

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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero 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 it include line items or 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 and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyercoordinators 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.(02)689-7750 local 4019.

Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO. AUTHORITY
 Region: MAIN & NCR
 Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency Account Code: H054
 Organization Type: National Government Agency (NGA)

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY OFFICER III
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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			
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									#REF!	
		COVID-19 EMERGENCY SUPPLIES, MATERIALS & SERVICES																								
1		70% Isopropyl Alcohol with moisturizer	gal										50				32,500.00						50	650.00	32,500.00	
2		70% Ethyl /alcohol with moisturizer	gal										50				32,500.00						50	650.00	32,500.00	
3		70% Isopropyl Alcohol	gal										50				30,000.00						50	600.00	30,000.00	
4		Hand Sanitizer, Antiseptic	gal										25				37,500.00						25	1,500.00	37,500.00	
5		Hand Liquid Soap with molsturizer	gal										50				50,000.00						50	500.00	50,000.00	
6		Sterilizing Disinfecting solution	gal										50				190,000.00						50	3,800.00	190,000.00	
7		Disinfectant Surface Solution	gal										50				40,000.00						50	2,000.00	40,000.00	
8		Face Shield glasses with box	box										1000				20,000.00						1000	20.00	20,000.00	
9		Face mask 3 ply/50s	box										100				20,000.00						100	200.00	20,000.00	
10		KN95 Face mask/10s	box										100				30,000.00						100	300.00	30,000.00	
11		Surgical Gloves (Medium)	box										20				10,000.00						20	500.00	10,000.00	
12		Surgical Gloves (Large)	box										20				10,000.00						20	500.00	10,000.00	
13		Yellow Trash bin, foot pedal and with NAMRIA Logo,	pc										20				60,000.00						20	3,000.00	60,000.00	
14		Yelllow Trash bag (Medium)	pc										10000				50,000.00						10000	5.00	50,000.00	
15		Trash Tongs/pickers	pc										10				5,000.00						10	500.00	5,000.00	
16		PPE Coverall (Gray, Large)	pc										25				18,750.00						25	750.00	18,750.00	
17		PPE Coverall (Gray, Medium)	pc										25				17,500.00						25	700.00	17,500.00	

