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 pbm Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Data in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE benefits in the National Government Electronic Procurement System (NGEPS).

Instructions:

1. Download the workbook file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The Agency should indicate zero "0" 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 revise the template.
5. An APP-CSE is considered incomplete 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 at 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 price based on last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:

   a. Saved using the format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 blue 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 stored 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.)
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 without the amendment 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 clarification/elucidation, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-790-6280; 8-790-6480 Local 8086-8010

Note: Consistent with Administrative 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.

Department/Bureau/Office: BUREAU OF HUMAN RESOURCES AND ADMIN. RESOURCES
Region: NI
Address: APEL AND HOL, CEBU CITY

Agency Account Code: _____
Organization Type: _____

Contact Person: PRINCELIA T. NISSUE
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

Item & Specification			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																										
PESTICIDES OR PEST REPELLENTS																										
1	[illegible]	[illegible]	Can		18		18	3,189.20		18		18	3,189.20		18		18	3,189.20		18		18	3,189.20	72.00	177.18	[illegible]
PERSONAL HYGIENE CHEMICALS OR PREPARATIONS																										
2	53131605-PS-001	HAND SANITIZER, 230 ml	bottle		100		100	15,340.00		100		100	15,340.00		100		100	15,340.00		100		100	15,340.00	400.00	191.41	76,572.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12352207-AI-001	ALCOHOL, ethyl, 68%-72%, varied, 500ml (1-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
4	12352207-AI-002	ALCOHOL, ethyl, 68%-72%, varied, 3.785 liters	gallon		60		60	22,980.00		60		60	22,980.00		60		60	22,980.00		60		60	22,980.00	240.00	382.80	91,920.00
5	12352207-AI-003	ALCOHOL, isopropyl, 68%-72%, varied, 500ml (1-5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
6	12352207-AI-004	ALCOHOL, isopropyl, 68%-72%, varied, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.50	0.00
7	12352207-PS-001	ACETONE (LIQUID), 100 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
COLOR CONDITIONED PAPER (ALL COLORS)																										
8	14111503-PS-001	Short Pad Lite, Super-a-sorb, Short pad	bottle		5		5	197.50				0	0.00		5		5	197.50				0	0.00	10.00	[illegible]	[illegible]
FILMS																										
9	14111201-AL-001	ALUMINUM, thickness 0.018mm (gauge 24)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
10	14111203-CF-001	CARBON FILM, 215 mm x 297 mm	box		10		10	[illegible]				0	0.00		5		5	[illegible]				0	0.00	15.00	[illegible]	[illegible]
11	14111203-CF-002	CARBON FILM, 215 mm x 330 mm	box		10		10	[illegible]				0	0.00		5		5	[illegible]				0	0.00	15.00	[illegible]	[illegible]
PAPER MATERIALS AND PRODUCTS																										
12	14111515-CP-001	CARTRIDGE, [illegible]	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
13	14111530-CF-001	CONTINUOUS FORM, 1 ply, 203 x 241 mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
14	14111530-CF-002	CONTINUOUS FORM, 1 ply, 203 x 279 mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
15	14111530-CF-003	CONTINUOUS FORM, 2 ply, 203 x 279 mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
16	14111530-CF-004	CONTINUOUS FORM, 2 ply, 203 mm x 241 mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	905.36	0.00
17	14111530-CF-005	CONTINUOUS FORM, 3 ply, 203 x 241 mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	864.00	0.00

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 CSE from the PS. Consistent with DBM Circular No. 2015-10 dated November 6, 2015, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in this template has been arranged in accordance with UNSPSC coding and this is in anticipation for implementation of the APP-CSE template in the Philippine Government Electronic Procurement System (PhilGEPS).

INSTRUCTIONS:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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; rather should 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/or
   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 agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 form 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 in .pdf format for reference of the agency. The file in .pdf format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only Bronze Contributors will be allowed to upload APP-CSEs.)
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 revised APP-CSEs 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. 8-290-6300; 8290-6400 Local 8605-8610

Note: Consistent with Implementation Circular No. 2020-2 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ARELLANO BLV., CEBU CITY

Agency Account Code:
Organization Type:

Contact Person: JEANELITA T. TORRES
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: (032) 256-[illegible]

18	[illegible]	CONTAINER FOOD, [illegible]	box				0	0.00				0	0.00				0	3.00				0	0.00	0.00	[illegible]	0.00
19	[illegible]	LOOSE LEAF [illegible], [illegible]	pieces				0	0.00				0	0.00				0	3.00				0	0.00	0.00	[illegible]	0.00
20	[illegible]	NOTE PAD, [illegible]	pad		40		40	[illegible]		20		20	[illegible]		20		20	16.20		50		10	[illegible]	100.00	21.06	1046.00
21	[illegible]	NOTE PAD, [illegible]	pad		40		40	[illegible]		20		20	[illegible]		20		20	[illegible]		50		10	[illegible]	100.00	59.28	[illegible]
22	[illegible]	NOTE PAD, [illegible]	pad		20		20	[illegible]		20		20	[illegible]		20		20	[illegible]		50		10	[illegible]	100.00	47.72	477.00
23	[illegible]	[illegible]	sheet				0	0.00				0	3.00				0	0.00				0	0.00	0.00	12.04	0.00
24	[illegible]	PAPER, [illegible]	sheet				0	0.00				0	3.00				0	3.00				0	0.00	0.00	[illegible]	0.00
25	[illegible]	PAPER, [illegible]	sheet				0	0.00				0	3.00				0	3.00				0	0.00	0.00	[illegible]	0.00
26	[illegible]	PAPER, Multi Purpose (COPY), A4, 70 gsm	sheet				0	0.00				0	3.50				0	3.50				0	0.00	0.00	[illegible]	0.00
27	[illegible]	PAPER, Multi Purpose (COPY), Legal, 70 gsm	sheet				0	0.00				0	3.50				0	3.50				0	0.00	0.00	[illegible]	0.00
28	[illegible]	PAPER, [illegible]	pad				0	0.00				0	3.50				0	3.50				0	0.00	0.00	[illegible]	0.00
29	[illegible]	PAPER, [illegible]	box		4		4	[illegible]				0	3.50		4		4	[illegible]				0	0.00	0.00	[illegible]	[illegible]
30	[illegible]	PAPER, [illegible]	rol		18		18	[illegible]				0	3.50		18		18	[illegible]				0	0.00	30.00	[illegible]	[illegible]
31	[illegible]	[illegible]	pieces		30		30	[illegible]				0	3.50		40		40	[illegible]				0	0.00	40.00	[illegible]	[illegible]
32	[illegible]	[illegible]	[illegible]		100		100	[illegible]				0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
33	[illegible]	TOILET TISSUE PAPER, 2 ply, 100% recycled	sheet		200		200	[illegible]				0	3.50		150		150	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
34	[illegible]	TISSUE, [illegible]	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
BATTERIES AND CELLS AND ACCESSORIES																								
35	[illegible]	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		100		100	[illegible]				0	0.00		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
36	[illegible]	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		60		60	[illegible]				0	0.00		60		60	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
37	[illegible]	BATTERY, dry cell, D, 2 pieces, alkaline	pack		20		20	[illegible]				0	0.00		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
MANUFACTURING COMPONENTS AND SUPPLIES																								
38	[illegible]	Glue, all purpose, [illegible]	jar		25		25	[illegible]				0	0.00		25		25	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
39	[illegible]	STAPLE WIRE, [illegible]	box				0	[illegible]				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00

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 as order to purchase CSEs from the PS. Complying with DBM Circular No. 2018-19 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 a prerequisite for inclusion of the APP-CSE template in the Philippine Government Electronic Procurement System (PhilGEPS).

