

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Instructions:

Entered 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 APN 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 (MGERS).

Attachments:

- Downloaded the worksheet file APP-CSE 2021 FORM at www.ps-philippines.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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-philippines.gov.ph and;
 - Correct format is used but fields were deleted and/or inserted in PART I of the template
- 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.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using the format: APP2021_ Name of Agency_ Main or Regional Office (e.g. APP2021_DBM_Central Office_APP2021_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 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.
- 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 secured 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. 8290-6300; 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.

Agency Account Code:

Organization Type: NCA

Agency Name:

Address: BALICAWA, DINAUSAW

MAGABATE

Contact Person:

Position:

Email:

Telephone/Mobile No.:

Fax:

Zip Code:

City:

Province:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

Other:

Remarks:

Signature:

Date:

Place:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

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Place:

Country:

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Division:

Office:

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Country:

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Sub-office:

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Signature:

Date:

Place:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

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Signature:

Date:

Place:

Country:

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Division:

Office:

Branch:

Sub-office:

Section:

Unit:

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Benefits:

Allowances:

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Country:

Region:

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Branch:

Sub-office:

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Grade:

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Sub-office:

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Sub-office:

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Grade:

Salary:

Benefits:

Allowances:

Perquisites:

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Country:

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Branch:

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Country:

Region:

Division:

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Branch:

Sub-office:

Section:

Unit:

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Grade:

Salary:

Benefits:

Allowances:

Perquisites:

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Place:

Country:

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Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

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Date:

Place:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

Other:

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Date:

Place:

Country:

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Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

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Signature:

Date:

Place:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

Other:

Remarks:

Signature:

Date:

Place:

Country:

Region:

Division:

Office:

Branch:

Sub-office:

Section:

Unit:

Post:

Grade:

Salary:

Benefits:

Allowances:

Perquisites:

Other:

Remarks:

Signature:

Date:

Place:

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[illegible]

PRINTED PUBLICATIONS

ITEM	DESCRIPTION (MATERIAL, TYPE, BRAND)	UNIT	QTY	PRICE	AMOUNT	TAX	NET	TOTAL	STATUS	DATE	REMARKS
100	STANDARD PAPER (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	

PRINTING AND EQUIPMENT

101	PRINTING SERVICE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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COMPUTER ELECTRONICS

102	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PERIPHERALS AND ELECTRONICS

103	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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SOFTWARE

104	SOFTWARE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PRINTING AND EQUIPMENT

105	PRINTING SERVICE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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COMPUTER ELECTRONICS

106	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PERIPHERALS AND ELECTRONICS

107	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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SOFTWARE

108	SOFTWARE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PRINTING AND EQUIPMENT

109	PRINTING SERVICE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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COMPUTER ELECTRONICS

110	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PERIPHERALS AND ELECTRONICS

111	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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SOFTWARE

112	SOFTWARE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PRINTING AND EQUIPMENT

113	PRINTING SERVICE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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COMPUTER ELECTRONICS

114	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PERIPHERALS AND ELECTRONICS

115	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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SOFTWARE

116	SOFTWARE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PRINTING AND EQUIPMENT

117	PRINTING SERVICE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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COMPUTER ELECTRONICS

118	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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PERIPHERALS AND ELECTRONICS

119	COMPUTER MONITOR (24" LCD)	unit	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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SOFTWARE

120	SOFTWARE (A4, 70 GSM)	box	1	100.00	100.00	0.00	100.00	100.00	OK	2024-10-26	
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Office Equipment and Estimates															0.00
1															0.00
2															0.00
3															0.00
4															0.00
5															0.00
6															0.00
7															0.00
8															0.00
9															0.00
10															0.00
11															0.00
12															0.00
13															0.00
14															0.00
15															0.00
Office Supplies															0.00
1															0.00
2															0.00
3															0.00
4															0.00
5															0.00
6															0.00
7															0.00
8															0.00
9															0.00
10															0.00
11															0.00
12															0.00
13															0.00
14															0.00
15															0.00
Audio and Video Presentation and Computing Equipment															0.00
1	6216100-10-201	Speaker	100W												0.00
2	6216100-10-201	Speaker	100W												0.00
3	6216100-10-201	Speaker	100W												0.00
4	6216100-10-201	Speaker	100W												0.00
5	6216100-10-201	Speaker	100W												0.00
6	6216100-10-201	Speaker	100W												0.00
7	6216100-10-201	Speaker	100W												0.00
8	6216100-10-201	Speaker	100W												0.00
9	6216100-10-201	Speaker	100W												0.00
10	6216100-10-201	Speaker	100W												0.00
11	6216100-10-201	Speaker	100W												0.00
12	6216100-10-201	Speaker	100W												0.00
13	6216100-10-201	Speaker	100W												0.00
14	6216100-10-201	Speaker	100W												0.00
15	6216100-10-201	Speaker	100W												0.00

[illegible]

