

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 (MEEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.psp-phillieps.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.psp-phillieps.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 IV).
 - 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 no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Borna.

Department/Bureau/Office: DEPARTMENT OF SCIENCE AND TECHNOLOGY 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.

Region: CARAGA

Address: CSU Campus, Ampayon, Butuan City

Agency Account Code: NATIONAL GOVERNMENT AGENCY

Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: RICKY C. POCON

Position: Supply Officer III

E-mail: supply_dostcaraga@gmail.com

Telephone/Mobile Nos: 085 3425345

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			
		Q1		Q2		Q3		Q4		Total		Total				
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Motor Vehicles

A. For the Exercise of the Executive Functions

B. For the Transport of Personnel, Equipment, Supplies, Product and Materials

25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel For heavy field use in rural and remote areas with generally rugged road conditions, mountainous and rugged terrain	unit				0	0.00		1										1	2,100,000.00	2,100,000.00
25101900-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit				0	0.00		2										0	2,600,000.00	2,600,000.00

C. For the Transport of Sick and/or Injured Persons

