00	200		200	2,000.00	100		100	1,000.00	100		100	1,000.00	0	0.00	2250.00
50	Ball pen blue	piece	125		125	1,250.00	125		125	1,250.00	100		100	1,000.00	100		100	1,000.00	100		100	1,000.00	0	0.00	2250.00
51	Tarapulin Media	roll	1		1	10,000.00	1		1	10,000.00	0		0	0.00	0		0	0.00	0		0	0.00	1.00	10000.00	10000.00
52	Ink for Tarapulin	bottle	5		5	12,500.00	5		5	12,500.00	0		0	0.00	0		0	0.00	0		0	0.00	5.00	2500.00	12500.00
53	Correction tape	piece	50		50	1,750.00	25		25	875.00	25		25	875.00	25		25	875.00	25		25	875.00	125.00	35.00	4375.00
54	Toner for Photocopier MP2014	cart	4		4	22,000.00	3		3	16,500.00	2		2	11,000.00	2		2	11,000.00	2		2	11,000.00	11.00	5500.00	66000.00
55	Ink Epson #664 black	cart	15		15	5,250.00	27		27	9,450.00	15		15	5,250.00	14		14	4,900.00	71.00		71.00	350.00	7.00	350.00	24850.00
56	Ink Epson #664 magenta	cart	12		12	4,200.00	20		20	7,000.00	10		10	3,500.00	10		10	3,500.00	52.00		52.00	350.00	5.00	350.00	18200.00
57	Ink Epson #664 yellow	cart	12		12	4,200.00	20		20	7,000.00	10		10	3,500.00	10		10	3,500.00	52.00		52.00	350.00	5.00	350.00	18200.00
58	Ink Epson #664 cyan	cart	12		12	4,200.00	20		20	7,000.00	10		10	3,500.00	10		10	3,500.00	52.00		52.00	350.00	5.00	350.00	18200.00
59	Ink Epson #903 black	cart	4		4	1,400.00	2		2	700.00	2		2	700.00	2		2	700.00	10.00		10.00	350.00	2.00	350.00	3500.00
60	Ink Epson #903 magenta	cart	2		2	700.00	0		0	0.00	0		0	0.00	0		0	0.00	2.00		2.00	350.00	2.00	350.00	700.00
61	Ink Epson #903 yellow	cart	2		2	700.00	0		0	0.00	0		0	0.00	0		0	0.00	2.00		2.00	350.00	2.00	350.00	700.00
62	Ink Epson #903 cyan	cart	2		2	700.00	0		0	0.00	0		0	0.00	0		0	0.00	2.00		2.00	350.00	2.00	350.00	700.00
63	Ruler plastic	piece	1		1	28.00	0		0	0.00	0		0	0.00	0		0	0.00	1.00		1.00	28.00	1.00	28.00	28.00
64	Toner for JNEO 164	tube	0		0	0.00	3		3	11,250.00	0		0	0.00	0		0	0.00	3.00		3.00	3750.00	3.00	3750.00	11250.00
65	Toner for Kyocera copier	tube	3		3	22,800.00	0		0	0.00	3		3	22,800.00	0		0	0.00	6.00		6.00	7600.00	6.00	7600.00	45600.00
66	Adding Machine Tape	roll	12		12	420.00	10		10	350.00	24		24	840.00	0		0	0.00	46.00		46.00	35.00	46.00	35.00	1610.00
67	Carbon paper long	pad	3		3	780.00	2		2	520.00	2		2	520.00	0		0	0.00	7.00		7.00	280.00	7.00	280.00	1820.00
68	Ribbon L1Q 310	roll	10		10	650.00	0		0	0.00	24		24	1,560.00	0		0	0.00	34.00		34.00	65.00	34.00	65.00	2210.00
69	Adding machine tape 2 way color	roll	0		0	0.00	0		0	0.00	24		24	600.00	0		0	0.00	34.00		34.00	25.00	34.00	25.00	850.00
70	Columnar book 24 columns	book	0		0	0.00	0		0	0.00	0		0	0.00	0		0	0.00	10.00		10.00	38.00	10.00	38.00	380.00
71	Delwashing Liquid	bottle	10		10	990.00	10		10	990.00	24		24	2,376.00	0		0	0.00	44.00		44.00	99.00	44.00	99.00	4356.00
72	Mobile Callcards	pieces	95		95	33,250.00	95		95	33,250.00	95		95	33,250.00	95		95	33,250.00	380.00		380.00	350.00	380.00	350.00	133000.00
73	Toner L6170 & L120 black	bottle	15		15	5,225.00	20		20	7,100.00	35		35	12,425.00	0		0	0.00	70.00		70.00	355.00	70.00	355.00	24850.00
74	Cyan/magenta/yellow	bottle	18		18	5,850.00	18		18	5,850.00	45		45	14,625.00	0		0	0.00	81.00		81.00	325.00	81.00	325.00	26325.00
75	Ball pen-five point blue & black	pieces	100		100	950.00	100		100	950.00	200		200	1,900.00	100		100	950.00	500.00		500.00	9.50	500.00	9.50	4750.00

76	Car gel can	can		2	2	450.00															
77	LED Bulb 12 wats	tube			0	0.00															
78	LED Bulb 50 wats				0	0.00	50	50	11,000.00												
79	RIPS3 Ink pack, BK/Standard(20,000 pages)C13705SA100				0	0.00	20	20	9,700.00												
80	RIPS3 Ink pack, C/Standard(20,000 pages)C13705SA200				0	0.00															
81	RIPS3 Ink pack, M/Standard(20,000 pages)C13705SA300				0	0.00															
82	RIPS3 Ink pack, Y/Standard(20,000 pages)C13705SA400				0	0.00															
83	Epson brad 003 65ml				0	0.00															
84	Epson Yellow 003 65ml				0	0.00															
85	Epson Magenta 003 65ml				0	0.00															
86	Epson Cyan 003 65ml				0	0.00															
A. TOTAL																					9,680,232.72
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					968,023.27
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					-
D. GRAND TOTAL (A + B+ C)																					10,648,255.99
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					

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: 
RAUI D. RAUT, ENP /BAC Chairperson
 Property/Supply Officer

Certified Funds Available/Certified Appropriate Funds Available:
DESSAMIE W. SANCHEZ, CPA
 Accountant / Budget Officer

Approved by: 
MARC DOUGLAS IV CHANLAGAS
 Head of Office /Agency

Note: (Indicative only)
 Appropriate funds not yet available.
 This is still for inclusion in the
 the proposed Annual Budget for
 Cy 2022. AG