## SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2021 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. 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).

- 1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- 2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 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- 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 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: 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 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. 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.)

  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)689-7750 local 4019.

Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO. AUTHORITY	Agency Account Code: H054	Contact Person:	AUBREY GEORGE T. CORPUZ
Region: MAIN & NCR	Organization Type: National Government Agency (NGA)	Position:	SUPPLY OFFICER III
Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY		E-mail :	agtcorpuz@namria.gov.ph
		Telephone/Mobile Nos:	88105453

		Unit of														Total	Price Catalogue	Total Amount							
Item & Specifications		Measur	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May :	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q NUOMA	Oct	Nov	Dec	Q4	Q4 AMOUNT		Price Catalogue	for the year
PART II. OTH	HER ITEMS NOT AVALABLE AT PS BUT REG	GULARLY	PURCH	ASED FRO	OM OTHER	SOURCES	(Note: Pleas	se indica	te price	of ite	ms)									A TOTAL					#REFI
1	COVID-19 EMERGENCY SUPPLIE AND MATERIALS	S																					0.000		
2	High Pressure Washer	pcs			21,000.00		21,000.00																3	7,000.00	21,000.00
3	Sterlizing Disinfecting solution	gal			190,000.00		190,000.00																50	3,800.00	190,000.00
4	Hand Liquid Soap	gal			25,000.00		25,000.00																50	500.00	25,000.00
5	70% Isopropyl Alcohol	gal			32,500.00		32,500.00																50	650,00	32,500.00
6	Surface Disinfecting Solution	gal			60,000.00		60,000.00																30	2,000.00	60,000.00
7	Gloves (Medium & Large)	box			10,000.00		10,000.00																20	500.00	10,000.00
8	PPE Coverall Suit (Gray)	pcs			15,000.00		15,000.00																20	750.00	15,000.00
9	Yellow Trash Bin	pcs			105,000.00		105,000.00												1				35	3,000.00	105,000.00
10	Trash bag (Large, yellow, 100pcs/pack)	packs			30,000.00		30,000.00																30	1,000.00	30,000.00
11	Trash Tongs/pickers	pcs			5,000.00		5,000.00																10	500.00	5,000.00
A. TOTAL																							P		493,500.0
B. ADDITIONA of TOTAL)	AL PROVISION FOR INFLATION (10%																						P		49,350.0
	AL PROVISION FOR TRANSPORT AND ST (If applicable for motor vehicle and																								
E. GRAND TOT	TAL (A + B+ C)																						P		542,850.0
F. APPROVED In Figures and	BUDGET BY THE AGENCY HEAD d Words:																						P		493,500.0
G. MONTHLY	CASH REQUIREMENTS	-																							
G.1 Available at	Procurement Service Stores						0.00					0.00			7.0		0.00					0.00	P	10.000	-
G.2 Other Items other sources	s not available at PS but regulary purchased from	m					493,500.00					0.00					0.00					0.00	Р		493,500.00
TOTAL MONTHI	LY CASH REQUIREMENTS						493,500.00					0.00					0.00					0.00			493,500.00

<sup>\*</sup>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:  AUBREY GEORGE T. CORPUZ	Certified Funds Available / Certified Appropriate Funds Available:	Approved by:
Property Supplier Officer	Accountant / Lécal Budget Officer	Head of Office/Agency
Date Prepared:		