INSTRUCTIONS

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
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   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 II. 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 therein the unit price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using the file name: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM Central Office, APP2021 _DBM_Region III).
   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 in 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 accounts will be allowed to upload APP-CSEs.)
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10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-240-6300; 8290-6400 Local 8066-8010.

Note: Consistent with Administrative Circular No. 2019-1 dated 02 June 2019, issued by AO 25, our APP-CSE for FY 2021 must be submitted on or before December 15, 2020

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: NEBULAND BLV. GENERAL SANTOS CITY
Agency Account Code:
Classification Type:
Contact Person: ISABELITA T. PIRKER
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

		Item & Specifications	Unit of Measure	Jan	Feb	Mar	Qty	Est. Amount	Apr	May	Jun	Qty	Est. Amount	Jul	Aug	Sep	Qty	Est. Amount	Oct	Nov	Dec	Qty	Est. Amount	Total Requirement for the year	Remarks	For the year
40	[illegible]	[illegible], STANDARD, [illegible]	box		300		300	4,218.00				0	0.00		300		300	4,218.00				0	0.00	[illegible]	[illegible]	[illegible]
41	[illegible]	[illegible], ELECTRICAL, [illegible]	roll		10		10	[illegible]				0	0.00		10		10	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
42	[illegible]	[illegible], PASSING, [illegible]	roll		25		25	1,[illegible]				0	0.00		25		25	1,[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
43	[illegible]	[illegible], PASSING, [illegible]	roll		30		30	5,[illegible]				0	0.00		30		30	5,[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
44	[illegible]	[illegible], PASSING, [illegible]	roll		30		30	[illegible]				0	0.00		30		30	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
45	[illegible]	[illegible] TRANSPARENT, [illegible]	roll		40		40	[illegible]				0	0.00		40		40	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
46	[illegible]	[illegible] TRANSPARENT, [illegible]	roll				0	[illegible]				0	0.00				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
47	[illegible]	[illegible], [illegible]	roll		5		5	[illegible]				0	0.00		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
48	[illegible]	ELECTRIC FAN, [illegible], [illegible]	unit				0	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	[illegible]	0.00
49	[illegible]	ELECTRIC FAN, [illegible]	unit				0	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	[illegible]	0.00
50	[illegible]	ELECTRIC FAN, STAND type, [illegible]	unit				0	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	[illegible]	0.00
51	[illegible]	ELECTRIC FAN, WALL type, [illegible]	unit				0	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	[illegible]	0.00
52	[illegible]	THERMOGUN	piece		10		10	[illegible]				0	0.00		10		10	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
53	[illegible]	LED LINEAR TUBE, [illegible]	piece		20		20	[illegible]				0	0.00		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
54	[illegible]	LIGHT BULB, Light Emitting Diode (LED), [illegible]	piece		25		25	[illegible]				0	0.00		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
55	[illegible]	ROLLER, plastic, [illegible]	piece		20		10	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	[illegible]	[illegible]
56	[illegible]	AIR FRESHENER, [illegible]	can		100		100	9,000.00		100		100	9,000.00		100		100	9,000.00		100		100	9,000.00	[illegible]	90.27	[illegible]
57	[illegible]	ODOUR, [illegible]	piece		20		20	[illegible]				0	0.00		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]

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 it 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 National Government Electronic Procurement System (NGEPS).

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   a. Saved using the format: APP 2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region IVA).
   b. Printed and signed by the Agency Property Custodian 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.
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10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no 8-749-4304; 8290-6400 Local 8006-8010

Note: Consistent with Implementing Circular No. 2020-1 dated 03 June 2020 issued by NCA, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ASEL AND BRGY. ICHU CITY

Agency Account Code:
Organization Type:

Contact Person: LUCELITA T. FERRER
Position: Property Officer
E-Mail: [illegible]@yahoo.com
Telephone/Mobile No.: [illegible]

		Item & Specifications	Unit of Measure	Q1					Q2					Q3					Q4					Total Quantity	Unit Price	Total for the year	Remarks	For the year
58	[illegible]	BROOM, STICK TYPE (TIGI), [illegible]	pcs		15		15	270.00				0	0.00		15		15	270.00				0	0.00	30.00	18.00		540.00
59	[illegible]	CLEANER, TOILET BOWL AND URINAL, [illegible]	bottle		150		150	6,240.00		150		450	18,720.00		150		150	6,240.00		150		150	6,240.00	600.00	41.60		24,960.00
60	[illegible]	CLEANER, SCOURING POWDER, [illegible]	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.00		0.00
61	[illegible]	DETERGENT BAR, 140 grams or heavier	piece		30		30	180.00		30		60	360.00		30		30	180.00		30		30	180.00	120.00	6.00		720.00
62	[illegible]	DETERGENT POWDER, in carton, 1kg	pack		200		200	7,480.00				0	0.00		250		250	9,350.00				0	0.00	450.00	37.40		16,830.00
63	[illegible]	DISINFECTANT SOLUTION, general type, 400-500 grams	jar		100		100	38,000.00		100		200	76,000.00		200		200	76,000.00		150		150	57,000.00	750.00	380.00		285,000.00
64	[illegible]	DUST PAN, non-rigid plastic, w/ aluminum handle	piece		15		15	372.45				0	0.00		15		15	372.45				0	0.00	30.00	24.83		744.90
65	[illegible]	SODIUM HYPOCHLORITE, 1.00 liter	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	121.31		0.00
66	[illegible]	HAND SOAP, Liquid, 500ml	bottle		30		30	1,098.00		25		55	2,011.50		50		30	1,098.00		25		25	1,224.00	115.00	36.60		4,533.50
67	[illegible]	FLOOR WAX, WASTE, NEO	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	108.75		0.00
68	[illegible]	FURNITURE CLEANER, aerosol type, 300ml or per can	can		100		100	11,550.00		50		150	17,325.00		150		150	17,325.00		50		50	5,775.00	500.00	115.50		57,750.00
69	[illegible]	MOP HANDLE, heavy duty, long handle	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,888.00		0.00
70	[illegible]	MOPHEAD, heavy duty, aluminum, 16oz size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	845.00		0.00
71	[illegible]	MOPHEAD, cotton or rayon, weight 450 grams/unit	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	823.76		0.00
72	[illegible]	RAGS, all cotton, 12 pieces per bundle/unit	bundle		25		25	1,375.00				0	0.00		25		25	1,375.00				0	0.00	50.00	55.00		2,750.00
73	[illegible]	SPONGE, [illegible], 1 piece per pack	pack		20		20	1,117.60				0	0.00		20		20	1,117.60				0	0.00	40.00	55.88		2,235.20
74	[illegible]	TISSUE, [illegible], 1-ply, [illegible]	roll		700		700	46,690.00		200		900	60,070.00		700		700	46,690.00		200		700	46,690.00	3,000.00	66.70		200,140.00
75	[illegible]	WASTEBASKET, non-rigid plastic	piece		0	0.00				0	0.00						0	0.00				0	0.00	0.00	27.95		0.00
76	[illegible]	[illegible], non-sterile, powdered, medium grade	pieces				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,944.00		0.00
77	[illegible]	[illegible]	pieces		300		300	24,960.00				0	0.00		300		300	24,960.00				0	0.00	600.00	624.00		49,920.00
78	[illegible]	PROTECTIVE SAFETY GOGGLES	pieces		20		20	2,120.00				0	0.00		20		20	2,120.00				0	0.00	40.00	106.00		4,240.00
79	[illegible]	Polyethylene Apron (PAP)	pieces				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.00		0.00

