

PROPOSED ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APP 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 2020 template at www.ps-philgeps.gov.ph
2. Indicate the ministry/office monthly requirement per item in the APP-CSE 2020 form.
3. The ministry/office should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Ministry/Office 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 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 ministry/office from other sources, ministry/office 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: APP2020_ Name of Ministry/Office (e.g. APP2020 -DBM).
b. Printed and signed by the ministry/office's 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 for reference of the ministry/office. 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.)
9. An ministry/office 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. Ministry/Office 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, ministries/offices may call the Marketing and Sales Division of the Procurement Service at telephone no. (622)899-7332 local 4018.

Ministry: Bangsamoro Transition Authority - BARMM
Region: Bangsamoro Autonomous Region in Muslim Mindanao
Address: BARKHAN Compound, Cotabato City
Ministry Account Code:
Organization Type:
Contact Person: ABDULRAYAN L. ABAS
Acting Supply Officer - ETA
E-mail:
Telephone/Mobile No.: #552-0657/09169160521

Table with columns: Item & Specifications, Unit of Measure, Jan, Feb, Mar, Q1 AMOUNT, April, May, June, Q2 AMOUNT, July, Aug, Sept, Q3 AMOUNT, Oct, Nov, Dec, Q4 AMOUNT, Total Quantity for the year, Price Catalogue, Total Amount for the year. Rows include items like PAPER, BOND, PREMIUM GRADE 210mm x 297mm (A4), 70gsm, and various stationery supplies.

Item #	Description	Unit	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	Price Catalogue	Total
030	1411525-CA-430	STAMP PAD, fed pad, min 60mm x 100mm	piece	234	468	702	42,120.00				0	0.00				0	0.00				0	0.00	702	60.00	42,120.00
031	1411525-CA-431	STAR E WIRE, standard, 5000 ft/box	box	117	468	702	32,292.00				234	10,764.00	234			234	10,764.00				117	5,382.00	1,287	46.00	58,740.00
032	1411525-CA-432	STAR E WIRE, HEAVY DUTY, 20417 for heavy duty staples	box	117	468	702	24,570.00				234	8,190.00	234			234	8,190.00				117	4,095.00	1,287	35.00	45,045.00
033	1411525-CA-433	TAPE, masking, 48mm, 50 meters length	roll	117	468	702	11,232.00				234	3,744.00	234			234	3,744.00				117	1,872.00	1,287	16.00	20,592.00
034	1411525-CA-434	TAPE, transparent, 24mm, 50 meters	roll	117	468	702	10,500.00				234	3,510.00	234			234	3,510.00				117	1,755.00	1,287	15.00	19,305.00
035	1411525-CA-435	TOILET TISSUE, 12 roll/box	piece	117	468	702	5,616.00				234	3,744.00	234			234	3,744.00				117	1,872.00	1,287	16.00	15,204.00
036	1411525-CA-436	CARTON, associated color, 20/box	piece	117	468	702	5,265.00				234	3,510.00	234			234	3,510.00				117	1,755.00	1,287	15.00	12,855.00
037	1411525-CA-437	CARTON, white, 20/box	piece	117	468	702	5,265.00				234	3,510.00	234			234	3,510.00				117	1,755.00	1,287	15.00	14,010.00
038	1411525-CA-438	ENVELOPE, expanding, kraft, legal size 100/box	box	117	468	702	105,500.00				234	70,200.00	234			234	70,200.00				117	35,100.00	936	300.00	280,800.00
039	1411525-CA-439	ENVELOPE, mailing white, 500/box	box	117	468	702	94,770.00				234	63,180.00	234			234	63,180.00				117	31,590.00	936	270.00	252,720.00
040	1411525-CA-440	ENVELOPE, mailing white with window, 600/box	box	117	468	702	94,770.00				234	63,180.00	234			234	63,180.00				117	31,590.00	936	270.00	252,720.00
041	1411525-CA-441	FOLDER, motorcalfanry, legal size,	piece	117	468	702	4,914.00				234	3,276.00	234			234	3,276.00				117	1,638.00	1,170	4.00	16,380.00
042	1411525-CA-442	FOLDER, motorcalfanry, A4 size,	piece	117	468	702	4,212.00				234	2,808.00	234			234	2,808.00				117	2,808.00	1,287	12.00	15,468.00
043	1411525-CA-443	FILE FOLDER (short)	piece	117	468	702	31,590.00				234	11,590.00	234			234	6,318.00				117	2,808.00	1,232	9.99	101,038.00
044	1411525-CA-444	FILE FOLDER (long)	piece	117	468	702	21,050.00				234	21,050.00	234			234	4,212.00				117	21,050.00	1,170	6.00	67,307.00
045	1411525-CA-445	GLUE, all purpose, .30 grams min	jar	234	468	468	84,240.00				117	21,050.00	234			234	81,240.00				117	21,050.00	1,170	100.00	210,600.00
046	1411525-CA-446	MARKING PEN, whiteboard black	piece	234	468	468	56,160.00				234	56,160.00	234			234	56,160.00				117	49,140.00	1,872	30.00	224,640.00
047	1411525-CA-447	MARKING PEN, whiteboard blue	piece	234	468	468	49,140.00				234	49,140.00	234			234	49,140.00				117	49,140.00	3,276	50.00	195,560.00
048	1411525-CA-448	MARKING PEN, whiteboard blue	piece	234	468	468	40,950.00				234	40,950.00	234			234	40,950.00				117	40,950.00	3,276	50.00	163,800.00
049	1411525-CA-449	NOTE PAD, (3"x3), 100 sheet/pad	pad	234	468	468	22,464.00				234	22,464.00	234			234	22,464.00				117	22,464.00	1,872	48.00	81,856.00
050	1411525-CA-450	NOTE PAD, (3"x3), 100 sheet/pad	pad	234	468	468	34,164.00				234	34,164.00	234			234	34,164.00				117	34,164.00	1,872	28.00	133,656.00
051	1411525-CA-451	MONOCLOCK Chair w/ armrest	units	355	355	355	355,000.00				0	0.00	355			0	0.00				0	0.00	355	1,000.00	355,000.00
052	1411525-CA-452	Chair, monoblock, without armrest, beige/white	units	234	117	117	70,200.00				185	111,000.00	117			0	0.00				0	0.00	302	600.00	181,200.00
053	1411525-CA-453	Bookshelves	units	117	117	117	1,696,500.00				0	0.00	0			0	0.00				0	0.00	117	14,900.00	1,896,500.00
054	1411525-CA-454	Receiving Chair	units	234	117	117	1,010,880.00				38	0.00	0			37	106,560.00				0	0.00	388	2,880.00	1,117,440.00
055	1411525-CA-455	Whiteboard	pcs	38	38	38	0.00				38	76,000.00	38			0	0.00				0	0.00	88	4,519.00	172,862.00
056	1411525-CA-456	Bulklin board/ cork board	pcs	38	38	38	0.00				38	76,000.00	38			0	0.00				0	0.00	88	2,000.00	76,000.00

