

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (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 (UNSPC) 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-philgeps.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
- 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-philgeps.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: <u>Bureau of Jail Management and Penology</u> Region: <u>VII</u> Address: <u>13B M Veloso St., Brav. Guadalupe, Cebu City</u>	Agency Code/UAACS: _____ Organization Type: _____ Contact Person: <u>INSP MAUJUN I MUKARAM</u> Position: <u>Procurement Officer</u> E-mail: <u>iosc-bitupuro7@gmail.com</u> Telephone/Mobile Nos: <u>(032) 254-4747</u>
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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 PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	101	101	101	302	42,121.56	101	101	101	302	42,121.56	101	101	101	302	42,121.56	101	101	101	302	42,121.56	1,209.00	139.36	168486.24
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	200	200	200	600	90,858.00	200	200	200	600	90,858.00	200	200	200	600	90,858.00	200	200	200	600	90,858.00	2,400.00	151.43	363432.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	300	300	300	900	59,904.00	300	300	300	900	59,904.00	300	300	300	900	59,904.00	300	300	300	900	59,904.00	3,600.00	66.56	239616.00
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	200	200	200	600	232,752.00	200	200	200	600	232,752.00	200	200	200	600	232,752.00	200	200	200	600	232,752.00	2,400.00	387.92	931008.00
5	51471901-AL-101	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	280	280	280	840	36,607.20	280	280	280	840	36,607.20	280	280	280	840	36,607.20	280	280	280	840	36,607.20	3,360.00	43.58	146428.80
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	160	160	160	480	218,400.00	160	160	160	480	218,400.00	160	160	160	480	218,400.00	160	160	160	480	218,400.00	1,920.00	455.00	873600.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	135	135	135	406	84,398.44	135	135	135	406	84,398.44	135	135	135	406	84,398.44	135	135	135	406	84,398.44	1,625.00	207.75	337593.75
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	bottle	87	87	87	262	8,242.48	87	87	87	262	8,242.48	87	87	87	262	8,242.48	87	87	87	262	8,242.48	1,046.00	31.52	32969.92
FILMS																										
9	13111203-AC-P01	ACETATE	roll	28	28	28	85	72,064.70	28	28	28	85	72,064.70	28	28	28	85	72,064.70	28	28	28	85	72,064.70	340.00	847.82	288258.80
10	13111201-CF-P01	CARBON FILM, A4	box	16	16	16	47	10,442.25	16	16	16	47	10,442.25	16	16	16	47	10,442.25	16	16	16	47	10,442.25	189.00	221.00	41769.00
11	13111201-CF-P02	CARBON FILM, legal	box	16	16	16	48	9,956.83	16	16	16	48	9,956.83	16	16	16	48	9,956.83	16	16	16	48	9,956.83	191.00	208.52	39827.32
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	137	137	137	412	34,450.78	137	137	137	412	34,450.78	137	137	137	412	34,450.78	137	137	137	412	34,450.78	1,646.00	83.72	137803.12
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	20	20	20	59	52,070.45	20	20	20	59	52,070.45	20	20	20	59	52,070.45	20	20	20	59	52,070.45	236.00	882.55	208281.80
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	20	20	20	60	62,033.40	20	20	20	60	62,033.40	20	20	20	60	62,033.40	20	20	20	60	62,033.40	241.00	1029.60	248133.60
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	20	20	20	59	90,199.20	20	20	20	59	90,199.20	20	20	20	59	90,199.20	20	20	20	59	90,199.20	236.00	1528.80	360796.80
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	19	19	19	58	52,795.47	19	19	19	58	52,795.47	19	19	19	58	52,795.47	19	19	19	58	52,795.47	233.00	906.36	211181.88
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	19	19	19	58	51,493.00	19	19	19	58	51,493.00	19	19	19	58	51,493.00	19	19	19	58	51,493.00	233.00	884.00	205972.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	19	19	19	58	87,464.00	19	19	19	58	87,464.00	19	19	19	58	87,464.00	19	19	19	58	87,464.00	232.00	1508.00	349856.00
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	38	38	38	114	90,227.96	38	38	38	114	90,227.96	38	38	38	114	90,227.96	38	38	38	114	90,227.96	454.00	794.96	360911.84
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	104	104	104	312	11,571.99	104	104	104	312	11,571.99	104	104	104	312	11,571.99	104	104	104	312	11,571.99	1,249.00	37.06	46287.94
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	106	106	106	317	18,776.94	106	106	106	317	18,776.94	106	106	106	317	18,776.94	106	106	106	317	18,776.94	1,267.00	59.28	75107.76
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	96	96	96	287	15,520.96	96	96	96	287	15,520.96	96	96	96	287	15,520.96	96	96	96	287	15,520.96	1,148.00	54.08	62083.84
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	257	257	257	771	9,282.84	257	257	257	771	9,282.84	257	257	257	771	9,282.84	257	257	257	771	9,282.84	3,084.00	12.04	37131.36

32	46181502-BF-V01	Bullet proof vest	unit	11	11	11	33	62,842.50	11	11	11	33	62,842.50	11	11	11	33	62,842.50	11	11	11	33	62,842.50	133.00	1890.00	251370.00
33	25172502-WW-001	Wheels, _____ (type of vehicle)	unit	6	6	6	18	45,833.33	6	6	6	18	45,833.33	6	6	6	18	45,833.33	6	6	6	18	45,833.33	73.33	2500.00	183333.33
34	40161513-FF-001	Fuel Filters	piece	2	2	2	6	1,437.50	2	2	2	6	1,437.50	2	2	2	6	1,437.50	2	2	2	6	1,437.50	23.00	250.00	5750.00
35	48101710-DW-F01	Drinking Water/ Fountain	unit	2	2	2	6	862.50	2	2	2	6	862.50	2	2	2	6	862.50	2	2	2	6	862.50	23.00	150.00	3450.00
36	26111729-AB-001	Auto Battery	unit	5	5	5	15	36,250.00	5	5	5	15	36,250.00	5	5	5	15	36,250.00	5	5	5	15	36,250.00	58.00	2500.00	145000.00
																										0.00
																										0.00

A. TOTAL		P	36,202,050.66
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	3,620,205.07
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	39,822,255.73
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	Thirty Nine Million Eight Hundred Twenty-Two Thousand Two Hundred Fifty-Five and 73/100 Pesos.		

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:



JO2 Jackie Ibo

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:



J/CINSP LOIS FILOMENA C LAUS
Accountant / Budget Officer

Approved by:



J/CSUPT EFREN A NEMENO, DPA, TLPE
Head of Office/Agency

Date Prepared: August 26, 2021