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

Introduction:
Listed in this template are all the common supplies and equipment (CSE) named in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit it prior to purchase CSEs from the PS. Guidelines 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 handbook 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should encode zero "0" if an item is not being purchased by the agency or purchase for a particular month.
4. Agency must not delete any item in the template; neither should modify the title/APP.
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 items is used but fields were deleted and/or inserted in PART 1 of the template
6. Fill up the CSE requirements that are available for purchase in the PS under the PART 1. For other items CSEs are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART 2 and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART 2.
7. Once accomplished and evaluated, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 in pdf format for reference of the agency. The file in excel format should be uploaded using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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 procedures 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 8-250-6300; 8290-6400 Local 8085-8010

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.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: NA
Address: ADB LAND REV., CEBU CITY
Agency Account Code:
Organization Type:
Contact Person: JEANETTA T. PEREZ
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No: [illegible]

	Item & Specifications		Unit of Measure	Jan	Feb	Mar	2Q	2Q Amount	Apr	May	June	3Q	3Q Amount	July	Aug	Sept	4Q	4Q Amount	Oct	Nov	Dec	Q4	Q4 Amount	Total for the year	Balance	Total for the year
60	42131707-SK-01	SURGICAL SOAP	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	299.51	0.00
61	42131701-HC-001	HEAD CONTR. disposable	piece		10		10	150.00				0	0.00		10		10	150.00				0	0.00	150.00	7.60	300.00
62	42131709-BC-001	BODY CONTR. disposable	pcs		10		10	416.00				0	0.00		50		50	416.00				0	0.00	180.00	8.34	832.00
63	42131703-HG-001	NITRILE GLOVES	pair				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1.67	0.00
64	42131203-HM-001	PREMIUM LATEX GLOVES	pair		100		100	1,100.00				0	0.00		100		100	1,100.00				0	0.00	400.00	5.50	2,200.00
65	42131701-SM-001	SURGICAL MASK, type	pcs		400		400	4,000.00				0	0.00		400		400	4,000.00				0	0.00	400.00	10.00	8,000.00
66	42131704-AN-001	KN95 FACE MASK	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
67	43211503-DS-001	HOME DESKTOP, basic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	24,750.00	0.00
68	43211503-[illegible]	HOME DESKTOP, mid range	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	42,500.00	0.00
69	43211503-LH-001	HOME LAPTOP, mid range	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41,500.00	0.00
70	43202011-HD-002	EXTERNAL HARD DRIVE, 1TB, 2.5 inch, USB 3.0	piece		20		20	20,500.00				0	0.00				0	0.00				0	0.00	10.00	2,050.00	[illegible]
71	43202011-HD-002	FLASH DRIVE, 16 GB capacity	piece		50		50	8,375.00				0	0.00				0	0.00				0	0.00	50.00	167.50	8,375.00
72	43211504-HO-001	HOUSE, OPTICAL, USB CONNECTION TYPE, 1 year warranty	unit		30		30	3,330.00				0	0.00				0	0.00				0	0.00	30.00	111.00	3,330.00
73	43211504-HO-002	HOUSE, WIRELESS, USB	unit				0	0.00		20		20	3,000.00				0	0.00				0	0.00	20.00	150.00	3,000.00
74	43211503-PM-001	PRINTER, DOT MATRIX, 24 pin, 1 M column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20,000.00	0.00
75	43211503-PM-002	PRINTER, DOT MATRIX, 9 pin, 80 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,500.00	0.00
76	43211503-PM-003	PRINTER, laser, monochrome	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,500.00	0.00
77	43211503-PM-004	PRINTER, laser, colored	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,500.00	0.00
78	44121705-CH-001	CHAIR, colored, static, stackable, height 70cm up	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19.04	0.00
79	44122105-AF-001	2-IN-1 FOLDER, of metal, clamping, 70mm (+-) mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5.29	0.00
80	44122105-AF-002	2-IN-1 FOLDER, of metal, clamping, 35mm (+-) mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13.21	0.00

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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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 items were deleted and/or inserted in PART I of the template.
6. Fill out the CSE requirements that are available for purchase at 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 average prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 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.)
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. 8-290-6300; 8290-6400 Local 8066-8016

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***

Central Office/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: [illegible]

Agency Account Code:
Organization Type:

Contact Person: ISABELITA T. [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile Nos: [illegible]

No.	Code	Item & Specifications	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 for the year	Price Catalogue	Total Amount for the year
[illegible]	[illegible]	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	CORRECTION TAPE, film based, [illegible]	piece		200		200	[illegible]				0	0.00		100		100	[illegible]				0	0.00	300.00	[illegible]	[illegible]
[illegible]	[illegible]	DATA FILE BOX, made of chipboard, with closed ends	piece		25		25	[illegible]				0	0.00		25		25	[illegible]				0	0.00	50.00	77.29	[illegible]
[illegible]	[illegible]	DATA FOLDER, made of chipboard, taglia lock	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	ENVELOPE, DOCUMENTARY, for A4 size document	box		1		1	[illegible]				0	0.00				0	0.00				0	0.00	[illegible]	473.09	[illegible]
[illegible]	[illegible]	ENVELOPE, DOCUMENTARY, for legal size document	box		1		1	[illegible]				0	0.00		5		5	[illegible]				0	0.00	6.00	527.14	[illegible]
[illegible]	[illegible]	ENVELOPE, EXPANDING, kraftboard, for legal size doc	box		1		1	[illegible]				0	0.00		2		2	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		30		30	[illegible]				0	0.00		20		20	[illegible]				0	0.00	50.00	[illegible]	[illegible]
[illegible]	[illegible]	ENVELOPE, mailing, white, 80gsm	box		10		10	[illegible]				0	0.00		6		6	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FASTENER, METAL, 70mm between prongs	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14.25	0.00
[illegible]	[illegible]	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.81	0.00
[illegible]	[illegible]	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		1		1	[illegible]				0	0.00		[illegible]		[illegible]	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
[illegible]	[illegible]	FOLDER, TAGBOARD, for legal size documents	pack		15		15	[illegible]				0	0.00		[illegible]		[illegible]	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00

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 it in order to avail these 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. Note: In the template has been arranged in accordance with UNSPSC coding and this is in preparation for migration of the APP-CSE template to the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should encode zero "0" if an item is not being demanded by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. If APP-CSE is cancelled or incorrect or needed it
   a. Form used is other than the standard form, which can be downloaded only at www.ps-philgeps.gov.ph and,
   b. Corrupt 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 demanded by the agency from other sources, agency must indicate the items in the PART II and indicate it provides the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Named using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_ DBM Central Office, APP2021_ DBM_Region IVA).
   b. Printed and signed by the agency Property/Supply Officer, Budget Officer and head of the Procuring Entity. All 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 in pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility of PhilGEPS website. (Only minor corrections will be allowed to revised APP-CSEs.)
9. As 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.8-398-6300; 8290-8400 Local 8806-8810

Note: Consistent with Memorandum Circular No. 2020-12 dated 27 June 2020, issued by the DS, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: KATILAND BLVD., CEBU CITY

Agency Account Code:
Organization Code:

Contact Person: SHALIMAR FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Fax no.: (083) 236-3772

