

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

Items 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 6, 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 UNSPC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

- Instructions:**
- Download the worksheet file APP-CSE 2021 FORM at [www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)
  - Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
  - The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
  - Agency must not delete any item in the template; neither should revise the template.
  - An APP-CSE is considered incorrect or invalid if
    - form used is other than the prescribed format which can be downloaded only at [www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph) and;
    - correct format is used but fields were deleted and/or inserted in PART I of the template
  - 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.
  - Once accomplished and finalized, the APP-CSE 2021 form should be:
    - Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IVA).
    - 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.
  - 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 Phillips website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
  - 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.
  - 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

*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.*

Department/Bureau/Office: BAYAWAN WATER DISTRICT  
 Region: VII  
 Address: Lot 1 Block N, Don Gaspar Yacente Subdivision, Brgy. Valera, Bayawan City, Negros Oriental, Philippines 6221

Agency Account Code: \_\_\_\_\_  
 Organization Type: GOCC  
 Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: bayawanwaterdistrict@vmail.com  
 Telephone/Mobile Nos: 035-430-0361 / 035-430-0458

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES	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	
1	10191506-0H-401: INSECTICIDE, aerosol type, net content: 600 ml can	can	2	1	1	4	57.44	1	1	1	3	418.08	1	1	1	3	418.08	1	2	1	4	57.44	14.00	226.35	1951.04	
2	51374638-08-0: HAIR SHAMPOO, 300 ml bottle	bottle	2	2	2	6	906.58	1	2	2	5	757.15	1	1	1	3	351.43	1	1	1	2	302.86	14.00	351.43	2120.02	
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191401-4L-E01: ALCOHOL, ethyl, 68%-72%, normal, 500ml (500l) bottle	bottle	5	5	5	15	653.70	5	5	4	14	610.12	5	5	4	14	610.12	5	5	5	15	653.70	58.00	41.88	2527.64	
4	12191401-4L-E02: ALCOHOL, ethyl, 68%-72%, normal, 3.375 liters bottle	gallon	2	1	1	4	1,830.40	2	1	1	4	1,830.40	1	1	1	3	1,372.80	1	1	1	3	1,372.80	14.00	67.42	6406.40	
5	51471901-A-301: ALCOHOL, isopropyl, 68%-72%, normal (4-40) bottle	bottle	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	0.00	43.58	0.00
6	51471901-A-302: ALCOHOL, isopropyl, 68%-72%, normal, 3.375 liters bottle	gallon	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	0.00	45.00	0.00
7	51471901-A-303: POLYDOL-3000ME 10 % solution, 120 ml bottle	gallon	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	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12117201-001: STRAPE 340 3%K purple or violet, 500ml (0.5l) bottle	bottle	1	1	1	3	94.56	1	1	1	3	94.56	1	1	1	3	94.56	0	0	0	0	0.00	9.00	31.52	283.88	
<b>FILES</b>																										
9	1311201-04-F01: ACETATE, medium, 0.075mm thk (single #5) roll	roll	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	0.00	647.82	0.00
10	1311201-04-F01: GAGFORM FILM, PE, black, 600 210mm x 575mm box	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	0.00	221.00	0.00
11	1311201-04-F02: GAGFORM FILM, PE, black, 600 216mm x 330mm box	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	0.00	208.52	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	3411101-04-A01: CARTRIDGE, standard color box	pack	1	1	0	2	167.44	1	1	1	2	167.44	1	1	1	3	83.72	85	169	338	592	49,555.59	557.04	83.72	49504.19	
13	3411101-04-B11: CONTINUOUS FORM, 1.91" x 280 x 240mm box	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	0.00	882.55	0.00
14	3411101-04-B12: CONTINUOUS FORM, 1.91" x 280 x 378mm box	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	0.00	1083.60	0.00



Table with columns for Item ID, Description, Unit, Quantity, Price, and Total. Includes sections for Measuring and Observing and Testing Equipment, Cleaning Equipment and Supplies, and Personal Protective Equipment.





















