

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM  
Supplemental 1**

*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:*

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
  - a. Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IVA).
  - 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 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
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
10. 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: Energy Regulatory Commission  
 Region: Main & NCR  
 Address: Pacific Center Bldg San Miguel Avenue Pasig City

Agency Account Code: A065  
 Organization Type: National Government Agency (NGA)

Contact Person: Roselle M. Guintu  
 Position: Administrative Officer III  
 E-mail : [rmguintu@erc.gov.ph](mailto:rmguintu@erc.gov.ph)  
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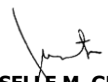
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
<b>PART I. ITEMS AVAILABLE AT PROCUREMENT SERVICE STORES</b>																												
<b>PERSONAL PROTECTIVE EQUIPMENT</b>																												
1	Alcohol 500ml (Ethyl, Scented, 68% - 70%)	bottles				0	0.00	1359				1359	59,225.22	909				909	39,614.22	1359				1359	59,225.22	3,627.00	43.58	158,064.66
2	KN95 Mask (disposable)	pcs				0	0.00	4986				4986	518,544.00	5436				5436	565,344.00	5436				5436	565,344.00	15,858.00	104.00	1,649,232.00
3	Surgical Mask, 3- ply	pcs				0	0.00	498				498	6,991.92	29898				29898	419,767.92	29898				29898	419,767.92	60,294.00	14.04	846,527.76
4	Face Shield, direct splash protection	pcs				0	0.00	2718				2718	339,206.40	2718				2718	339,206.40	2718				2718	339,206.40	8,154.00	124.80	1,017,619.20
5	Disinfectant Spray, Aerosol Type, 400-550 grams	cans				0	0.00	1359				1359	175,256.64	1159				1159	149,464.64	1359				1359	175,256.64	3,877.00	128.96	499,977.92
6	Hand Sanitizer 500ml	bottles				0	0.00	1359				1359	205,793.37	1359				1359	205,793.37	1359				1359	205,793.37	4,077.00	151.43	617,380.11
<b>CLEANING EQUIPMENT &amp; SUPPLIES</b>																												
1	Air Freshener, aerosol type	cans				0	0.00	6				6	541.32					0	0.00					0	0.00	6.00	90.22	541.32
2	Bowl Cleaner	gallons				0	0.00	200				200	8,320.00	200				200	8,320.00	104				104	4,326.40	504.00	41.60	20,966.40
3	Cleaner, toilet &urinal	bottles				0	0.00	154				154	6,406.40	150				150	6,240.00					0	0.00	304.00	41.60	12,646.40
4	Cleanser, scouring powder	cans				0	0.00	200				200	4,784.00	200				200	4,784.00	104				104	2,487.68	504.00	23.92	12,055.68
5	Detergent Powder	kilos				0	0.00	150				150	5,614.50	102				102	3,817.86					0	0.00	252.00	37.43	9,432.36

6	Dust Pan, plastic	pcs				0	0.00	13			13	322.79				0	0.00			0	0.00	13.00	24.83	322.79
7	Furniture Cleaner, 330 ml	cans				0	0.00	76			76	9,136.72				0	0.00			0	0.00	76.00	120.22	9,136.72
8	Insecticide, Spray	cans				0	0.00	104			104	14,493.44				0	0.00			0	0.00	104.00	139.36	14,493.44
9	Mophandle	pcs				0	0.00	39			39	4,867.20				0	0.00			0	0.00	39.00	124.80	4,867.20
10	Mophead	pcs				0	0.00	54			54	6,683.04	50			50	6,188.00			0	0.00	104.00	123.76	12,871.04
11	Tambo	pcs				0	0.00	52			52	7,089.68				0	0.00			0	0.00	52.00	136.34	7,089.68
12	Trashbag, black 10 pcs/pack	packs				0	0.00	300			300	40,404.00	218			218	29,360.24			0	0.00	518.00	134.68	69,764.24
13	Waste basket, plastic	pcs				0	0.00	14			14	391.44				0	0.00			0	0.00	14.00	27.96	391.44
<b>COMPUTER SUPPLIES</b>																								
1	External Hard Drive, 1TB, 2.5"HDD, USB3.0	pcs				0	0.00	100			100	265,083.00				0	0.00			0	0.00	100.00	2,650.83	265,083.00
2	Mouse, Wireless USB	pcs				0	0.00	200			200	30,800.00				0	0.00			0	0.00	200.00	154.00	30,800.00
3	Stapler Standard Type	pcs				0	0.00	100			100	17,680.00				0	0.00			0	0.00	100.00	176.80	17,680.00
4	Paper Shredder, cutting width: 3mm-4mm	pcs				0	0.00	10			10	56,992.00				0	0.00			0	0.00	10.00	5,699.20	56,992.00
<b>A. TOTAL</b>																					<b>P</b>	<b>5,333,935.36</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					<b>P</b>	<b>533,393.54</b>		
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>																								
<b>D. GRAND TOTAL (A + B+ C)</b>																					<b>P</b>	<b>5,867,328.90</b>		
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																					<b>P</b>	<b>-</b>		
<b>F. MONTHLY CASH REQUIREMENTS</b>																					<b>P</b>	<b>-</b>		
G.1 Available at Procurement Service Stores						-					1,784,627.08						1,777,900.65				1,771,407.63	<b>P</b>	5,333,935.36	
G.2 Other Items not available at PS but regularly purchased from other sources						-					-						-				<b>P</b>	-	-	
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						-					1,784,627.08						1,777,900.65				1,771,407.63	<b>P</b>	5,333,935.36	

*\*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:

  
**ROSELLE M. GUINTO**  
 Administrative Officer III  
 Property/Supply Officer

Date Prepared: April 8, 2021

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

  
**ZIERLA MARIE S. RANAY**  
 Administrative Officer V, Budget Division  
 Accountant / Local Budget Officer

  
**AGNES VST DEVANADERA**  
 Chairperson and CEO  
 Head of Office/Agency

*CV*  
*J*  
*R*