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
128	[illegible]	[illegible]	pcs		14		10	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
136	[illegible]	[illegible]	set		24		30	[illegible]			0	[illegible]		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
137	[illegible]	[illegible]	pack		54		10	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
138	[illegible]	[illegible]	pack		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
139	[illegible]	[illegible]	pack		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
140	[illegible]	[illegible]	pack		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
141	[illegible]	[illegible]	pack		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
142	[illegible]	[illegible]	pack		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
143	[illegible]	[illegible]	box		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
144	[illegible]	[illegible]	box		54		50	[illegible]			0	[illegible]		50		50	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
145	[illegible]	[illegible]	box		20		20	[illegible]			0	[illegible]		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
146	[illegible]	[illegible]	kilogram				2	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
147	[illegible]	[illegible]	box		20		10	[illegible]			0	[illegible]		20		20	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
148	[illegible]	[illegible]	pack		5		5	[illegible]			0	[illegible]		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
149	[illegible]	[illegible]	pack				2	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
150	[illegible]	[illegible]	piece		10		15	[illegible]			0	[illegible]		10		10	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
151	[illegible]	[illegible]	pack				9	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
152	[illegible]	[illegible]	piece		10		10	[illegible]			0	[illegible]		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
153	[illegible]	[illegible]	piece		5		5	[illegible]			0	[illegible]		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
154	[illegible]	[illegible]	box		10		10	[illegible]			0	[illegible]		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
155	[illegible]	[illegible]	piece				6	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
156	[illegible]	[illegible]	unit				6	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
157	[illegible]	[illegible]	piece				6	[illegible]			0	[illegible]				0	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]
158	[illegible]	[illegible]	piece		5		5	[illegible]			0	[illegible]		5		5	[illegible]				0	0.00	[illegible]	[illegible]	[illegible]

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

Introduction:

Listed in the 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. 2018-1 dated November 8, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template have been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE datasets in the modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet. The APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 rename 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
   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 agency from other sources, agency must indicate the items in the PART II. Also indicate likewise the unit price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 for reference of the agency. The file in word format should be submitted online using the Virtual Save (VS) facility of PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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. 8-230-8300; 8-230-6400 Local 8006-8010

Note: Consistent with Administrative 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

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: CAR
Address: ARELLANO BLVD., CEBU CITY

Agency Account Code:
Organization Type:

Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

149	[illegible]	[illegible] MACHINE, [illegible]	unit				0	0.00				3	9.00				0	0.00				0	0.00	3.00	[illegible]	0.00
150	[illegible]	CALCULATOR, corrected 12 digits	unit				5	0.00				3	0.00				0	0.00				0	0.00	2.00	[illegible]	0.00
151	[illegible]	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				3	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
152	[illegible]	[illegible] TRANSCRIPTION MACHINE, [illegible]	unit				0	0.00				3	0.00				0	0.00				0	0.00	3.00	[illegible]	0.00
153	[illegible]	[illegible] SHREDDER, [illegible]	unit				0	0.00				3	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
PROPERTY OR PROMOTIONAL INK PHOTOCOPIER SUPPLIES																									
154	[illegible]	INK CART, BROTHER DR [illegible]	Cart				2	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
155	[illegible]	INK CART, [illegible], Black	Cart				2	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
156	[illegible]	INK CART, BROTHER, [illegible]	Cart				2	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
157	[illegible]	TONER CART, BROTHER DR [illegible]	Cart				2	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
158	[illegible]	TONER CART, BROTHER [illegible]	Cart				2	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
159	[illegible]	TONER CART, BROTHER [illegible]	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
160	[illegible]	TONER CART, BROTHER [illegible]	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
161	[illegible]	TONER CART, BROTHER [illegible]	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
162	[illegible]	TONER CART, [illegible]	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
163	[illegible]	INK CART, [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
164	[illegible]	INK CART, [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
165	[illegible]	INK CART, [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
166	[illegible]	INK CART, [illegible]	cart		40		40	[illegible]		20		20	[illegible]		20		20	[illegible]		20		20	[illegible]	10.00	[illegible]	[illegible]
167	[illegible]	INK CART, [illegible] (TB41), Black	cart		1		4	998.40		4		4	998.40		4		4	998.40		4		4	998.40	16.00	3,993.60	3,993.60
168	[illegible]	INK CART, [illegible] (TB41), Cyan	cart		1		4	998.40		4		4	998.40		4		4	998.40		4		4	998.40	16.00	3,993.60	3,993.60
169	[illegible]	INK CART, [illegible] (TB41), Magenta	cart		1		4	998.40		4		4	998.40		4		4	998.40		4		4	998.40	16.00	3,993.60	3,993.60
170	[illegible]	INK CART, [illegible] (TB41), Yellow	cart		1		4	998.40		4		4	998.40		4		4	998.40		4		4	998.40	16.00	3,993.60	3,993.60

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 it in order to avail-chase CSEs from the PS. Compliant with DBM Circular No. 2018-03 dated November 8, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in this template are arranged in accordance with PNSPSC coding and DBM is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

INSTRUCTIONS:

1. Download the worksheet. The APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or scheduled for a particular month.
4. Agency must not delete any item in the complete; neither should alter the formatting.
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 agency from other sources, agency must indicate the name in the PART II and indicate therein the unit price based on its last purchase. Repair or spare parts are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_ General Office, APP2021 _VBH_Region XIII).
   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 in pdf format for reference of the agency. The Microsoft Excel format should be submitted online using the Virtual Share (VS) facility at PhilGEPS website. (Only Buyer checklists will be allowed to upload APP-CSEs.)
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. 8-240-8300; 8810-6400 Local 8000-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 03 June 2020, issued by NTA, the APP-CSE for CY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF HIGHWAYS AND SOLIDARITY RESOURCES
Region: NCR
Address: ABEL LAND BLD., QUEZON CITY
Agency Account Code: _____
Organization Code: _____
Contact Person: ISRAELITA T. FERRER
Position: Property Officer
Email: [illegible]@gmail.com
Telephone/Mobile No.: (02) [illegible]

	Item & Specifications		Unit of Measure	Jan	Feb	Mar	Qty	Est. Price	April	May	June	Qty	Est. Price	July	Qty	Aug	Sept	Qty	Est. Price	Oct	Nov	Dec	Qty	Est. Price	Per Unit Price	Total	Per Unit Price
1	44101505-HP-B40	INK CART, HP C8765W (HP 60) Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
2	44101505-HP-T40	INK CART, HP C8766W (HP 60) Tri-color	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
3	44101505-HP-M40	INK CART, HP C8767W (HP 60) Magenta	cart		6		6	[illegible]		6		6	[illegible]		6			6	[illegible]		6		6	[illegible]	0.00	[illegible]	[illegible]
4	44101505-HP-Y40	INK CART, HP C8768W (HP 60) Yellow	cart		6		6	[illegible]		6		6	[illegible]		6			6	[illegible]		6		6	[illegible]	0.00	[illegible]	[illegible]
5	44103103-HP-B10	Ink Cartridge, HP C9397A (HP 72) Gloss Photo Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
6	44103103-HP-C10	Ink Cartridge, HP C9398A (HP 72) Gloss Cyan	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
7	44103103-HP-M10	Ink Cartridge, HP C9399A (HP 72) Gloss Magenta	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
8	44103103-HP-Y10	Ink Cartridge, HP C9400A (HP 72) Gloss Yellow	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
9	44103103-HP-G10	Ink Cartridge, HP C9401A (HP 72) Gloss Gray	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
10	44103103-HP-PB10	Ink Cartridge, HP C9403A (HP 72) Gloss Photo Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
11	44103103-HP-B11	INK CART, HP C9396AA, (HP 88), Black	cart		6		6	[illegible]		6		6	[illegible]		6			6	[illegible]		6		6	[illegible]	[illegible]	[illegible]	[illegible]
12	44103103-HP-T11	INK CART, HP C9393AA, (HP 88), Tri-color	cart		6		6	[illegible]		6		6	[illegible]		6			6	[illegible]		6		6	[illegible]	[illegible]	[illegible]	[illegible]
13	44103103-HP-B15	INK CART, HP C9398AA, (HP 75), Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
14	44103103-HP-T15	INK CART, HP C9399AA, (HP 75), Tri-color	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
15	44103103-HP-C10	Ink CART, HP C9372AA, (HP 60XL), Cyan	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
16	44103103-HP-M10	Ink CART, HP C9373AA, (HP 60XL), Magenta	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
17	44103103-HP-Y10	Ink CART, HP C9374AA, (HP 60XL), Yellow	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
18	44103103-HP-B10	Ink CART, HP C9371A, (HP 60XL), Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
19	44103103-HP-B20	INK CART, HP C9351A, (HP 21), Black	cart		20		20	[illegible]		20		20	[illegible]		20			20	[illegible]		20		20	[illegible]	[illegible]	[illegible]	[illegible]
20	44103103-HP-B20	INK CART, HP C9352A, (HP 22), Tri-color	cart		20		20	[illegible]		20		20	[illegible]		20			20	[illegible]		20		20	[illegible]	[illegible]	[illegible]	[illegible]
21	44103103-HP-B40	INK CART, HP C6578A, (HP 78), Black	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
22	44103103-HP-C40	INK CART, HP C6579A, (HP 78), Cyan	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
23	44103103-HP-M40	INK CART, HP C6578A, (HP 78), Magenta	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00
24	44103103-HP-Y40	INK CART, HP C6578A, (HP 78), Yellow	cart				0	0.00				0	0.00					0	0.00				0	0.00	0.00	[illegible]	0.00

