

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, 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:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philegps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero 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 it include line items or 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.ps-philegps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
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.(02)669-7730 local 409 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: LIGAO CITY WATER DISTRICT

Region: V - Legazpi

Address: Natera St. Dunao Lligao City

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Agency Account Code: No Code

Organization Type: Local Water District

Contact Person: Ronaldo O. Quinto

Position: Supply Officer

E-mail: ligaoctywaterdistct@yahoo.com

Telephone/Mobile Nos: 524851999

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

1	109199-INK-M01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00							0	0.00			0.00	144.72	0.00		
2	219109-AL-E01	ALCOHOL, ethyl, 65%-70%, scented, 500ml (5ml)	bottle	1	1	3	137.05	1	1	1	3	137.05	1	1	1	3	137.05	1	1	3	137.05	45.68	548.21
3	217703-SH-P01	STAMP PAD INK, purple or violet	bottle	1		1	25.57	1			1	25.57	1		1	25.57	1		4.00	25.57	102.30		
4	311103-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll			0	0.00				0	0.00			0	0.00			0.00	755.59	0.00		
5	311101-CF-P01	CARBON FILM, PE, black, size 310mm x 297mm	box		1	2	433.08	1	1		2	433.08		1	2	433.08	1	1	3	649.62	9.00	216.54	1,948.86
6	311101-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box			0	0.00				0	0.00			0	0.00			0.00	216.54	0.00	0.00	

67	431509-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00					0	0.00					40,716.00		0.00	
68	4302003-DH-M01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0	0.00				0	0.00				0	0.00					0	0.00					22.63		0.00	
69	430187-HD-X02	EXTERNAL HARD DRIVE, 1TB, 3.5" HDD, USB 3.0	piece	1			1	2,839.60				0	0.00	1			1	2,839.60					0	0.00					2,839.60		5,659.20	
70	4302000-FD-J01	FLASH DRIVE, 16 GB capacity	piece			1	1	287.28			1	1	287.28			1	287.28			1		1	287.28	1	287.28		4.00	287.28		1,149.12		
71	431503-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00					0	0.00					37,297.80		0.00	
72	431008-MO-001	MOUSE, optical, USB connection type	unit			1		140.18				0	0.00		1		1	140.18					0	0.00					140.18		280.37	
73	431103-PR-002	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00					0	0.00					34,405.56		0.00	
74	431103-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00					0	0.00					8,303.04		0.00	
75	431103-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00					0	0.00					732.76		0.00	
76	N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00					0	0.00							0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00					0	0.00							0.00	
78	N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00					0	0.00							0.00	
79	N/A	Hub/Switches	unit				0	0.00				0	0.00				0	0.00					0	0.00							0.00	
80	N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00					0	0.00							0.00	
81	N/A	Wireless Access Point	unit				0	0.00				0	0.00				0	0.00					0	0.00							0.00	

82	441710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00							0	0.00												26.67		0.00	
83	441205-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0	0.00							0	0.00												7.86		0.00	
84	441205-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0	0.00							0	0.00												13.91		0.00	
85	441205-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0	0.00							0	0.00												21.34		0.00	
86	441205-BF-C04	CLIP, BACKFOLD, all metal, clamping: 39mm (-1mm)	box				0	0.00							0	0.00												41.04		0.00	
87	441201-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	2	2	2	6	109.38	2	2	2	2	2	2	6	109.38	2	2	2	2	2	2	2	2	2	6	109.38	24.00	18.23		437.53
88	441115-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	2	2	2	6	900.00	2	2	2	2	2	2	6	900.00	2	2	2	2	2	2	2	2	2	6	900.00	24.00	150.00		3,600.00
89	441201-DF-F01	DATA FOLDER, made of chipboard, baggie lock	piece				0	0.00							0	0.00												71.28		0.00	
90	441306-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box				0	0.00							0	0.00												423.84		423.84	
91	441306-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			1		538.00							0	0.00		1								1	538.00	3.00	538.00		1,614.01
92	441306-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			1		766.80							0	0.00		1										766.80		1,533.60	
93	441306-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00							0	0.00													31.67		0.00
94	441306-EN-M01	ENVELOPE, MAILING, white, 80gsm (-53)	box				0	0.00							0	0.00												341.28		0.00	
95	441304-EN-W01	ENVELOPE, mailing, white, with window	box				0	0.00							0	0.00												426.60		0.00	
96	441103-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00							0	0.00												11.53		0.00	
97	441218-FA-P01	FASTENER, METAL, 70mm between prongs	box				0	0.00							0	0.00												81.95		0.00	

