

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

Instructions:

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 APK 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-philips.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:
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philips.gov.ph and;
 - b. 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:
 - 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.
 - c. 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 Philips website. (Only buyers/coordinators will be allowed to upload APP-CSEs.)
 - d. 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.
 - e. 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: DER-NATIONAL MAPPING & RESOURCE AUTHORITY
 Region: MAIN & NCR
 Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

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

Contact Person:
 Position:
 E-mail:
 Telephone/Mobile Nos:

AUBREY GEORGE T. CORPUZ
 SUPPLY OFFICER III
agtc@dmtrb.gov.ph
 98105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Monthly Requirement	Total Price Catalogue	Total Amount for the Year								
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4
COVID-19 EMERGENCY SUPPLIES AND MATERIALS																								
1. Alcohol 300ml, Spray	PCS																							
2. Alcohol 500ml, Bottle	PCS																							
3. Alcohol, Isopropyl 70% with moisturizer	PCS																							
4. Alcohol, Ethyl 70% with moisturizer	gal																							
5. Face Mask, Surgical, Disposable	PCS																							
6. Face Mask, Surgical, Disposable	PCS																							
7.																								
A. TOTAL																								
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																								
E. GRAND TOTAL (A + B + C)																								
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores																								
G.2 Other Items not available at PS but regularly purchased from other sources																								
TOTAL MONTHLY CASH REQUIREMENTS																								

*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:

 MOEL R. VEGA

Approved by:

 Uec. PETER N. TIANGCO, PH.D., CSO I

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

Introduction:

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Instructions:

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

Contact Person:
 Position:
 E-mail:
 Telephone/Mobile Nos:

AUBREY GEORGE T. CORPUZ
 SUPPLY OFFICER III
agcorpuz@antilla.gov.ph
 88105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year					
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please Indicate Price of Items)																					
1. COVID-19 EMERGENCY SUPPLIES AND MATERIALS																					
2. Thermo Scanner	PC				81,600													16	5,100.00	81,600	
3. Personal Protective Equipment (PPE)	PC				26,400													22	1,200.00	26,400	
A. TOTAL																					108,000.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					10,800.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																					
E. GRAND TOTAL (A + B + C)																					118,800.00
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					108,000.00
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					0.00																0.00
G.2 Other Items not available at PS but regularly purchased from other sources					0.00				108,000.00												0.00
TOTAL MONTHLY CASH REQUIREMENTS					0.00				108,000.00												0.00

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Prepared by:

AUBREY GEORGE T. CORPUZ
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

NOEL R. VEGA
 Accountant/ Local Budget Officer

Approved by:

Sec. PETER K. TIANCO, JMD, CSO I
 Head of Office/Agency

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 Region: MAIN & NCR
 Address: LANTON AVE., PORT BONIFACIO, TAGUIG CITY

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

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY OFFICER III
 E-mail: abcorpuz@narda.gov.ph
 Telephone/Mobile Nos: 98105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue #REF!	Total Amount for the Year
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
1	COVID-19 EMERGENCY SUPPLIES AND MATERIALS																		
2	Surgical mask	box	8,000																
3	Temperature Scanner	PCS	26,000																
4	Alcohol	gal	48,000																
5	Hand Sanitizer	gal	48,000																
6	Dispenser	PCS	56,000																
7	Liquid Soap	gal	29,000																
8	Disinfecting Solution	gal	49,000																
A. TOTAL																			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																			
E. GRAND TOTAL (A + B+ C)																			
F. APPROVED BUDGET BY THE AGENCY HEAD																			
In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores			0.00																
G.2 Other Items not available at PS but regularly purchased from other sources			264,000.00																
TOTAL MONTHLY CASH REQUIREMENTS			264,000.00																

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Prepared by:


AUBREY GEORGE T. CORPUZ
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


NOEL R. VEGA
Accountant / Local Budget Officer

Approved by:


Jose. PERLAS N. PANGCO /PHD, CESO I
Head of Office/ Agency

Date Prepared: _____

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 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
 E-mail: agtcorpuz@dmrmla.gov.ph
 Telephone/Mobile Nos: 88105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year		
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				October	Nov
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
1. COVID-19 EMERGENCY SUPPLIES AND MATERIALS																		
Automatic Alcohol dispenser	PCS								100,000									100,000
Rechargeable battery with charger	PCS								10,000									10,000
Surface Disinfecting Solution	gal								22,000									22,000
Liquid Hand Soap	gal								26,000									26,000
Face shield	PCS								15,000									15,000
Alcohol	gal								27,000									27,000
A. TOTAL																		200,000.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		20,000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																		
E. GRAND TOTAL (A + B+ C)																		220,000.00
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		200,000.00
G. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores									0.00									0.00
G.2 Other Items not available at PS but regularly purchased from other sources									0.00									0.00
TOTAL MONTHLY CASH REQUIREMENTS									0.00									200,000.00

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Prepared by: AUBREY GEORGE T. CORPUZ Certified Funds Available / Certified Appropriate Funds Available: Approved by: Josec. PETERES N. TIANGCO, PhD, CESO I

Page 1 of 2

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AUBREY GEORGE T. CORPUZ
 SUPPLY OFFICER III
atcorpuz@denr.da.gov.ph
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
1. COVID-19 EMERGENCY SUPPLIES																		8	5,000.00	40,000
AND MATERIALS																		1000	350.00	350,000
Automatic Thermal Scanner with Alcohol Dispenser	PCS																	3	300.00	900
COVID-19 Emergency Kit	PCS																	10	3,800.00	38,000
Handheld Thermal Scanner	PCS																	20	500.00	10,000
Sterilizing Disinfecting Solution	gal																	30	19,500	19,500
Liquid Hand Soap	gal																	20	2,000.00	40,000
70% Isopropyl Alcohol	gal																			
Surface Disinfecting Solution	gal																			
A. TOTAL																				498,400.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				49,840.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																				548,240.00
E. GRAND TOTAL (A + B + C)																				498,400.00
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores																			0.00	0.00
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TOTAL MONTHLY CASH REQUIREMENTS																			0.00	0.00

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 Certified Funds Available / Certified Appropriate Funds Available: NOEL R. VEGA Accountant / Local Budget Officer
 Approved by: JOSE PETER N. TIANGCO, JMD, CESO I Head of Office/Agency
 Date Prepared: _____

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 Position: SUPPLY OFFICER III
 E-mail: abcorpuz@dnrma.dmv.dlp
 Telephone/Mobile Nos: 98105453

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	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Q4	Q4
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please Indicate Price of Items)																					
1	COVID-19 EMERGENCY SUPPLIES AND MATERIALS																		4	5,000.00	20,000
2	Automatic Alcohol Dispenser																		1000	76.00	76,000
3	Face shields																		20	2,500.00	50,000
4	Sterilizing Solution																		30	650.00	19,500
5	PPE (Grey)																		100	450.00	45,000
6	KN95 Face Mask																		10	750.00	7,500
7	Gloves (Large)																		10	750.00	7,500
8	Gloves (Medium)																		1	45,000.00	45,000
9	Mist Blower/Deblower																		35	600.00	21,000
10	AC Adapter for Automatic Dispenser																		5	5,000.00	25,000
11	UV Box																		20	3,500.00	70,000
12	Lysol Concentrate																		30	750.00	22,500
13	70% Alcohol																		30	550.00	16,500
14	Liquid Soap																		25	660.00	16,500
15	Alcohol																		25	500.00	12,500
16	Liquid soap																				
A. TOTAL																		P		454,500.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P		45,450.00	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																		P		499,950.00	
E. GRAND TOTAL (A + B+ C)																		P		454,500.00	
F. APPROVED BUDGET BY THE AGENCY HEAD																		P		454,500.00	
In Figures and Words:																		P		454,500.00	

G. MONTHLY CASH REQUIREMENTS										
G.1 Available at Procurement Service Stores			0.00			0.00			0.00	
G.2 Other Items not available at PS but regularly purchased from other sources			0.00			0.00			0.00	
TOTAL MONTHLY CASH REQUIREMENTS			0.00			0.00			0.00	

**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 / CORPUZ
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:
NOEL R. VEGA
 Accountant / Local Budget Officer

Approved by:

