

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 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 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. 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 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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: Philippine Commission on Women
 Region: MAIN & NCR
 Address: 1145 J.P. Laurel St. San Miguel, Manila
 Agency Account Code: NO CODE
 Organization Type: Philippine Commission on Women
 Contact Person: Maria Theresa E. Caasi
 Position: Head Supply Section
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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

1	109599-NAN 600ml min	can	4		4	557.44	4		4	557.44	4		4	557.44	4	557.44	4		4	557.44	4		4	557.44	16.00	199.36	2,229.76
2	109160-AL-01 500ml (5ml)	bottle	81	57	60	198	8,710.42	78	60	57	195	8,578.44	82	57	60	199	8,754.41	78	60	57	195	8,578.44	787.00	43.99	34,621.70		
3	107703-SI-P01 STAMP PAD INK, purple or violet	bottle	6		1	7	172.39	1		1	2	49.25	6		6	147.76	1		1		1	24.63	16.00	24.63	394.04		
4	131203-AC-F01 (GAUGE #3)	roll	2			2	1,474.47				0	0.00				0	0.00				0	0.00	2.00	737.24	1,474.47		
5	131201-C-F-02 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00		
6	131201-C-F-02 350mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00		

