

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Instructions:
1. Download the worksheet file APP-CSE 2021 FORM at www.pps-phillips.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.pps-phillips.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_APP2021_DBM_Region (VA).
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 PHILGESS 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.8-290-6300; 8290-6400 Local 8006-8010

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: CARAGAN WATER DISTRICT
Region: II
Address: CENTRO, CARAGAN, ISABELA
Agency Account Code:
Organization Type: GOCC

Contact Person: DORIS N. MALAYO
Position: GENERAL MANAGER
E-mail: dorisnmalayo@caragan.gov.ph
Telephone/Mobile Nos: 9196828999

Table with columns for Item #, Item Name, Unit of Measure, and Monthly Quantity Requirement (Jan-Dec). Includes sections for PESTICIDES OR FERT REPLENISHERS, ALCOHOL OR ACETONE BASED ANTISEPTICS, and CARBON FILM, PE BACK, size 216mm x 330mm. Total amounts are provided at the bottom of each section.

Item #	Description	Quantity	Unit	Price	Extension	Tax	Other	Total	Weight	Volume	Material
65	52X153X9H-901	5000/14	HYPOCLORITE, 3.75% Bleach	0.25	1250.00	0.00	0.00	1250.00	14.00	131.25	1837.50
66	231012-1H-101	500/1	HAND SOAP Liquid, 800ml	1.00	500.00	0.00	0.00	500.00	8.00	102.96	823.68
67	471180Z-FH-102	500/1	FLOOR WAX PASTE, RED	0.05	25.00	0.00	0.00	25.00	0.00	309.75	0.00
68	471180H-FC-101	500/1	PHANTOM CLEANER, aerosol type, 300ml mini per can	0.05	25.00	0.00	0.00	25.00	0.00	115.53	0.00
69	471200H-HP-101	500/1	MPR BUCKET, heavy duty, hard plastic	0.05	2.28	0.00	0.00	2.28	1.00	2288.00	0.00
70	4711613-HP-102	500/1	MP/HANDLE, heavy duty, aluminum, screen type	0.05	2.28	0.00	0.00	2.28	0.00	145.60	0.00
71	4711613-HP-101	500/1	MP/HANDLE, made of nylon, weight: 400 grams min	0.05	2.28	0.00	0.00	2.28	2.00	123.76	297.52
72	4711613-FC-101	500/1	RAGS, all cotton, 32 pieces per kilogram min	0.05	2.28	0.00	0.00	2.28	5.00	53.82	269.10
73	4711602-FC-101	500/1	SCOURING PWD, 5 pieces per pack	0.05	1.07	0.00	0.00	1.07	1.00	107.12	107.12
74	4712101-TP-104	500/1	TRASH/BUCK, 90% specs, black, 94x60x1016mm	0.05	673.40	0.00	0.00	673.40	5.00	134.68	673.40
75	4712102-WB-101	500/1	WASTEBASKET, non-rigid plastic	0.05	0.00	0.00	0.00	0.00	0.00	27.96	0.00
PERSONAL PROTECTIVE EQUIPMENT											
76	4611503-CX-011	500/1	COVERALL, non-sterile, protective, medical grade	0.05	0.00	0.00	0.00	0.00	0.00	1144.00	0.00
77	4611702-FS101	500/1	FACE SHIELD, direct splash protection	0.05	0.00	0.00	0.00	0.00	0.00	124.80	0.00
78	4611804-GC-011	500/1	PROTECTIVE SAFETY GOGGLES	0.05	0.00	0.00	0.00	0.00	0.00	158.60	0.00
79	4211601-PA-101	500/1	Polyethylene Apron (PE)	0.05	0.00	0.00	0.00	0.00	0.00	15.08	0.00
80	4211702-SC-011	500/1	SURGICAL GOWN	0.05	0.00	0.00	0.00	0.00	0.00	299.52	0.00
81	4211711-HC-101	500/1	HEAD COVER, disposable	0.05	0.00	0.00	0.00	0.00	0.00	2.60	0.00
82	4211609-SC-501	500/1	SHOE COVER, disposable	0.05	0.00	0.00	0.00	0.00	0.00	8.32	0.00
83	4212003-HG-011	500/1	NITILE GLOVES	0.05	30.70	0.00	0.00	30.70	10.00	3.07	30.70
84	4212003-HG-002	500/1	PREMIUM LATEX GLOVES	0.05	50.20	0.00	0.00	50.20	10.00	5.02	50.20
