

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 (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-philgaps.gov.ph](http://www.ps-philgaps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or reuse 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 on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 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-philgaps.gov.ph](http://www.ps-philgaps.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: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Region: IX  
 Address: Zambanga City  
 Zambanga City

Agency Code/UNCS: \_\_\_\_\_  
 Organization Type: National Government Agency  
 Contact Person: Xanthi Ronella J. Vallecir  
 Position: BAC Secretariat  
 Email: [xxanthi@disd.dswd.gov.ph](mailto:xxanthi@disd.dswd.gov.ph)  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue (as of 1/2021)	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						
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	can	24	203	151	378	52,678.08	3	3	17	23	3,205.28	109	132	16	257	35,815.52	2	6	2	10	1,393.60	668.00	139.36	93092.48	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	80	201	339	620	93,886.60	48	14	29	91	13,780.13	75	224	29	328	49,669.04	8	21	12	41	6,208.63	1,080.00	151.43	163344.40
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-B04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	66	145	314	525	34,944.00	46	300	14	360	23,961.60	101	40	14	155	10,316.80	6	14	0	20	1,331.20	1,060.00	66.56	70553.60
4	12191601-AL-B03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	24	155	105	284	110,169.28	32	14	31	77	29,869.84	51	32	5	88	34,136.86	0	17	0	17	6,594.64	466.00	387.92	180770.72
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5oz)	bottle	34	122	9	165	7,190.70	4	4	4	12	525.96	152	4	9	165	7,190.70	4	4	254	262	11,417.96	644.00	43.58	26322.32
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3,705 liters	gallon	80	64	72	216	96,280.00	0	0	87	87	30,595.00	0	100	12	112	50,960.00	0	0	7	7	3,185.00	422.00	455.00	192010.00
7	51471505-PC-F01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	13	22	35	7,271.25	0	0	0	0	0.00	5	7	0	12	2,493.00	0	0	0	0	0.00	47.00	207.75	9764.25
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-F01	INK, for stamp pad	bottle	48	154	77	279	8,794.08	3	0	18	21	661.92	115	35	22	172	5,421.44	0	14	3	17	535.84	489.00	31.52	15413.28
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE	roll	1	6	33	40	33,912.80	2	2	1	5	4,239.10	0	10	0	10	8,478.20	0	0	0	0	0.00	55.00	847.82	46630.10
10	13111201-CF-P01	CARBON FILM, A4	box	8	32	20	60	13,260.00	0	10	2	12	2,652.00	6	11	0	17	3,757.00	0	0	0	0	0.00	89.00	221.00	19669.00





















2	40101701-AC-S01	Air Conditioning Unit, Split Type	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
3	4411905-WB-N01	White Board	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
<b>A. TOTAL</b>																	<b>12,756,255.68</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																	<b>1,275,425.57</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																	-
<b>D. GRAND TOTAL (A + B + C)</b>																	<b>14,029,681.23</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																	
<b>In Figures and Words:</b>			Fourteen Million Twenty Nine Thousand Six Hundred Eighty One Pesos & 23/100 (14,029,681.23)														

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:



**RENATO G. FOJAS**

Property/Supply Officer

Date Prepared: August 19, 2021

Certified Funds Available / Certified Appropriate Funds Available

**RODMERACE SUGABO**

Accountant

Budget

**BELLENE L. AHMAD**

Approved by:



**ATTY. SITTIE RAIFAH PAMALOY-HASSAN**

Head of Office/Agency