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

Instructions:
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 per column 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 its CSE requirements. Hence, if 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 re-arrange the template.
5. All APP-CSE is considered incomplete or invalid if
   a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph (PhG)
   b. correct format is used but fields were changed 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 agency from other sources, agency must indicate the items in the PART II and encode/forward the unit price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and checked, the APP-CSE 2021 form should be:
   a. Saved using the format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DENR Central Office, APP2021 _DENR_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at MGEPS website. (Only buyer account-holders will be allowed to upload APP-CSEs.)
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 details 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 8-290-6300; 8250-6400 Local 8006-8010

Note: Consistent with Implementing Circular No. 2020-1 dated 02 June 2020, issued by AO 25, the APP-CSE for CY 2021 must be submitted on or before **December 25, 2020.**

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XI
Address: ARIELLANO ST., DAVAO CITY

Agency Account Code:
Organization Type:

Contact Person: [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile no.: (082) 296-[illegible]

	Item & Specifications		Unit of Measure	Jan			Feb					Mar					Apr			May					Jun					Jul					Aug					Sep					Total for the year	Average	Total for the year
195	[illegible]	INK CART, HP C4909AA, (HP69XL), Black	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	1,197.00	0.00	
196	[illegible]	INK CART, HP C4909AA, (HP69XL), Cyan	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	2,394.00	0.00	
197	[illegible]	INK CART, HP C4909AA, (HP69XL), Magenta	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	2,394.00	0.00	
198	[illegible]	INK CART, HP C4909AA, (HP69XL), Yellow	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	2,394.00	0.00	
199	[illegible]	INK CART, HP C4906AA, (HP69), Black	unit			6	7,171.00			20		20	7,171.00			20				25	7,171.00			20	20	7,171.00			20	20	7,171.00			20	25	7,171.00			20	20.00	86,052.00	7,171.00	215,154.00
200	[illegible]	INK CART, HP C4907AA, (HP69), Tri-color	unit			20	7,171.00			20		20	7,171.00			20				25	7,171.00			20	20	7,171.00			20	20	7,171.00			20	25	7,171.00			20	20.00	86,052.00	7,171.00	215,154.00
201	[illegible]	INK CART, HP CE270A, (HP650), Black	unit			50	18,304.00			50		50	18,304.00			50				50	18,304.00			50	50	18,304.00			50	50	18,304.00			50	50	18,304.00			50	50.00	219,648.00	18,304.00	549,912.00
202	[illegible]	INK CART, HP CE271A, (HP650), Tri-color	unit			50	18,304.00			50		50	18,304.00			50				50	18,304.00			50	50	18,304.00			50	50	18,304.00			50	50	18,304.00			50	50.00	219,648.00	18,304.00	549,912.00
203	[illegible]	INK CART, HP C2124A (HP45A), Black	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
204	[illegible]	INK CART, HP C2123A (HP45A), Cyan	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
205	[illegible]	INK CART, HP C2122A (HP45A), Magenta	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
206	[illegible]	INK CART, HP C2121A (HP45A), Yellow	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
207	[illegible]	Ink Cartridge, HP C8765WA (HP60), Tri-color	unit			4	2,431.60			4		4	2,431.60			4				4	2,431.60			4	4	2,431.60			4	4	2,431.60			4	4	2,431.60			4	4.00	29,181.60	2,431.60	72,954.00
208	[illegible]	Ink Cartridge, HP C8766WA (HP60), Black	unit			4	2,431.60			4		4	2,431.60			4				4	2,431.60			4	4	2,431.60			4	4	2,431.60			4	4	2,431.60			4	4.00	29,181.60	2,431.60	72,954.00
209	[illegible]	Ink Cartridge, HP C9362WA (HP56), Black	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
210	[illegible]	Ink Cartridge, HP C9363WA (HP56), Tri-color Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
211	[illegible]	Ink Cartridge, HP C9364WA (HP56), Magenta Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
212	[illegible]	Ink Cartridge, HP C9365WA (HP56), Yellow Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
213	[illegible]	Ink Cartridge, HP C9366WA (HP56), Black Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
214	[illegible]	Ink Cartridge, HP C9367WA (HP56), Tri-color Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	
215	[illegible]	Ink Cartridge, HP C9368WA (HP56), Magenta Original	unit				0	0.00				0	0.00							0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	

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 it in order to be provided 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 had been arranged in accordance with UNSPSC coding as the main preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the Microsoft Excel APP-CSE 2021 FORM at www.ps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any items in the template; rather should write the complete.
5. An APP-CSE is considered not submitted or invalid if:
   a. form used is other than the prescribed format which can be downloaded only at www.ps.gov.ph; and
   b. correct format is used but fields were deleted and/or inserted in PART 1 of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART 1. 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 thereto the last price found on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 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.)
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. 8-393-6300; 8294-6408 Local 4006-4010

Note: Consistent with Administrative Circular No. 2020-4 dated 22 June 2020, issued by HO PS, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: 101
Address: 860 LANG BLV., QUEZON CITY
Agency Account Code:
Organization Type:

Contact Person: ISRAEL CITA T. TORRIJOS
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No: (632) 256-2777

	Item & Specifications		Unit of Measure	January			February			March			April			May			June			July			August			September			October			November			December			Total for the year	Unit Price	Total Amount
839	44103105-HP-C51	HP Cartridge, HP 51A Black (Q6470A) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
840	44103105-HP-B51	HP Cartridge, HP 51A Black (Q6470A) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
841	44103102-HP-C05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
842	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
843	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
844	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
845	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
846	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
847	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
848	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
849	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
850	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
851	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
852	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
853	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
854	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
855	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
856	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
857	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
858	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
859	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
860	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
861	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00
862	44103102-HP-B05	Ink Cartridge, HP 05A (CB390A) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0	0.00				0.00	0.00	0.00	0.00

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

Instructions:

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 it 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form
3. The agency should separate zero "0" 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 move the columns.
5. An APP-CSE is considered incorrect or invalid if:
   a. form exists other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
   b. correct formulas or cell but formulas 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 agency from other sources, agency must indicate the items in the PART II and indicate (Number the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_(Name of Agency_Main or Regional Office) (e.g. APP2021 _DBM_Central Office, APP2021 _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) signatories will be considered as invalid submission.
8. 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 or PhilGEPS website. (Only buyer credentials will be allowed to upload APP-CSEs.)
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 8-150-4300; 8290-8400 Local 8808-8819

Note: Consistent with Memorandum Circular No. 2020-12 dated 03 June 2020, issued by ACT PS, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Government Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: ARTI, MAO BAY, CEBU CITY