85	4211713-9M-101	500/1	SURGICAL MASK, 3-Ply	0.05	0.00	0.00	0.00	0.00	0.00	14.04	0.00
86	4612006-3H-101	500/1	KN95 FACE MASK	0.05	0.00	0.00	0.00	0.00	0.00	104.60	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES											
87	4311907-DSR01	500/1	MTN DESKTOP, basic	0.05	42.96	0.00	0.00	42.96	1.00	4296.00	4296.00
88	4311907-DSR02	500/1	MTN DESKTOP, mid-range	0.05	0.00	0.00	0.00	0.00	0.00	4296.00	4296.00
89	4311503-LAP01	500/1	MTN LAPTOP, mid-range	0.05	0.00	0.00	0.00	0.00	0.00	4296.00	4296.00
90	4320102-HD-002	500/1	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	0.05	2,650.83	0.00	0.00	2,650.83	1.00	26,508.30	26,508.30
91	4320101-0U-011	500/1	FLASH DRIVE, 16 GB capacity	0.05	837.20	0.00	0.00	837.20	5.00	167.44	837.20
92	4321104-WO-001	500/1	HOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in hd	0.05	445.30	0.00	0.00	445.30	4.00	111.30	445.30
93	4321104-WO-002	500/1	HOUSE, WIREFESS, USB	0.05	770.00	0.00	0.00	770.00	5.00	154.00	770.00
94	4321202-PR-002	500/1	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	0.05	0.00	0.00	0.00	0.00	0.00	38100.97	0.00
95	4321202-PR-001	500/1	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	0.05	0.00	0.00	0.00	0.00	0.00	9191.52	0.00
96	4321205-PR-101	500/1	PRINTER, laser, monochrome	0.05	0.00	0.00	0.00	0.00	0.00	724.88	0.00
97	4321205-PR-102	500/1	PRINTER, laser, colored	0.05	0.00	0.00	0.00	0.00	0.00	7899.00	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES											
98	4412110-CN-101	500/1	CHALK, modelled, white, address, height: 75mm min	0.05	0.00	0.00	0.00	0.00	0.00	29.64	0.00
99	4412105-PR-011	500/1	CLIP, BACKFOLD, all metal, clamping: 15mm (1.1mm)	0.05	0.00	0.00	0.00	0.00	0.00	9.05	0.00
100	4412105-PR-012	500/1	CLIP, BACKFOLD, all metal, clamping: 25mm (1.1mm)	0.05	0.00	0.00	0.00	0.00	0.00	15.27	0.00
101	4412105-PR-013	500/1	CLIP, BACKFOLD, all metal, clamping: 33mm (1.1mm)	0.05	0.00	0.00	0.00	0.00	0.00	20.80	0.00
102	4412105-PR-014	500/1	CLIP, BACKFOLD, all metal, clamping: 50mm (1.1mm)	0.05	0.00	0.00	0.00	0.00	0.00	47.84	0.00
103	4412105-PR-015	500/1	CLIP, BACKFOLD, all metal, clamping: 50mm (1.1mm)	103	1,444.06	0.00	0.00	1,444.06	103.00	14.02	1,444.06
104	4411510-FC-101	500/1	DATA FILE BOX, made of chipboard, with closed ends	0.05	0.00	0.00	0.00	0.00	0.00	77.20	0.00
105	4412011-DF-101	500/1	DATA FOLDER, made of chipboard, triple lock	0.05	0.00	0.00	0.00	0.00	0.00	66.64	0.00
106	4412106-EN-001	500/1	ENVELOPE, DOCUMENTARY, for A4 size document	0.05	673.09	0.00	0.00	673.09	1.00	673.09	673.09
107	4412106-EN-002	500/1	ENVELOPE, DOCUMENTARY, for legal size document	0.05	927.16	0.00	0.00	927.16	2.00	927.16	1854.32
108	4412106-EN-001	500/1	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	0.05	738.40	0.00	0.00	738.40	1.00	738.40	738.40
109	4412106-EN-002	500/1	ENVELOPE, EXPANDING, KRAFT, 0.5mm thickness min	0.05	0.00	0.00	0.00	0.00	0.00	30.49	0.00
110	4412106-EN-002	500/1	ENVELOPE, mailing, white, 70gsm	0.05	0.00	0.00	0.00	0.00	0.00	378.20	0.00
111	4412106-EN-002	500/1	ENVELOPE, mailing, white, with window	0.05	0.00	0.00	0.00	0.00	0.00	433.68	0.00

