

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 2020 template at www.ps-philegps.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-philegps.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 PhilegPS 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 not covered by a revised APP-CSE.
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.

Department/Bureau/Office: Mines and Geosciences Bureau
 Region: VI
 Address: Queen City, Garden Mall, J. de Leon St., Iloilo City

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.

Agency Account Code: 10 003 03 00006
 Organization Type: NGA

Contact Person: Louides F. Sigare
 Position: Admin. Officer III
 E-mail: mbdrosillo@gmail.com
 Telephone/Mobile Nos: 508-14-49

| 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 | 10191599-3H-401 INSECTICIDE, aerosol type, net content: 600ml/min. | can | | | 12 | 12 | 1,672.32 | | | | | | | | | | | | | | | | | | 24.00 | 139.36 | 3,364.64 | | |
| Solvents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 12191601-4-601 ALCOHOL, ethyl, 69% ^{v/v} , scented/ 500ml (.5ml) | bottle | | | 50 | 50 | 2,189.50 | | | | | | | | | | | | | | | | | | | 100.00 | 43.79 | 4,379.00 | |
| Color Compounds and Dispersions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 12171703-5F-901 STAMP PAD INK, purple or violet | bottle | | | | | 0.00 | | | | | | | | 6 | 6 | 194.80 | | | | | | | | | | 6.00 | 30.8 | 194.80 |
| Films | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 13111303-4C-901 ACETATE, thickness: 0.075mm min (gauge #3) | roll | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | 0.00 | 847.82 | 0.00 |
| 5 | 13111301-CF-901 CARBON FILM, PE, black, size 210mm x 297mm | box | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | 0.00 | 221 | 0.00 |
| 6 | 13111301-CF-902 CARBON FILM, PE, black, size 216mm x 330mm | box | | | | | 0.00 | | | | | | | | 1 | 1 | 208.52 | | | | | | | | | | 1.00 | 208.52 | 208.52 |
| Paper Materials and Products | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 14111325-C4-401 CARTOLINA, assorted colors | pack | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | 0.00 | 83.72 | 0.00 |
| 8 | 14111306-CF-411 CONTINUOUS FORM, 1 PLY, 280 x 241mm | box | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | 0.00 | 682.24 | 0.00 |
| 9 | 14111306-CF-412 CONTINUOUS FORM, 1 PLY, 280 x 378mm | box | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | 0.00 | 1029.6 | 0.00 |

C. For the Transport of Sick and/or Injured Persons

| | | | | | | | | | | | | |
|--|------|---|------|---|------|---|------|---|------|---|------|------|
| <p>25181601-VC101A HPIV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |
| <p>25181601-VC101B HPIV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |
| <p>25101703-VC201A Passenger Van (for conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |
| <p>25101703-VC201B Passenger Van (for conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |
| <p>25101703-VC3-01 Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to the manufacturer and the specifications of the desired unit) For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand-by at all times in case of emergency</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |

D. For Patrol Operations

| | | | | | | | | | | | | |
|--|------|---|------|---|------|---|------|---|------|---|------|------|
| <p>25101702-VD101A Patrol Car Four-door car (Sedan or Hatchback) Engine displacement not exceeding 1800 cc for gasoline</p> | unit | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 |
|--|------|---|------|---|------|---|------|---|------|---|------|------|

| | | | | | | | | | | | | |
|---|------|---|------|---|---|------|---|------|---|------|---|------|
| <p>2 25101705-VH2-01</p> <p>Original Fire Truck (More sophisticated versions and fully equipped according to the intended use) Specifications may vary according to the manufacturer, model, intended use, etc. all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.</p> | unit | 0 | 0.00 | 1 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
|---|------|---|------|---|---|------|---|------|---|------|---|------|

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

| Common Electrical Supplies | | | | | | | | | | | | |
|----------------------------|-----------------|---|---|------|---|------|---|------|---|------|------|------|
| 1 | 40101701-AC-W01 | Air Conditioning Unit, Window Inverter Type | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 2 | 40101701-AC-S01 | Air Conditioning Unit, Split Type | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 3 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 4 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 5 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 6 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 7 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 8 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 9 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 10 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 11 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 12 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 13 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 14 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| 15 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |

| Common Office Equipment | | | | | | | | | | | | | |
|-------------------------|-----------------|---------------------------------|---|------|---|-----------|---|------|---|------|------|----------|-----------|
| 1 | 44111905-WB-N01 | White Board | 0 | 0.00 | 1 | 1,150.00 | 0 | 0.00 | 0 | 0.00 | 1.00 | 1150 | 1,150.00 |
| 2 | 44111911-WB-D01 | White Board, Digital | 0 | 0.00 | 1 | 950.00 | 0 | 0.00 | 0 | 0.00 | 1.00 | 950 | 950.00 |
| 3 | | Office table, 2x4' with drawers | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 7,800.00 | 0.00 |
| 4 | | Office Chairs | 0 | 0.00 | 2 | 9,000.00 | 0 | 0.00 | 0 | 0.00 | 2.00 | 4,500.00 | 9,000.00 |
| 5 | | Steel cabinet, one fan door | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0 | 0 |
| 6 | | Steel Cabinet, 4 drawers | 0 | 0.00 | 1 | 7,200.00 | 0 | 0.00 | 0 | 0.00 | 1.00 | 7,200.00 | 7,200.00 |
| 7 | | Storage steel cabinet | 0 | 0.00 | 1 | 13,100.00 | 0 | 0.00 | 0 | 0.00 | 1.00 | 13,100 | 13,100.00 |
| 8 | | Metal shelving | 0 | 0.00 | 1 | 8,200.00 | 0 | 0.00 | 0 | 0.00 | 1.00 | 8,200 | 8,200.00 |
| 9 | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | | 0.00 |

