

**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:**

1. Download the worksheet file APP-CSE 2019 template at [www.ps-phillgeps.gov.ph](http://www.ps-phillgeps.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.ps-phillgeps.gov.ph](http://www.ps-phillgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted 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.
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 IVA).
  - 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. Bona.

Department/Bureau/Office: Housing and Land Use Regulatory Board-Northern Tagalog Region

Region: III - Pampanga

Address: 3F Insular Life Bldg., Brgy. Dolores, City of San Fernando, Pampanga

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**.

Agency Account Code: No Code

Organization Type: National Government Agency (NCA)

Contact Person: Mercy R. Salamat

Position: Chief Administrative Officer

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>Pesticides or Pest Repellents</b>																				
1. 10191091-N-A-01 INSECTICIDE, aerosol type, net content: 600ml/min	can		2	2	181.40		2	2	281.40		2	2	281.40		2	2	281.40	8.00	140.70	1,125.60
<b>Solvents</b>																				
2. 12391601-K-E-01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (500ml)	bottle		5	5	222.08		5	5	222.08		5	5	222.08		5	5	222.08	20.00	44.42	858.30
<b>Color Compounds and Dispersions</b>																				
3. 1217705-SI-P-01 STAMP PAPER INK, purple or violet	bottle		2	2	49.73		2	2	49.73		2	2	49.73		2	2	49.73	8.00	24.86	198.91
<b>Films</b>																				
4. 315003-A-C-F-01 ACETATE, thickness: 0.075mm min (gauge #9)	roll		0	0	0.00		1	1	744.32		0	0	0.00		0	0	0.00	1.00	744.32	744.32
5. 315001-C-F-02 CARBON FILM, PE, back, size 210mm x 327mm	box		0	0	0.00		0	0	0.00		0	0	0.00		0	0	0.00	0.00	210.53	0.00
6. 315001-C-F-02 CARBON FILM, PE, back, size 216mm x 330mm	box		0	0	0.00		1	1	210.53		0	0	0.00		0	0	0.00	1.00	210.53	210.53
<b>Paper Materials and Products</b>																				
7. 1411535-C-A-A-01 CARTOLINA, assorted colors	pack		0	0	0.00		0	0	0.00		0	0	0.00		0	0	0.00	0.00	73.48	0.00