Part Number	Description	Unit	Price	Quantity	Cost	Revenue	Profit
211	410103-HP-V90 Ink Cartridge, HP U05713A (HP9533) Yellow Original	cart	0.00	0	0.00	0.00	0.00
212	410103-HP-B30 Ink Cartridge, HP U05604A (HP9533) Black Original	cart	0.00	0	0.00	0.00	0.00
213	410103-HP-C36 Ink Cartridge, HP U05634A (HP9533) Cyan Original	cart	0.00	0	0.00	0.00	0.00
214	410103-HP-M48 Ink Cartridge, HP U05664A (HP9533) Magenta Original	cart	0.00	0	0.00	0.00	0.00
215	410103-HP-V48 Ink Cartridge, HP U05724A (HP9533) Yellow Original	cart	0.00	0	0.00	0.00	0.00
216	410103-HP-B48 Ink Cartridge, HP U05734A (HP9533) Black Original	cart	0.00	0	0.00	0.00	0.00
217	410103-HP-C31 Ink Cartridge, HP T6430A (HP909) Cyan Original	cart	0.00	0	0.00	0.00	0.00
218	410103-HP-M31 Ink Cartridge, HP T6431A (HP909) Magenta Original	cart	0.00	0	0.00	0.00	0.00
219	410103-HP-V51 Ink Cartridge, HP T6479A (HP909) Yellow Original	cart	0.00	0	0.00	0.00	0.00
220	410103-HP-B51 Ink Cartridge, HP T6491A (HP909) Black Original	cart	0.00	0	0.00	0.00	0.00
221	410103-HP-B05 RIBBON CART, EPSON C1301516 (48790), Black	cart	0.00	0	0.00	0.00	0.00
222	410103-HP-B07 RIBBON CART, EPSON C1301531 (6015986), Black	cart	0.00	0	0.00	0.00	0.00
223	410103-HP-E413 RIBBON CART, EPSON C13015632, Black, for X310	cart	0.00	0	0.00	0.00	0.00
224	410103-HP-B03 TONER CART, BROTHER TN-2025, Black	cart	0.00	0	0.00	0.00	0.00
225	410103-HP-B04 TONER CART, BROTHER TN-2130, Black	cart	0.00	0	0.00	0.00	0.00
226	410103-HP-B05 TONER CART, BROTHER TN-2150, Black	cart	0.00	0	0.00	0.00	0.00
227	410103-HP-B09 TONER CART, BROTHER TN-3120, Black	cart	0.00	0	0.00	0.00	0.00
228	410103-HP-B11 TONER CART, BROTHER TN-3190, Black, for HL-5190N	cart	0.00	0	0.00	0.00	0.00
229	410103-HP-B12 TONER CART, HP CE313A, Black	cart	0.00	0	0.00	0.00	0.00
230	410103-HP-B14 TONER CART, HP CE314A, Black	cart	0.00	0	0.00	0.00	0.00
231	410103-HP-B18 TONER CART, HP CE318A, Black	cart	0.00	0	0.00	0.00	0.00
232	410103-HP-B21 TONER CART, HP CE721A, Black	cart	0.00	0	0.00	0.00	0.00
233	410103-HP-B22 TONER CART, HP CE284A (HP929A), Black	cart	0.00	0	0.00	0.00	0.00
234	410103-HP-B23 TONER CART, HP CE310A, Black	cart	0.00	0	0.00	0.00	0.00
235	410103-HP-C23 TONER CART, HP CE313A, Cyan	cart	0.00	0	0.00	0.00	0.00
236	410103-HP-V23 TONER CART, HP CE323A, Yellow	cart	0.00	0	0.00	0.00	0.00
237	410103-HP-M23 TONER CART, HP CE313A, Magenta	cart	0.00	0	0.00	0.00	0.00
238	410103-HP-C24 TONER CART, HP CE314A, Cyan	cart	0.00	0	0.00	0.00	0.00
239	410103-HP-C24 TONER CART, HP CE314A, Cyan	cart	0.00	0	0.00	0.00	0.00
240	410103-HP-Y24 TONER CART, HP CE324A, Yellow	cart	0.00	0	0.00	0.00	0.00
241	410103-HP-M24 TONER CART, HP CE324A, Magenta	cart	0.00	0	0.00	0.00	0.00
242	410103-HP-B25 TONER CART, HP CE304A, Black	cart	0.00	0	0.00	0.00	0.00
243	410103-HP-B26 TONER CART, HP CE304A, Black	cart	0.00	0	0.00	0.00	0.00
244	410103-HP-C26 TONER CART, HP CE304A, Cyan	cart	0.00	0	0.00	0.00	0.00
245	410103-HP-Y26 TONER CART, HP CE304A, Yellow	cart	0.00	0	0.00	0.00	0.00
246	410103-HP-M26 TONER CART, HP CE304A, Magenta	cart	0.00	0	0.00	0.00	0.00
247	410103-HP-B27 TONER CART, HP CE410A, Black	cart	0.00	0	0.00	0.00	0.00
248	410103-HP-C27 TONER CART, HP CE411A (HP909), Cyan	cart	0.00	0	0.00	0.00	0.00
249	410103-HP-Y27 TONER CART, HP CE412A (HP909), Yellow	cart	0.00	0	0.00	0.00	0.00
250	410103-HP-M27 TONER CART, HP CE413A (HP909), Magenta	cart	0.00	0	0.00	0.00	0.00
251	410103-HP-B28 TONER CART, HP CE303A, Black	cart	0.00	0	0.00	0.00	0.00
252	410103-HP-C28 TONER CART, HP CE303A, Black, high cap	cart	0.00	0	0.00	0.00	0.00
253	410103-HP-B32 Toner Cartridge, HP C7217A (HP17A) Black LaserJet	cart	0.00	0	0.00	0.00	0.00
254	410103-HP-B33 Toner Cartridge, HP C7224A (HP28A) Black LaserJet	cart	0.00	0	0.00	0.00	0.00
255	410103-HP-B35 Toner Cartridge, HP C7280A LaserJet Pro M601M25	cart	0.00	0	0.00	0.00	0.00
256	410103-HP-B51 HP Toner C7280C	cart	0.00	0	0.00	0.00	0.00
257	410103-HP-B56 Toner Cartridge, HP C7283A (HP93A) Black LaserJet	cart	0.00	0	0.00	0.00	0.00
258	410103-HP-B57 Toner Cartridge, HP C7283A (HP93A) LaserJet Black	cart	0.00	0	0.00	0.00	0.00
259	410103-HP-B51 Toner Cartridge, HP C7283C (HP933) Black Connect L	cart	0.00	0	0.00	0.00	0.00
260	410103-HP-B58 Toner Cartridge, HP C7287A (HP97) Black	cart	0.00	0	0.00	0.00	0.00

