

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:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 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.ps-philgeps.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: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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.
- 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.
- 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 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:

Region:

Address:

OVERSEAS WORKERS WELFARE ADMINISTRATION

Central Office

7th Street corner F.B. Harrison Street, Pasay City

Agency Account Code: N-043

Organization Type: NGA

Contact Person:

Position:

E-mail: procurement@owwa.gov.ph

Telephone/Mobile Nos: 891-7601 to 24 / 833-0113

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	Oct	Nov	Dec	Q4	Q4 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																										
1	25101505-VB302B	Passenger Van, 15 Seater, Diesel 2.488 Liter displacement, Inline 4 Cylinder, DOHC, 16 Valves Turbo Charger (VGS), Maximum power: 129 ps, Maximum torque: 356 Nm, Transmission: 5-speed manual, Fuel Capacity: 65 liters, Overall length: approx. 4.69 meters, Overall height: 1.99 meters, Wheelbase: 2.55 meters, Brakes: front disc, rear drum, Power steering, Leaf spring suspension	unit					0	0.00									1				1	1,500,000.00	1.00	1,500,000.00	1,500,000.00
C. For the Transport of Sick and/or Injured Persons																										
D. For Patrol Operations																										
F. For Disaster Response and Rescue/Relief Operations																										
H. For Fire Fighting Operations																										

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Other Categories																											
1		MICROSOFT OFFICE STANDARD 2016	license				0	0.00				0	0.00				232	19,008.62	1			1	19,008.62	233.00	19,008.62	4,410,000.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
A. TOTAL																								P	5,910,000.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																											
D. GRAND TOTAL (A + B+ C)																								P	5,910,000.00		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			Five Million Nine Hundred Ten Thousand Pesos																					P	5,910,000.00		
F. MONTHLY CASH REQUIREMENTS																								P			
G.1 Available at Procurement Service Stores																										P	
G.2 Other Items not available at PS but regulary purchased from other sources																											19,008.62
TOTAL MONTHLY CASH REQUIREMENTS																											19,008.62

*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

Nimfa C. Umica
NIMFA C. UMICA

Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

JG Santos
JUDITH G. SANTOS

Accountant / Local Budget Officer

Approved by:

Hans Leo J. Cacdac
HANS LEO J. CACDAC

Head of Office/Agency

Date Prepared: _____