Agency Account Code: _____
Unique ZIP Code: _____

Contact Person: DEMELITA T. PEREZ
Position: Property Officer
E-mail: dbm.property@gmail.com
Telephone/Mobile No: (032) 238-2772

	Item & Specifications	Unit of Measure	Q1					Q2					Q3					Q4					Total Quantity	Estimated Budget	Remarks
			Jan	Feb	Mar	Total	Unit Price	April	May	June	Total	Unit Price	July	Aug	Sept	Total	Unit Price	Oct	Nov	Dec	Total	Unit Price			
242	44121618-HP B2V	TONER CART, HP CF400A, Black	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
243	44103103-HP C20	TONER CART, HP CF401A, Cyan	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
244	44103103-HP Y20	TONER CART, HP CF402A, Yellow	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
245	44103103-HP M20	TONER CART, HP CF403A, Magenta	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
246	44103103-HP B21	TONER CART, HP CF410A, (HP 410A), Black	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
247	44103103-HP C21	TONER CART, HP CF411A, (HP 410A), Cyan	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
248	44103103-HP Y21	TONER CART, HP CF412A, (HP 410A), Yellow	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
249	44103103-HP M21	TONER CART, HP CF413A, (HP 410A), Magenta	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
250	44103103-HP B31	TONER CART, HP CF360A, Black	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
251	44103103-HP B31	TONER CART, HP CF360A, Black, high-cap	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
252	44103103-HP B31	Toner Cartridge, HP CF361A (HP 508A) Black Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
253	44103103-HP B31	Toner Cartridge, HP CF362A, (HP508A) Black Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
254	44103103-HP B31	Toner Cartridge, HP CF363A, Cartridge For MFP, Black	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
255	44103103-HP B31	HP Toner CF287X	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
256	44103103-HP B31	Toner Cartridge, HP CF281A (HP81A) Black Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
257	44103103-HP B31	Toner Cartridge, HP CF283A (HP83A) Black Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
258	44103103-HP B31	Toner Cartridge, HP CF226A (HP26A) Black	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
259	44103103-HP B31	Toner Cartridge, HP CF230A (HP30A) Black, Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
260	44103103-HP B31	Toner Cartridge, HP CF325X (HP 37X) Black, Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
261	44103103-HP B60	Toner Cartridge, HP CF300A Black LJ	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
262	44103103-HP C60	Toner Cartridge, HP CF301A Cyan LJ	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
263	44103103-HP Y60	Toner Cartridge, HP CF302A Yellow LJ	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
264	44103103-HP M60	Toner Cartridge, HP CF303A Magenta LJ	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
265	44103103-HP B61	Toner Cartridge, HP CF320A (HP652A) Black Laser Jet	unit				0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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 to order to purchase CSEs from the PS. Consistent with GPPB Circular No. 2018-14 dated November 8, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Since if the template has been arranged in accordance with UNSPSC coding and items 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 2021 form at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being scheduled by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; rather, should make 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 items/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 thereon the unit price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) Policy of PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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 procedures 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 nos. 810-0304; 525-6400 Local 8085-8010

Note: Consistent with Memorandum Circular No. 2020-12 dated 07 June 2020, issued by MCDS, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Agency/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XI
Address: ARC, ARD B.V., CEBU CITY
Agency Account Code:
Organization Type:
Contact Person: [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: (032) 256-[illegible]

	Item & Specifications		Unit of Measure	Projected Quantity/Expenditures																									
				Jan	Feb	Mar	1st Q	Q1 Amount	April	May	June	2nd Q	Q2 Amount	July	Aug	Sept	3rd Q	Q3 Amount	Oct	Nov	Dec	4th Q	Q4 Amount	Total Quantity for the year	Total Amount	Mode of Procurement for the year
247	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
248	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
249	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
250	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
251	[illegible]	Toner Cartridge, HP [illegible] (Cyan)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
252	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
253	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
254	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
255	[illegible]	Toner Cartridge, HP [illegible] (Cyan)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
256	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
257	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
258	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
259	[illegible]	Toner Cartridge, HP [illegible] (Cyan)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
260	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
261	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
262	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
263	[illegible]	Toner Cartridge, HP [illegible] (Cyan)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
264	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
265	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
266	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
267	[illegible]	Toner Cartridge, HP [illegible] (Cyan)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
268	[illegible]	Toner Cartridge, HP [illegible] (Yellow)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
269	[illegible]	Toner Cartridge, HP [illegible] (Magenta)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
270	[illegible]	Toner Cartridge, HP [illegible] (Black)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00

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

Foreword:

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 it 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. Since, as the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Philippine Government Electronic Procurement System (PhilGEPS).

Instructions:

1. Download the new/latest file APP-CSE 2021 Form at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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; rather should enter the quantity.
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. Current format is used but items 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 and in 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 provide therein the unit prices based on its last purchases. To add or delete items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using the format: APP2021 _ Name of Agency _ Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _ NBI _ Region IVA).
   b. Printed and signed by the agency Property/Supply Office, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatories 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 agency. The file in word format should be submitted online using the Venue Store (VS) facility at PhilGEPS website. [Only buyer contributors will be allowed to upload APP-CSEs.]
9. An agency may amend 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. Text content 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. 8-210-0380; 8250-6400 Local 6006-6010

Note: Complying with Administrative Circular No. 2018-10 dated 07 June 2018, submit by 10 JAN the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department / Bureau / Office: B. BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: ARELLANO BLVD., CEBU CITY

Agency Account Code:
Classification Type:

Contact Person: ISRAELITA T. PERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Fax No.: (032) 256-3172

	Item & Specifications		Unit of Measure	Monthly Quantity Requirements																								Total Quantity for the year	Estimated Cost	Total Cost 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			
291	[illegible]	TONER CART, SAMSUNG [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
292	[illegible]	TONER CART, SAMSUNG [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
293	[illegible]	TONER CART, SAMSUNG [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
294	[illegible]	TONER CART, SAMSUNG [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
295	[illegible]	TONER CART, BROTHER [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
296	[illegible]	TONER CART, CANON [illegible]	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
297	[illegible]	DOCUMENT CAMERA	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
298	[illegible]	MULTIMEDIA PROJECTOR [illegible]	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
299	[illegible]	PHILIPPINE NATIONAL FLAG, [illegible]	piece				0	0.00	10			10	[illegible]				0	0.00				0	0.00	10.00	[illegible]	[illegible]
300	[illegible]	HANDBOOK [illegible], 7th Edition	book				0	0.00		10		10	[illegible]				0	0.00				0	0.00	10.00	[illegible]	[illegible]
301	[illegible]	CSE DITHOUSHIM, CAT DIESEL, [illegible]	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
302	[illegible]	[illegible]	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
303	[illegible]	DIGITAL [illegible]	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
304	[illegible]	CHAIR, [illegible]	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
305	[illegible]	CHAIR, [illegible]	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
306	[illegible]	TABLE, [illegible]	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
307	[illegible]	TABLE, [illegible]	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00

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

Introduction:
Listed in this template are all the common supplies and equipment (CSEs) 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. 2019-10 dated November 8, 2019, 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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 skipped 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 agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit price based on the last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IV-A).
   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) signatories 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 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 submit APP-CSEs.)
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. 8-290-6300; 8290-6400 Local 6006-6010

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.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: ARELLANO BLVD., CEBU CITY

Agency Account Code:
Organization Type:

Contact Person: ISABELITA T. [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile Nos: [illegible]

No.	Code	Item & Specifications	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 for the year	Price Catalogue	Total Amount for the year
308	44122011-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39.78	0.00
309	44122011-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.34	0.00
310	60121524-SB-P01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	[illegible]	0.00
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		100		100	2,151.00		50		50	1,720.50		100		100	3,441.00		50		50	1,720.50	300.00	34.41	10,323.00
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		100		100	3,441.00		50		50	1,720.50		100		100	3,441.00		50		50	1,720.50	300.00	34.41	10,323.00
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	44.44	0.00
314	60121534-WP-B01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	154.84	0.00
1	43231513-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	43232202-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6	43232304-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7	43232402-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9	43232603-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10	43232701-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11	43232802-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12	43232905-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13	43233004-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14	43233205-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT [APP-CSE] 2021 FORM

Description:
Listed in this template are all the common supplies and equipment (CSE) carried as stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit it 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 to the Modernized Government Electronic Procurement System (MGEPS).