Table with columns for Item ID, Description, and multiple columns of numerical values. Includes sub-sections for 'Photographic or Imaging or Video Equipment', 'Audio and Visual Presentation and Composing Equipment', and 'Office Supplies'. The table contains rows for various items such as HD Cameras, DSLR Cameras, Video Conference Equipment, 5048T Television, Microphone, Speakers, Amplifier, Equalizer, and various office supplies.


Cleaning Equipment and Supplies														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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12					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
13					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
14					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
15					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
16					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
17					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
18					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
19					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
20					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
21					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
22					0	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	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00		
23					0	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	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00	
24					0	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	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00	
25					0	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	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00		0.00

A. TOTAL								P	147,304.15
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								P	14,730.42
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)								P	-
D. GRAND TOTAL (A + B + C)								P	162,034.57
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									
F. MONTHLY CASH REQUIREMENTS								P	-
G.1 Available at Procurement Service Stores	95,912.09		22,096.51			14,927.46		P	14,308.15
G.2 Other Items not available at PS but regularly purchased from other sources	-		-			-		P	-
TOTAL MONTHLY CASH REQUIREMENTS	95,912.09		22,096.51			14,927.46		P	14,308.15
<i>*Agency must put the monthly requirement for air tickets both local and international.</i>									

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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: 
 ROBERTSON
 President/Supervisor/Chief

Certified Funds Available / Certified Appropriate Funds Available: Approved by:
 JACQUELINE MALAVE
 Accountant / Local Budget Officer

DORIS MALAYAO
 Head of Office/Agency

Date Prepared: 09/25/2020