NOEL R. VEGA
 Head of Office/Agency

Date Prepared: _____

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2020 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 APP for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration for the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.aps-philgens.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 correct or invalid if:
 - a. form used is other than the prescribed format which can be downloaded only at www.aps-philgens.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted 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:
 - a. Saved using this format: APP2020 Name of Agency, Main or Regional Office (e.g. APP2020 DBM Central Office, APP2020 DBM Region VII).
 - 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.
- 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 PhilGEP website. (Only buyer-coordinators 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., PORT BONIFACIO, TAGUIG CITY

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

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY OFFICER III
 Email: abcorpuz@dnrma.doe.gov.ph
 Telephone/Mobile Nos: 881 054153

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity of the Year	Price Catalogue	Total Amount for the Year #REF!					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	AMOUNT
		AMOUNT																			
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	COVID-19 EMERGENCY SUPPLIES, MATERIALS AND SERVICES																		P	1,270,342.57	
2	Various RT-PCK Swab Testing (Government and Private Hospitals and Diagnostic Laboratories)																		P	127,034.26	
A. TOTAL																			P	1,270,342.57	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			P	127,034.26	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																			P	1,397,376.83	
E. GRAND TOTAL (A + B+ C)																			P	1,270,342.57	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores																			P	0.00	
G.2 Other Items not available at PS but regularly purchased from other sources																			P	0.00	
TOTAL MONTHLY CASH REQUIREMENTS																			P	0.00	

**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
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

NOEL R. VEGA
 Accountant / Local Budget Officer

Approved by:

JOSE PETER N. TANGCO, BSA, CPSS I
 Head of Office/Agency

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2020 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 (NGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.us-philippines.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.us-philippines.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.
 - STANDARD 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 Philippines website. (Only buyers/coordinators 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: HR54
 Organization Type: National Government Agency (NSA)

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY OFFICER III
 E-mail: agcorpuz@dnra.gov.ph
 Telephone/Mobile Nos: 89104153

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount		
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
1. COVID-19 EMERGENCY SUPPLIES, MATERIALS AND SERVICES																						
2. Wearable Cloth Face Mask with N95/KF94 Logo									45,000									1000	4.50	45,000		
A. TOTAL																					45,000.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						4,500.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																						45,000.00
E. GRAND TOTAL (A + B + C)																						49,500.00
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
																						45,000.00
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores									0.00													0.00
G.2 Other Items not available at PS but regularly purchased from other sources									0.00													0.00
TOTAL MONTHLY CASH REQUIREMENTS									0.00													0.00

*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
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Accountant / Local Budget Officer

Approved by:

Dec. PERMIE N. YANAGCO, PhD, CSSO I
 Head of Office/Agency

Date Prepared:

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

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- Instructions:**
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 - 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.
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 Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

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

Contact Person:
 Position:
 E-mail:
 Telephone/Mobile Nos:

AUBREY GEORGE T. CORRALZ
 SUPPLY OFFICER III
arc@dnr.gov.ph
 88105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year #REF!				
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
1	COVID-19 EMERGENCY SUPPLIES AND MATERIALS																	5	1,400.00	7,000
2	Foot Bath																	150	73.34	11,000
3	Spray Bottle																	50	200.00	10,000
4	Paper Towel																	20	1,800.00	36,000
5	Rechargeable battery																	20	800.00	16,000
6	Disinfecting solution Concentrate																	20	700.00	14,000
7	Gloves																	20	1,100.00	22,000
8	Sterilizing Disinfecting solution																	20	700.00	14,000
9	Hand Sanitizer																	20	700.00	14,000
10	Alcohol																	20	1,800.00	36,000
11	Surface Disinfecting Solution																	1000	50.00	50,000
12	Face Mask (Cloth)																	200	150.00	30,000
13	Face shield																	20	2,000.00	40,000
14	Sanitizing solution (Environment-friendly)																	20	2,000.00	40,000
15																				
16																				
A. TOTAL																				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																				
E. GRAND TOTAL (A + B + C)																				
F. APPROVED BUDGET BY THE AGENCY HEAD																				
In Figures and Words:																				

G. MONTHLY CASH REQUIREMENTS										
G.1 Available at Procurement Service Stores										
G.2 Other Items not available at PS but regularly purchased from other sources										
TOTAL MONTHLY CASH REQUIREMENTS										

*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
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


NOEL R. VEGA
 Accountant / Local Budget Officer

Approved by:


Josec. PIERRES N. TANIGCO, PhD, CESO I
 Head of Office/Agency

Date Prepared: _____