

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements.

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
2.0 All information must be provided accurately.
3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly unload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.
Department/Bureau/Office: TCSNA, AURORA
Region: III
Address: RCYC, BIHANGIN, BALER, AURORA
Agency Code(UACS):
Organization Type:
Contact Person: SHEILA THERESA S. RIVERA
Position: ADMINISTRATIVE OFFICER V
E-mail: srivera@tcsna.gov.ph
Telephone/Mobile No: 919377792

Table with columns: Item & Specifications, Unit of Measure, Monthly Quantity Requirement (Jan-Dec), Total Quantity for the year, Price Catalogue, and Total Amount for the year. Rows include categories like 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, HEATING AND VENTILATION AND AIR CIRCULATION, and MEDICAL THERMOMETERS AND ACCESSORIES.

	sticky notes (plastic) 7 colors	sets	4		4	0.00			0	0.00			0	0.00			0	0.00	4.00	0.00	0.00
	ballpen blue	boxes	7		7	0.00			0	0.00			0	0.00			0	0.00	7.00	0.00	0.00
	penil mongol	boxes	5		5	0.00			0	0.00			0	0.00			0	0.00	5.00	0.00	0.00
	sticky notes(sign here)	set	15		15	0.00			0	0.00			0	0.00			0	0.00	15.00	0.00	0.00
	wheel	pcs	8		8	0.00			0	0.00			0	0.00			0	0.00	8.00	0.00	0.00
	battery motolite gold	unit	2		2	0.00			0	0.00			0	0.00			0	0.00	2.00	0.00	0.00
	Face Mask	boxes	50		50	0.00			0	0.00			0	0.00			0	0.00	100.00	0.00	0.00
					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

A. TOTAL		P	638,046.36
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	63,804.64
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	701,851.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

We hereby warrant that the total amount reflected in this Annual 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:

Certified Funds Available / Certified Appropriate Funds Availa Approved by:

SHEILA THERESA S. RIVERA
Property/Supply Officer

JOAN M. PABILLO
Accountant / Budget Officer

GENARO RONALD C. IBAY
Head of Office/Agency

Date Prepared: August 31, 2021

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 08/2021)	Total Amount for the year									
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
					0	0.00								0	0.00								0.00	0.00	0.00
A. TOTAL																									638,046.36
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									63,804.64
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									-
D. GRAND TOTAL (A + B + C)																									701,851.00
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