Instructions:
1. Download the worksheet the APP-CSE 2021 Form at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not change any cells in the template; neither should 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 field value deviates 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 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 limit items are only applicable PART II.
7. Once in compliance and finalized, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file to be uploaded should be submitted online using the Virtual Store (VS) facility in PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
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 without the deficiencies noted. Agency may follow the same procedures 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. 8 150-6501 / 8 298-6600 Local 8006-8016

Note: Consistent with Memorandum Circular No. 2020-1 dated 03 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be approved on or before December 31, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ABUBAKER St., CHRISTIT

Agency Account Code:
Organization Type:

Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-Mail: bfar.property@gmail.com
Telephone/Mobile No: (083) 228-2777

18	[illegible]	Lamp and executive scheme	[illegible]				4	0.00				3	0.00				2	5.00				0	0.00	0.00	7.00		0.00
19	[illegible]	[illegible] storage scheme	[illegible]				4	0.00				5	0.00				2	5.00				0	0.00	0.00	7.00		0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
Common Electrical Supplies																										
1	[illegible]	Air Conditioning Unit, Window Inverter Type				3	0.00				0	0.00				2	5.00				0	0.00	0.00	7.00		0.00
2	[illegible]	Air Conditioning Unit, Split Type				3	0.00				0	0.00				2	5.00				0	3.00	0.00	5.00		0.00
3						3	0.00				0	0.00				0	0.00				0	3.00	0.00	5.00		0.00
4						3	0.00				0	0.00				0	0.00				0	3.00	0.00	5.00		0.00
5						4	0.00				0	0.00				0	0.00				0	3.00	0.00	5.00		0.00
6						4	0.00				0	0.00				3	0.00				0	3.00	0.00	0.00		0.00
7						3	0.00				0	0.00				5	0.00				0	3.00	0.00	0.00		0.00
8						5	0.00				0	0.00				5	0.00				0	0.00	0.00	0.00		0.00
9						5	0.00				0	0.00				5	0.00				0	0.00	0.00	0.00		0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
Common Office Furniture																										
1	[illegible]	White Board				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
2	[illegible]	Wine Board, Digital				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00

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

INTRODUCTION:
Listed in this template are all the common supplies and equipment (CSE) items in stock by the Procurement Services (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit it prior 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 are arranged in accordance with UNSPSC coding scheme in preparation for integration of the APP-CSE template in the National Government Electronic Procurement System (NGEPS).

INSTRUCTIONS:
1. Download the worksheet "APP-CSE 2021 FORM" at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or anticipated for a particular month.
4. Agency must not delete any item in the template; nor should 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; or
   b. correct format is used but fields were changed 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 Stand-Alone Units are not available from the PS but is/are to be purchased by the agency from other sources, agency must indicate the items in the PART II and provide a reason the will procure it less purchase. To add or delete items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 lacks attachment any of the items (3) requirements will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved in 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 Bayer community will be allowed to upload APP-CSE.)
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 before the prescribed deadline. Agency may follow the same procedures 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 8-250-6380; 8250-6400 Local 8005-8018

Note: Consistent with Memorandum Circular No. 2020-1 dated 07 June 2020, issued by MO PS, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ABE LANG BLV., CEB, CITY

Agency Account Code: _____
Designation Tree: _____

Contact Person: CONCETTA T. PERTOS
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

PART I			Monthly Quantity Requirements																							
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
1	[illegible], 1 drawer, 2 way power	piece		1		1	3,027.50				0	0.00		2		2	2,425.00				2	0.00	0.00	1,212.50		1,212.50
2	Furnacer Per stm	piece		30		30	4,125.00				0	0.00		10		10	4,125.00				3	0.00	0.00	82.50		330.00
3	[illegible] 2 gray	roll		20		20	3,460.00				0	0.00		40		40	3,460.00				0	0.00	0.00	115.33		4,613.00
4	Bond Paper, 8.5 x 13 in 17, legal size	sheet		300		300	125,375.00		500		500	125,375.00		500		500	125,375.00		500		500	125,375.00	2,000.00	248.75		497,500.00
5	Bond Paper, 8.5 x 13 in 17, short size	sheet		300		300	63,000.00		200		500	63,000.00		200		500	63,000.00		300		300	63,000.00	1,000.00	210.00		252,000.00
6	Bond Paper, A4 8.27x11.69, 70gsm	ream		200		200	46,200.00		300		300	46,200.00		200		200	46,200.00		200		200	46,200.00	800.00	231.00		184,800.00
7	Brown Clip, 1", 1 box, per box	box		20		20	1,600.00				0	0.00		20		20	1,600.00				0	0.00	40.00	80.00		1,600.00
8	Binder Clip, 1 1/2", 12/box per box	box		30		30	2,400.00				0	0.00		20		20	1,600.00				0	0.00	40.00	80.00		1,600.00
9	Fastener, vinyl coated, 2 cm, 50pc per box	box		30		30	2,040.00				0	0.00		30		30	2,040.00				0	0.00	40.00	68.00		2,040.00
10	Fastener, wire coated, 5 1/2", 50pc per box	box		30		30	5,672.50				0	0.00		30		30	5,672.50				0	0.00	60.00	189.25		5,675.25

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

Disclaimer:
Listed in this template are all the common supplies and equipment (CSE) contained in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit it as basis 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 but bear UNSPSC coding and ready in preparation for integration of the APP-CSE template to the Modernized Government Electronic Procurement System (MGEPS).

Instructions:
1. Download the worksheet file APP-CSE 2021. Kindly rename as www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency shall not delete any item in the template; neither should revise the MFO-PAP.
5. An APP-CSE is considered incomplete 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 items 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 Agency from other sources, agency must indicate the items in the PART II and indicate therein the last prices bought or for purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Name of Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region XIII).
   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 for reference of the agency. The Microsoft Excel format should be submitted online using the Virtual Store (VS) facility in MGEPS website. Only buyer classifications will be allowed to upload APP-CSEs.
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. 8-708-6300; 8290-0400 Local 8006-8010.