FIRE SAFETY EQUIPMENT SUPPLIES																										
Item No.	Description	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	Price Catalogue	Total	
001	40101604-EF-S04 FIRE EXTINGUISHER, Dry Chemical for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive 4.5kg (10lb) brand new.	piece					0.00	117				760,500.00					0.00					0	0.00	117	6,500.00	760,500.00
002	40101604-EF-S05 FIRE EXTINGUISHER, Dry Chemical for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive 2.5kg (5.5lb) brand new.	piece					0.00	117				526,500.00					0.00					0	0.00	117	4,500.00	526,500.00
SUB-TOTAL						Q1			Q2			Q3			Q4						Total					90,201,600.00
Other Maintenance and Operating Expenses						0			0			0			0.00						1					50,000,000.00
SUB-TOTAL						0			0			0			0.00						1					90,000,000.00

GENERAL SERVICES FOR PUBLIC BIDDING																										
Item No.	Description	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	Price Catalogue	Total	
JANITORIAL SERVICES	10-Personnel (Janitor/Lines) @P12,583.33 each/month x 12 months	pac	10		10	10	1,509,999.65																10	12,583.33	1,509,999.65	
SECURITY SERVICES						14			14			14			14						14					2,114,000.35
SUB-TOTAL						14			14			14			14						14					3,624,000.00


A. TOTAL																				
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)																				
E. APPROVED BUDGET BY THE MINISTER/OFFICE HEAD In Figures and Words:																				
F. MONTHLY CASH REQUIREMENTS																				
G.1. Available at Procurement Service Stores						33,716,504.60			32,021,266.40			19,477,019.00			8,739,955.00			93,954,745.00		
G.2. Other Items not available at PS but regularly purchased from other sources						3,646,378.00			16,245,660.00			6,620,460.00			1,462,314.00			27,974,812.00		
TOTAL MONTHLY CASH REQUIREMENTS						37,362,882.60			48,266,926.40			26,097,479.00			10,202,269.00			121,929,557.00		

(Approved by Office Head per the monthly requirement for all services 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.

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

Prepared by:

SOL BAYAN L. ABAS
 Acting Supply Officer
 Supply Section
 Date Prepared: **1-05-21**


MARILOU G. SAMBARINA
 Acting Administrative Officer
 Budget Division


HON. ATTY PANGALITAN M. BALLINODIG
 Speaker