

ANNUAL PROCUREMENT PLAN - COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Listed in this templates 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 template at www.ps-philgeps.gov.ph.
2. Indicate the agency's monthly requirement per item in the APP-CSE 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 onlt 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
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For the items that are not available from the PS but is regularly pruchased by the agency from other sources, agency must indicate the items in PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2020 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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 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 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 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) 689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: Department of Environment and Natural Resources - Central Office
 Office Address: Visayas Avenue, Diliman, Quezon City

Agency Code: _____

Contact Person: Marian R. Ada Cruz
 Position: Head, BAC Secretariat
 E-mail: bsdenrco@gmail.com
 Telephone/Mobile Nos: 926-2675

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue as of 04 Mar 19	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						
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
Pesticides or Pest Repellents																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	88	88	88	264	36,791.04	88	88	88	264	36,791.04	88	88	88	264	36,791.04	88	88	88	264	36,791.04	1,056.00	139.36	147,164.16	
Solvents																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (.5ml)	bottle	450	400	450	1300	57,200.00	400	450	400	1250	55,000.00	450	400	450	1300	57,200.00	400	450	400	1250	55,000.00	5,100.00	44.00	224,400.00	
Color Compounds and Dispersions																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	45	0	0	45	1,091.70	45	0	0	45	1,091.70	45	0	0	45	1,091.70	45	0	0	45	1,091.70	180.00	24.26	4,366.80	
Films																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	25	0	0	25	18,171.00	25	0	0	25	18,171.00	25	0	0	25	18,171.00	25	0	0	25	18,171.00	100.00	726.84	72,684.00	
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	3	0	0	3	663.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	221.00	663.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	210.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	210.06	210.06	