

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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:*

- Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.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-philgeps.gov.ph](http://www.ps-philgeps.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 PhilGEPS 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

<i>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.</i>	
Department/Office: Bureau of Jail Management and Penology Regional Office BARMM	Contact Person: SJO3 Edwin F Fecundo
Region: BARMM	Agency Account Code: 88774
Address: #28 Oblates Drive Corner Rosales Street RH 6 Cotabato City	Organization Type: Government (Law Enforcement)
	Position: Budget Officer
	E-mail : <a href="mailto:edofecundo@yahoo.com">edofecundo@yahoo.com</a>
	Telephone/Mobile Nos: 9367227264

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		
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>PAPER MATERIALS AND PRODUCTS</b>																										
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	50	50	50	150	19,968.00	50	50	50	150	19,968.00	50	50	50	150	19,968.00	75	75	75	225	29,952.00	675.00	133.12	89,856.00
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	50	50	50	150	20,845.50	50	50	50	150	20,845.50	50	50	50	150	20,845.50	75	75	75	225	31,268.25	675.00	138.97	93,804.75
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30			30	3,057.60				0	0.00	30			30	3,057.60				0	0.00	60.00	101.92	6,115.20
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																										
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	10	10	30	592.80	15	15	15	45	889.20	11	11	11	33	652.08	21	21	21	63	1,244.88	171.00	19.76	3,378.96
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10	10	10	30	632.70	15	15	15	45	949.05	11	11	11	33	695.97	21	21	21	63	1,328.67	171.00	21.09	3,606.39
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10	0	0	10	176.80	10			10	176.80	10			10	176.80	10			10	176.80	40.00	17.68	707.20
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	30	30	30	90	8,119.80	30	30	30	90	8,119.80	30	30	30	90	8,119.80	30	30	30	90	8,119.80	360.00	90.22	32,479.20
57	47131604-BR-S01	BROOM, soft (tambo)	piece	30			30	4,087.20	30			30	4,087.20	30			30	4,087.20	30			30	4,087.20	120.00	136.24	16,348.80
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	30			30	546.00	30			30	546.00	30			30	546.00	30			30	546.00	120.00	18.20	2,184.00
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	60	60	60	180	7,488.00	60	60	60	180	7,488.00	60	60	60	180	7,488.00	60	60	60	180	7,488.00	720.00	41.60	29,952.00
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	10	10	10	30	717.60	17	17	17	51	1,219.92	15	15	16	46	1,100.32	20	20	20	60	1,435.20	187.00	23.92	4,473.04
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	510	510	510	1530	13,815.90	510	510	510	1530	13,815.90	15	15	15	45	406.35	30	30	30	90	812.70	3,195.00	9.03	28,850.85
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	20	20	20	60	2,245.80	20	20	20	60	2,245.80	20	20	20	60	2,245.80	25	25	25	75	2,807.25	255.00	37.43	9,544.65
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	60	60	60	180	23,212.80	60	60	60	180	23,212.80	60	60	60	180	23,212.80	60	60	60	180	23,212.80	720.00	128.96	92,851.20
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	30			30	744.90				0	0.00	30			30	744.90	30			30	744.90	90.00	24.83	2,234.70
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	8	8	8	24	7,434.24	25	25	25	75	23,232.00	15	15	15	45	13,939.20	30	30	30	90	27,878.40	234.00	309.76	72,483.84
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	30			30	1,614.60	30			30	1,614.60	30			30	1,614.60	30			30	1,614.60	120.00	53.82	6,458.40
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	30	30	30	90	12,121.20	30	30	30	90	12,121.20	30	30	30	90	12,121.20	30	30	30	90	12,121.20	360.00	134.68	48,484.80
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	15			15	419.40				0	0.00	15			15	419.40				0	0.00	30.00	27.96	838.80