Item	Description	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL			
1	3911210C-1B-301	LED Bulb	0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
2			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
3			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
4			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
5			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
6			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
7			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
8			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
9			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
10			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
11			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
12			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
13			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
14			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
15			0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Paper Materials and Products																																								
Lighting and fixtures and accessories																																								
Electrical equipment and components and supplies																																								



11	33121011-40-S01	UNTERBILITABLE POWER SUPPLY (UPS)	2	1	0	3	24,000.00	1	C	1	2	16,000.00	1	1	0	2	15,000.00	0	2	1	3	24,000.00	16.00	8000.00	80000.00
12	-G391501-40-C01	Mobile Phone	0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
13	-G311711-SC-D01	Scanner, Cabread, Double sided, feeder type	0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
14			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
15			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
16			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
17			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
18			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
19			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
20			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
21			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
22			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00
23			0	0	0	0	0.00	0	C	0	0	0.00	0	0	0	0	0.00	0	0	0	0	C.00	2.00	0.00	0.00









82	073	Chf w/bock v/extra 56" x 3"	piece	100	0	0	0	100	2,000.00	0	50	0	50	1,000.00	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	204.00	4000.00
83	074	P.E. Saddle Camp 1" x 5' ISC 2525 quality	piece	20	0	10	30	3,600.00	0	10	0	10	10	1,200.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	6000.00		
84	075	P.E. Saddle Camp 1 1/4" x 3" ISO, good quality	piece	10	0	0	10	1,200.00	10	0	10	10	2,400.00	10	0	10	10	0	0	0	10	1,200.00	10	0	0	10	0	0	10	0	0	1,200.00	50.00	6000.00		
85	076	P.E. Saddle Camp 1 1/2" x 3" ISO	piece	0	0	0	0	0.00	5	0	0	5	550.00	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	20.00	1100.00		
86	077	P.E. Saddle Camp 1 1/2" x 3" ISO	piece	10	0	10	20	2,400.00	10	0	0	10	1,200.00	10	0	0	0	0	0	0	10	1,200.00	10	0	0	10	0	0	10	0	0	1,200.00	50.00	6000.00		
87	078	P.E. 7'x36" CIS 1/2" x 300 nmons ISO SDR-11	roll	0	150	0	150	2,700.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	150.00	2700.00		
88	079	P.E. 7'x36" CIS 1/2" x 300 nmons ISO SDR-11	roll	0	150	0	150	6,750.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	150.00	6750.00		
89	080	P.E. 7'x36" CIS 1/2" x 300 nmons ISO SDR-11 Atlanta	mtl	300	0	300	600	13,800.00	300	0	300	500	13,800.00	300	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,800.00	2,480.00	55200.00	
90	081	P.E. 7'x36" CIS 1/2" x 300 nmons ISO SDR-11 Atlanta	mtl	500	300	0	900	28,800.00	300	0	0	300	9,800.00	0	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,800.00	1,880.00	57600.00	
91	082	P.E. 7'x36" CIS 1/2" x 100 nmons ISO SDR-11 Atlanta	mtl	200	100	0	300	36,000.00	100	100	0	200	24,000.00	100	0	100	0	0	0	100	12,000.00	100	100	0	200	0	200	0	0	0	24,000.00	800.00	96000.00			
92	083	P.E. 7'x36" CIS 1/2" x 60 nmons ISO SDR-11	roll	0	0	0	0	0.00	0	1	0	1	8,300.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1.00	8300.00		
93	094	P.E. 7'x36" 2" x 60 nmons ISO SDR-11	roll	0	0	0	0	0.00	0	1	0	1	12,705.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1.00	12705.00		
94	095	PVC Camp 5'	piece	50	50	50	150	300.00	0	50	50	100	200.00	50	50	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	400.00	800.00		
95	096	PVC Elbow 5' Dia 3/4" dia	piece	1	3	0	1	15.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	15.00		
96	097	Solent Cement	can	5	3	0	5	350.00	5	0	0	5	350.00	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	70.00	350.00	
97	098	Teflon Tape 5' good quality	piece	300	300	300	900	18,000.00	300	300	300	900	18,000.00	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,000.00	56980.00	
98	099	Waver Meter 1/2" with nuts & washers, non-reversible brass body, good quality	piece	300	100	100	500	510,000.00	100	100	50	250	255,000.00	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	225,400.00	1,180.00	120950.00

A. TOTAL								\$	4,084,590.60
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								\$	408,459.06
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)								\$	.
D. GRAND TOTAL (A + B + C)								\$	4,493,049.66
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									
F. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores	106,197.57	51,370.05	291,818.31	104,614.57	292,000.60				
G.2 Other Items not available at PS but regularly purchased from other sources	1,671,265.00	829,025.90	645,620.00	645,680.00	3,792,990.00				
TOTAL MONTHLY CASH REQUIREMENTS	1,777,462.57	880,395.95	675,638.31	751,494.57	4,084,990.60				

\*Agency must put the monthly requirement for air tickets both local and international.

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:

MARCELIND L. LALAWOON  
Procurement Specialist Officer

Date Prepared: NOVEMBER 15, 2020

Certified Funds Available / Certified Appropriate Funds Available:

GINALYN P. PROSCA  
Accountant / Local Budget Officer

Approved by:

ALMA L. ARRASOLDO  
Head of Office/Agency