

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-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).

Instructions:

- 1. Download the worksheet file APP-CSE 2021 FORM at 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 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 indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
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 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.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: DAVAO ORIENTAL POLYTECHNIC INSTITUTE
Region: REGION XI
Address: Roxas-Panunialman St. Poblacion Lupon, Davao Oriental

Contact Person: AILYN A. ALINSUB
Position: Supply Officer
E-mail: aaalinsub@tesda.gov.ph
Telephone/Mobile Nos: 9099293422

Table with columns: Item & Specifications, Unit of Measure, Monthly Quantity Requirement (Jan-Dec, Q1-Q4 Amount), Total Quantity for the year, Price Catalogue, Total Amount for the year. Includes sections: PART I. AVAILABLE AT PROCUREMENT SERVICE STORES, PESTICIDES OR PEST REPELLENTS, PERFUMES OR COLOGNES OR FRAGRANCES, ALCOHOL OR ACETONE BASED ANTISEPTICS, COLOR COMPOUNDS AND DISPERSIONS, FILMS, PAPER MATERIALS AND PRODUCTS, BATTERIES AND CELLS AND ACCESSORIES, MANUFACTURING COMPONENTS AND SUPPLIES.

A. TOTAL								P	667,356.92	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								P	66,735.69	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)								P	-	
D. GRAND TOTAL (A + B+ C)								P	734,092.61	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:										
F. MONTHLY CASH REQUIREMENTS								P	-	
G.1 Available at Procurement Service Stores		428,964.66		97,882.43		82,911.06		57,598.77	P	667,356.92
G.2 Other Items not available at PS but regularly purchased from other sources		288,975.00		125,461.60		88,416.60		15,639.00	P	518,492.20
TOTAL MONTHLY CASH REQUIREMENTS		717,939.66		223,344.03		171,327.66		73,237.77	P	1,185,849.12

*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:



AILYN A. ALINSUB
Property/Supplier Officer

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



MAE ANN M. GUILLES
Accountant / Local Budget Officer



CHERRY S. ASPIRAS
Head of Office/Agency

Date Prepared: October 13, 2020