12	4330000-SFT-012	Networking software	license					0	0.00						0	0.00				0	0.00							0.00
13	4330000-SFT-013	Operating environment software	license					0	0.00						0	0.00				0	0.00							0.00
14	4330000-SFT-014	Security and protection software	license					0	0.00						0	0.00				0	0.00							0.00
15	4330000-SFT-015	Utility and device driver software	license					0	0.00						0	0.00				0	0.00							0.00
16	4330000-SFT-016	Information exchange software	license					0	0.00						0	0.00				0	0.00							0.00

OTHER SOFTWARE

1								0	0.00						0	0.00				0	0.00							0.00
2								0	0.00						0	0.00				0	0.00							0.00
3								0	0.00						0	0.00				0	0.00							0.00

1	75150-CFA-001	* Airline Ticket	ticket					0	0.00						0	0.00				0	0.00							0.00
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PART II, OTHER ITEMS NOT AVAILABLE AT FS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

1								0	0.00						0	0.00				0	0.00							0.00
2								0	0.00						0	0.00				0	0.00							0.00
3								0	0.00						0	0.00				0	0.00							0.00
								0	0.00						0	0.00				0	0.00							0.00
								0	0.00						0	0.00				0	0.00							0.00

6								0	0.00						0	0.00				0	0.00							0.00
7								0	0.00						0	0.00				0	0.00							0.00
8								0	0.00						0	0.00				0	0.00							0.00
9								0	0.00						0	0.00				0	0.00							0.00
10								0	0.00						0	0.00				0	0.00							0.00
6								0	0.00						0	0.00				0	0.00							0.00
7								0	0.00						0	0.00				0	0.00							0.00
8								0	0.00						0	0.00				0	0.00							0.00
9								0	0.00						0	0.00				0	0.00							0.00
10								0	0.00						0	0.00				0	0.00							0.00
10								0	0.00						0	0.00				0	0.00							0.00
11								0	0.00						0	0.00				0	0.00							0.00

1		Columnar Book, 4 column	pcs		1		1		1		1		1		3		66.00		1		1		1		1		3		66.00		10.00		22.00		220.00
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2	Columnar Book, 24 column	pcs				0	0.00				0	0.00			1		2	98.00	1	1	1	3	147.00	5.00	49.00	245.00
3	Pencil, Mongol # 2	Boxes	1			1	72.00				1	72.00					1	72.00				0	0.00	2.00	72.00	144.00
4	Fastener Short (Plastic)	Boxes	1	1	1	3	73.50	1	1	1	3	73.50	1	1	1	1	3	73.50	1	1	1	3	73.50	12.00	24.50	294.00
5	Fastener Long (Plastic)	Boxes	1			1	138.00	1			1	138.00	1				1	138.00	1		1	2	276.00	5.00	138.00	690.00
6	Duck Tape	pcs	1			1	46.75	1			1	46.75	1				1	46.75	1			1	46.75	4.00	46.75	187.00
7	Packaging Tape	pcs	1			2	333.50		1		1	166.75			1		1	166.75	1		1	2	333.50	6.00	166.75	1,000.50
8	Caution Tape	pcs	1	1	2	4	168.00	1	1	2	4	168.00	2	2	2	2	6	252.00	2	2	2	6	252.00	20.00	42.00	840.00
9	Staple Boss	Boxes	1	1	1	3	105.00	2	3	1	6	210.00	1	2	1	4	140.00	1	1	1	3	105.00	16.00	35.00	560.00	
10	Correction Tape	pcs	1	3	1	5	722.50	1	3	1	5	122.50	2	2	3	7	771.50	2	3	1	6	147.00	23.00	24.50	563.50	
	Bond Paper short adv. 520	ream	3	2	4	9	1,215.00	3	2	4	9	1,215.00	3	2	4	9	1,215.00	3	2	4	9	1,215.00	36.00	135.00	4,860.00	
	Bond Paper long adv. 520	ream	4	3	2	9	1,377.00	4	3	4	11	1,683.00	3	3	3	9	1,377.00	4	3	4	11	1,683.00	40.00	153.00	6,120.00	
	Ink LC39 XL-BL (BROTHER)	pcs	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4,800.00	
	Ink LC39 XL-Y (BROTHER)	pcs	1			2	800.00	1		1	2	800.00	1		1	2	800.00	1		1	2	800.00	8.00	400.00	3,200.00	
	Ink LC39 XL-M (BROTHER)	pcs	1			2	800.00	1		1	2	800.00	1		1	2	800.00	1		1	2	800.00	8.00	400.00	3,200.00	
	Ink LC39 XL-C (BROTHER)	pcs	1			2	800.00	1		1	2	800.00	1		1	2	800.00	1		1	2	800.00	8.00	400.00	3,200.00	
	HP Ink 704, Colored	pcs	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	12.00	430.00	5,160.00	
	HP Ink 704, Black	pcs	2	2	2	6	2,280.00	2	2	2	6	2,280.00	2	2	2	6	2,280.00	2	2	2	6	2,280.00	24.00	380.00	9,120.00	
	Canon Ink, PC7455, Black	pcs	1	1	1	3	2,670.00	1	1	1	3	2,670.00	1	1	1	3	2,670.00	1	1	1	3	2,670.00	12.00	890.00	10,680.00	
	Canon Ink, CL7465, Colored	pcs	1	1	1	3	3,900.00	1	1	1	3	3,900.00	1	1	1	3	3,900.00	1	1	1	3	3,900.00	12.00	1,100.00	13,200.00	
						0	0.00																		0.00	
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
1						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00					0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00														

