

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

Instructions:

1. 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

11. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph

12. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.

13. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.

14. Agency must not delete any item in the template; neither should revise the template.

15. 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-philgeps.gov.ph and;

b. correct format is used but fields were deleted and/or inserted in PART I of the template

16. 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 77. Once accomplished and finalized, the APP-CSE 2021 form should be:

a. 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.

b. 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.)

19. 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 100. 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: MARITIME INDUSTRY AUTHORITY

Region: Region X - CAGAYAN DE ORO CITY

Address: 2F SEJOLIN BUILDING GENHELINA ST., CARMEN, CAGAYAN DE ORO CITY

Organization Type: NATIONAL GOVERNMENT AGENCY

Agency Account Code: U019

Contact Person: JOSIEFEM C. BRODETH

Position: ADMINISTRATIVE OFFICER IV

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Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year		
Jan	Feb		Mar	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10						
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																			
PESTICIDES OR PEST REPELLENTS																			
11	10131509-IN-001	INSECTICIDE, aerosol type, net content: 600ml min	can	5	0	0	5	696.80	5	0	0	5	696.80	5	0	0	20.00	139.36	2787.20
PERFUMES OR COLOGNES OR FRAGRANCES																			
22	53131626-HS-501	HAND SANITIZER, 500 ml	bottle	2	2	6	10	1,514.30	4	4	4	12	1,817.16	4	4	4	46.00	151.43	6965.78
ALCOHOL OR ACETONE BASED ANTISEPTICS																			
33	12191601-AL-501	ALCOHOL, ethyl, 68%-72%, scented, 500ml (5ml)	bottle	4	4	11	19	828.02	6	3	3	12	522.96	6	3	3	55.00	43.58	2996.90
44	12191601-AL-502	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	4	4	13	21	9,029.60	4	4	5	13	5,948.80	4	4	5	60.00	457.60	27456.00
55	51471901-AL-001	ALCOHOL, isopropyl, 68%-72%, 500ml (5-ml)	bottle	22	21	60	103	4,488.74	21	22	21	64	2,789.12	22	21	3	241.00	43.58	10502.78
66	51471901-AL-002	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	455.00	0.00
77	51471505-PO-001	POVIDONE IODINE, 10 % solution, 120 ml	gallon	6	0	0	6	1,246.50	6	0	0	6	1,246.50	6	0	0	24.00	207.75	4986.00
COLD CRYSTALS AND DISPERSIONS																			
88	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	7	1	2	10	315.20	4	1	1	6	189.12	6	1	1	30.00	31.52	945.60
FILMS																			
99	13111203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2	0	0	2	1,695.64	2	0	0	2	1,695.64	2	0	0	8.00	847.82	6782.56
100	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 257mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	221.00	0.00
111	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	3	0	0	3	625.56	2	0	0	2	417.04	2	0	0	9.00	208.52	1876.68
PAPER MATERIALS AND PRODUCTS																			
122	14111505-CA-001	CARTRIDGE, assorted colors	pack	2	0	2	4	394.88	2	0	2	4	394.88	2	0	2	16.00	83.72	1339.52
133	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	882.55	0.00
144	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1029.60	0.00
155	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1528.80	0.00
166	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	906.36	0.00
177	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	884.00	0.00
188	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1508.00	0.00

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Paper Materials and Products					
1					0.00
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Lighting and fixtures and accessories					
1	39112102-LB-801	LED bulb			0.00
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Electrical equipment and components and supplies					
1					0.00
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Computer Supplies					
1	Ink Cart, EPSON C13T002U00 (T003), Black				16800.00
2	Ink Cart, EPSON C13T002V00 (T003), Cyan				8400.00
3	Ink Cart, EPSON C13T002W00 (T003), Magenta				8400.00
4	Ink Cart, EPSON C13T002Y00 (T003), Yellow				8400.00
5	Toner - Kyocera copier TK-594 C - Cyan				85000.00
6	Toner - Kyocera copier TK-594 M - Magenta				85000.00
7	Toner - Kyocera copier TK-594 Y - Yellow				85000.00
8	Toner - Kyocera copier TK-594 K - Black				85000.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
Common ICT Equipment					
1	43212104-P1-M01	PRINTER, Inkjet, Monochrome			0.00
2	43212104-P1-C01	PRINTER, Inkjet, Color			0.00
3	43212105-PP-001	Portable Printer			0.00
4	43211509-A1-001	AirPrint Tablet			0.00
5	43222610-HS-001	Hubs/Switches			0.00
6	43222609-NR-001	Network Routers			0.00
7	43222640-WA-P01	Wireless Access Point			0.00
8	43211711-SF-001	Scanner, Flatbed			0.00
9	43211601-WP-P01	Wireless Printing Device / Laser Printer			0.00
10	81112306-MF-P01	Multifunction PRINTER			0.00
11	39110111-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)			0.00
12	43191501-MP-Q01	Mobile Phone			0.00
13	43211711-SC-001	Scanner, Colored, Double sided, feeder type			0.00
14					0.00
15					0.00
16					0.00
17					0.00
18					0.00

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