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	10	10	30	271.50	18	18	18	54	488.70	15	15	15	45	407.25	20	20	20	60	543.00	189.00	9.05	1,710.45
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	10	10	10	30	458.10	18	18	18	54	824.58	15	15	15	45	687.15	20	20	20	60	916.20	189.00	15.27	2,886.03
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	10	10	30	624.00	18	18	18	54	1,123.20	15	15	15	45	936.00	20	20	20	60	1,248.00	189.00	20.80	3,931.20
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	10	10	10	30	1,435.20	20	20	20	60	2,870.40	15	15	15	45	2,152.80	20	20	20	60	2,870.40	195.00	47.84	9,328.80
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	10	10	10	30	420.60	18	18	18	54	757.08	15	15	17	47	658.94	20	20	20	60	841.20	191.00	14.02	2,677.82
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	10	10	10	30	2,316.00	18	18	18	54	4,168.80	15	15	15	45	3,474.00	20	20	20	60	4,632.00	189.00	77.20	14,590.80
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	10	10	10	30	2,059.20	20	20	20	60	4,118.40	15	15	15	45	3,088.80	20	20	20	60	4,118.40	195.00	68.64	13,384.80
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	3	3	3	9	8,344.44	5	5	5	15	13,907.40	7	7	7	21	19,470.36	13	13	13	39	36,159.24	84.00	927.16	77,881.44
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	3	3	3	9	6,645.60	5	5	5	15	11,076.00	7	7	7	21	15,506.40	13	13	13	39	28,797.60	84.00	738.40	62,025.60
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	20	20	20	60	1,829.40	20	20	20	60	1,829.40	20	20	20	60	1,829.40	20	20	20	60	1,829.40	240.00	30.49	7,317.60
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	3	3	3	9	3,903.12	3	3	3	9	3,903.12	10	10	10	30	13,010.40	25	25	25	75	32,526.00	123.00	433.68	53,342.64
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	10	10	10	30	2,502.30	20	20	20	60	5,004.60	17	17	17	51	4,253.91	20	20	20	60	5,004.60	201.00	83.41	16,765.41
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10	10	10	30	2,581.20	20	20	20	60	5,162.40	17	17	17	51	4,388.04	20	20	20	60	5,162.40	201.00	86.04	17,294.04
115	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	10	10	10	30	333.90	20	20	20	60	667.80	17	17	17	51	567.63	20	20	20	60	667.80	201.00	11.13	2,237.13
116	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	10	10	10	30	426.90	20	20	20	60	853.80	17	17	17	51	725.73	20	20	20	60	853.80	201.00	14.23	2,860.23
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	10	10	10	30	8,112.00	20	20	20	60	16,224.00	17	17	17	51	13,790.40	20	20	20	60	16,224.00	201.00	270.40	54,350.40
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	10	10	10	30	9,356.40	20	20	20	60	18,712.80	17	17	17	51	15,905.88	20	20	20	60	18,712.80	201.00	311.88	62,687.88
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	8	8	8	24	4,114.32	20	20	20	60	10,285.80	17	17	17	51	8,742.93	20	20	20	60	10,285.80	195.00	171.43	33,428.85
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	8	8	8	24	5,837.76	20	20	20	60	14,594.40	17	17	17	51	12,405.24	21	21	21	63	15,324.12	198.00	243.24	48,161.52
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	8	8	8	24	1,360.32	18	18	18	54	3,060.72	17	17	17	51	2,890.68	20	20	20	60	3,400.80	189.00	56.68	10,712.52
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	7	7	7	21	980.28	20	20	20	60	2,800.80	17	17	17	51	2,380.68	20	20	20	60	2,800.80	192.00	46.68	8,962.56
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	7	7	7	21	280.98	20	20	20	60	802.80	17	17	17	51	682.38	20	20	20	60	802.80	192.00	13.38	2,568.96
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10	10	10	30	232.80	16	16	16	48	372.48	15	15	15	45	349.20	21	21	21	63	488.88	186.00	7.76	1,443.36
134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	10	10	10	30	514.20	16	16	16	48	822.72	15	15	15	45	771.30	20	20	20	60	1,028.40	183.00	17.14	3,136.62
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	10	10	10	30	623.70	25	25	25	75	1,559.25	15	15	15	45	935.55	20	20	20	60	1,247.40	210.00	20.79	4,365.90
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	11	11	11	33	1,153.35	15	15	15	45	1,572.75	10	10	10	30	1,048.50	20	20	20	60	2,097.00	168.00	34.95	5,871.60
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	10	10	10	30	6,084.00	15	15	15	45	9,126.00	17	17	17	51	10,342.80	20	20	20	60	12,168.00	186.00	202.80	37,720.80
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	30			30	3,958.80				0	0.00	30			30	3,958.80				0	0.00	60.00	131.96	7,917.60
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	30			30	5,304.00				0	0.00	30			30	5,304.00				0	0.00	60.00	176.80	10,608.00
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	8	8	8	24	597.60	17	17	17	51	1,269.90	17	17	17	51	1,269.90	21	21	21	63	1,568.70	189.00	24.90	4,706.10

**PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES**

167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	30	30	30	90	22,464.00	30	30	30	90	22,464.00	30	30	30	90	22,464.00	30	30	30	90	22,464.00	360.00	249.60	89,856.00
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	15	15	15	45	11,232.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	180.00	249.60	44,928.00
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	15	15	15	45	11,232.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	225.00	249.60	56,160.00
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	15	15	15	45	11,232.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	20	20	20	60	14,976.00	225.00	249.60	56,160.00

**FLAG OR ACCESSORIES**

299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00	12	12	12	36	10,254.24	36.00	284.84	10,254.24
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**FIRE FIGHTING EQUIPMENT**

301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	20			20	22,880.00				0	0.00				0	0.00				0	0.00	20.00	1144.00	22,880.00
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**ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES**

311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	50			50	1,730.50				0	0.00	50			50	1,730.50				0	0.00	100.00	34.61	3,461.00
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	50			50	1,730.50				0	0.00	50			50	1,730.50				0	0.00	100.00	34.61	3,461.00
1		Muratic Acid	Galoons	40	40	40	120	4,200.00	40	40	40	120	33,600.00	40	40	40	120	5,600.00	40	40	40	120	33,600.00	480.00	280.00	134,400.00
2		Bathsoap	box	20			20	16,250.00				0	0.00	20			20	32,500.00	20			20	65,000.00	60.00	3250.00	195,000.00
3		Alcohol	bottle	70	70	70	210	1,500.00	70	70	70	210	21,000.00	70	70	70	210	2,500.00	70	70	70	210	21,000.00	840.00	100.00	84,000.00
4		Twine	roll	10			10	460.00				0	0.00	20			20	920.00				0	0.00	30.00	46.00	1,380.00
5		Dishwashing	pack	110			1	60.00				0	0.00	120			120	7,200.00				0	0.00	121.00	60.00	7,260.00
6		Tawas Powder	pack	530			530	26,500.00				0	0.00	530			530	26,500.00				0	0.00	1,060.00	50.00	53,000.00
7		Toothbrush	dozen	10			10	3,450.00				0	0.00	15			15	5,175.00				0	0.00	25.00	345.00	8,625.00
8		Toothpaste	box	5			5	6,400.00				0	0.00	10			10	12,800.00				0	0.00	15.00	1280.00	19,200.00
9		Laundry Soap	box	5			5	3,900.00				0	0.00	10			10	7,800.00				0	0.00	15.00	780.00	11,700.00

<b>A. TOTAL</b>																										<b>P</b>	<b>1,931,254.68</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																											<b>P</b>	<b>193,125.47</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																											<b>P</b>	<b>-</b>
<b>D. GRAND TOTAL (A + B+ C)</b>																											<b>P</b>	<b>2,124,380.15</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																												
<b>F. MONTHLY CASH REQUIREMENTS</b>																											<b>P</b>	<b>-</b>
G.1 Available at Procurement Service Stores							293,003.81						345,883.87					332,997.57					444,804.43			<b>P</b>	1,416,689.68	
G.2 Other Items not available at PS but regularly purchased from other sources							62,720.00						54,600.00					100,995.00					119,600.00			<b>P</b>	337,915.00	
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>							<b>355,723.81</b>						<b>400,483.87</b>					<b>433,992.57</b>					<b>564,404.43</b>			<b>P</b>	<b>1,754,604.68</b>	


\*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:

  
Nonhaida M Meditar  
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
SJO3 Edwin F Fecundo  
Accountant / Local Budget Officer

Approved by:

  
JSSUPT AMADO A CONCEPCION, JR, CESE  
Head of Office/Agency

Date Prepared: August 24, 2021