[illegible]

12		Hack Saw Blade	pcs	2	2	1	5	400.00	1	1	4	320.00	2	1	1	4	320.00	17.00	80.00	1,360.00
13		Male Adaptor 1/2	pcs	130	130	120	380	24,700.00	120	120	370	24,050.00	120	130	130	380	24,700.00	1,500.00	65.00	97,500.00
14		PE Pipe 1/2 x 200m (SDR 11)	roll	1			1	3,750.00	1		1	3,750.00	1		1	2	7,500.00	5.00	3,750.00	18,750.00
15		PE Pipe 1 (SDR 11)	roll	1		1	2	16,000.00			1	8,000.00	1		1	1	8,000.00	6.00	8,000.00	48,000.00
16		PE Pipe 2" (SDR11)	roll	2	1	1	4	44,000.00	2	2	5	55,000.00	1	2	2	6	66,000.00	19.00	11,000.00	209,000.00
17		PE Pipe 2 1/2 (SDR11)	roll	1		1	2	29,000.00		1	1	14,500.00	1		1	2	29,000.00	7.00	14,500.00	101,500.00
18		Male Adaptor 1"	pcs	2	4	3	9	1,125.00	3	4	10	1,250.00	4	6	5	15	1,875.00	48.00	125.00	6,000.00
19		Male Adaptor 2"	pcs	2	3	5	10	5,850.00	5	4	11	6,435.00	3	5	4	12	7,020.00	44.00	585.00	25,740.00
20		Compression Coupling 1/2"	pcs	4	5	4	13	2,535.00	5	6	13	2,535.00	4	3	4	11	2,445.00	48.00	195.00	9,360.00
21		Compression Coupling 1"	pcs	3	2	3	8	3,120.00	3	5	12	4,680.00	5	5	3	13	5,070.00	45.00	390.00	17,550.00
22		Compression Coupling 2"	pcs	3	3	4	10	5,850.00	4	4	12	7,020.00	5	5	5	15	8,775.00	52.00	585.00	30,420.00
23		Compression Coupling 2 1/2"	pcs	3	2	3	8	6,400.00	3	3	9	7,100.00	4	4	1	9	7,200.00	34.00	800.00	27,200.00
24		Corporation Cock 3/4 x 1/2"	pcs	30	30	30	90	45,000.00	30	30	90	45,000.00	30	30	30	90	45,000.00	360.00	500.00	180,000.00
25		Nipple 1/2 x 12" (S40)	pcs	60	60	60	180	11,700.00	60	60	180	11,700.00	60	60	60	180	11,700.00	720.00	65.00	46,800.00
26		Gate Valve 1/2	pcs	30	30	30	90	34,200.00	30	30	90	34,200.00	30	30	30	90	34,200.00	360.00	380.00	136,800.00
27		Saddle Clamp 2 X 1/2 (Ct)	pcs	30	30	30	90	34,200.00	30	30	90	34,200.00	30	30	30	90	34,200.00	360.00	380.00	136,800.00
28		Rubber Tube	pcs	20	20	20	60	18,000.00	20	20	60	18,000.00	30	30	20	60	18,000.00	270.00	300.00	81,000.00
29																				
30																				
31							0	0.00			0	0.00				0	0.00	0.00		0.00

1							0	0.00				0	0.00				0	0.00		0.00
2							0	0.00				0	0.00				0	0.00		0.00
3							0	0.00				0	0.00				0	0.00		0.00
							0	0.00				0	0.00				0	0.00		0.00
							0	0.00				0	0.00				0	0.00		0.00