Note: Consistent with Administrative Circular No. 2020-1 dated 07 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XI
Address: [illegible]
Agency Account Code:
Organization Type:
Contact Person: [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

Item No.	Item Description	Unit of Measure	January	February	March	1st Qtr	1st Qtr Amount	April	May	June	2nd Qtr	2nd Qtr Amount	July	August	September	3rd Qtr	3rd Qtr Amount	October	November	December	4th Qtr	4th Qtr Amount	Price for the year	Price Reference	Total for the year
1	Water, bottled, 5L	gal		120		120	6,720.00				0	0.00		80		80	5,760.00				0	0.00	66.00	67.25	8,025.00
2	Supplies, HD 5ply, with handover	box		10		10	12,990.00				0	0.00		20		20	18,600.00				0	0.00	68.00	552.00	11,040.00
3	Ballpen, 0.5 blue	box		100		100	1,100.00		100		100	1,100.00		100		100	1,100.00		100		100	1,100.00	400.00	5.50	4,400.00
4	Ballpen, 0.5 black	box		100		100	1,100.00		100		100	1,100.00		100		100	1,100.00		100		100	1,100.00	400.00	5.50	4,400.00
5	Marker, permanent, white	box		10		10	350.00				0	0.00				0	0.00				0	0.00	10.00	35.00	350.00
6	AVR REPLACEABLE batteries, 4 AA/AAA/D size	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7	Bond Paper, whitewove, 320x32, legal size	rim		300		300	10,800.00		300		300	10,800.00		300		300	10,800.00		300		300	10,800.00	400.00	36.00	43,200.00
8	Bond Paper, whitewove, 320x70, short size	rim		300		300	10,375.00		300		300	10,375.00		300		300	10,375.00		300		300	10,375.00	400.00	34.58	41,500.00
9	Night Bond	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10	Magazine File Box, with Lid, legal size, cardboard, Red	pcs		50		50	8,500.00				0	0.00		30		30	5,250.00				0	0.00	55.00	175.00	5,250.00
11	Security Paper, legal size, 110gram	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12	Iron File, yellow/pink, legal size, blue	pcs		40		40	8,720.00				0	0.00				0	0.00				0	0.00	49.00	218.00	8,720.00
13	Iron File, green clip, legal size, blue	pcs		40		40	7,200.00				0	0.00				0	0.00				0	0.00	40.00	180.00	7,200.00
14	Push Pin	box		30		30	1,050.00				0	0.00		10		10	350.00				0	0.00	30.00	35.00	1,050.00
15	Brown Envelope, legal size	pcs		200		500	900.00		100		100	900.00		100		100	900.00		50		50	450.00	500.00	9.00	2,700.00
16	Brown Envelope, short size	pcs		150		200	720.00		80		80	720.00		100		100	720.00		50		50	240.00	300.00	7.20	2,160.00
17	Notebook, 70 leaves	pack		30		50	750.00				0	0.00				0	0.00				0	0.00	50.00	15.00	750.00
18	Ballpen, non-flip, double pin, 0.5 with ANGER tip	pack		100		100	3,040.00				0	0.00		100		100	3,040.00				0	0.00	200.00	30.40	6,080.00
19	Pencil, ordinary, short size	pack		100		100	200.00		50		50	100.00		100		100	200.00		50		50	100.00	300.00	2.00	600.00
20	Pencil, ordinary, legal size	pack		100		100	300.00		50		50	150.00		100		100	300.00		50		50	150.00	300.00	3.00	900.00
21	Manuscript pen (LETTERHEAD), legal size	pack		50		50	135,000.00				0	0.00		50		50	135,000.00				0	0.00	2,700.00	2,700.00	135,000.00
22	Manuscript pen (LETTERHEAD), short size	pack		50		50	125,000.00				0	0.00		50		50	125,000.00				0	0.00	2,500.00	2,500.00	125,000.00
23	Envelope, mailing, with LETTERHEAD, long, white, ordinary	box		10		10	2,040.00				0	0.00		10		10	2,040.00				0	0.00	204.00	204.00	2,040.00
24	Note cube 3x3, assorted	pcs		6		6	270.00		6		6	270.00		6		6	270.00		6		6	270.00	45.00	45.00	810.00

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) DBM may be purchased by government agencies. Agencies must accomplish this form and submit it in order to purchase CSEs from the PS. Compliance with DBM Circular No. 2018-10 dated November 3, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Data in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template to the Modernized Government Electronic Procurement System (MGEPS).

INSTRUCTIONS

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is excluding purchased by the agency or purchased for a particular month.
4. Agency may not delete any item in the template neither should change the template.
5. An APP-CSE is considered submitted or lawful 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 data were deleted and/or inserted in PART 1 of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART 1. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency may indicate the items in the PART II and indicate therein the new groups based on its UNSPSC purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021 _name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 for reference of the agency. The file in excel format should be submitted online using the Visual Store (VS) facility in PhilGEPS website. (Any buyer coordinator will be allowed to upload APP-CSEs.)
9. As agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it must 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. 8-290-6300 6280-6408 local 6006-8010

Note: Consistent with Implementation Circular No. 2018-1 dated 07 June 2018, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FIRE PROTECTION
Region: XII
Address: [illegible]
Agency Account Code:
Organization Code:
Contact Person: [illegible]
Position: Property Officer
Email:
Telephone/Mobile No.: [illegible]

	Item & Specifications	Unit of Measure	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		Total Quantity	Unit Price	Total Amount	Mode of Procurement
1	[illegible]	pack		150		150		2,490.00		300		50		1,270.00		150		150		1,638.80		100		100		1,700.00	530.00	11.80		5900.00
2	[illegible]	box		2		7		700.00				3		0.00		2		2		700.00				0		0.00	4.00	0.00		1400.00
3	[illegible]					3		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00
4						0		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00
5	Shirtwear, [illegible]	piece		80		30		1,200.00		30		10		1,500.00		50		10		1,500.00		30		10		3,500.00	120.00	50.00		6000.00
6	Boots [illegible]	pair		40		20		2,400.00				0		0.00		20		20		1,180.00				0		0.00	90.00	300.00		1800.00
7	Car Cleaner	can		30		20		2,000.00		15		15		2,125.00		40		20		1,100.00		15		15		4,125.00	90.00	155.00		7400.00
8	Dishwashing Liquid, [illegible]	pack		120		100		20,000.00				0		0.00		20		50		14,000.00				0		0.00	200.00	280.00		4000.00
9	[illegible]	piece		200		100		8,200.00				0		0.00				0		0.00				0		0.00	100.00	82.00		8200.00
10	Paper towel roll, [illegible]	bottle		15		15		4,500.00				0		0.00		15		15		4,500.00				0		0.00	300.00	300.00		9000.00
11	Detergent	pack		50		10		1,400.00				0		0.00		20		20		1,400.00				0		0.00	70.00	280.00		1400.00
12	Glass Cleaner, [illegible]	bottle		100		100		20,000.00				0		0.00		80		80		11,200.00				0		0.00	140.00	112.00		11200.00
13	Rag, cotton, round, small	piece		100		100		[illegible]				0		0.00		100		100		600.00				0		0.00	6.00	6.00		600.00
14	Scouring Pad	piece		50		50		1,150.00		25		50		200.00		50		50		1,150.00		0		20		200.00	40.00	460.00		4600.00
15	Toilet brush with stand	piece		15		15		2,475.00				0		0.00		15		15		2,475.00				0		0.00	165.00	2475.00		2475.00
16	Toilet Deodorizer, liquid	piece		50		50		8,750.00				0		0.00		50		50		8,750.00				0		0.00	175.00	8750.00		8750.00
17	Trash Pump (Plastic)	piece		15		15		2,250.00				0		0.00		15		15		2,250.00				0		0.00	150.00	2250.00		2250.00
18						0		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00
19						0		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00
20						0		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00
21						0		0.00				0		0.00				0		0.00				0		0.00	0.00	0.00		0.00

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 do-shop 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 National Government Electronic Procurement System (NGEPS).

Instructions

1. Download the template from the APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. If a agency should indicate zero "0" 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 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 agency from other sources, agency must indicate the items in the PART II and indicate therein the unit prices listed on its last purchase. To minimize items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_General Office, APP2021_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 in pdf format for reference of the agency. The file in word format should be submitted as Reference using the Virtual Store (VS) facility at PhilGEPS website. (Only lower commissions will be allowed to upload APP-CSEs.)
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 stipulated 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 accepted 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.s 256-6308, 8280-6400 Local 2056-8010

Note: Consistent with Implementation Circular No. 2018-2 dated 03 June 2020, issued by NTA, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ARELLANO BLVD., CEBU CITY

Agency PROMIS Code:
Organization Type:

Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-mail: [illegible]@yahoo.com
Telephone/mobile no.: [illegible]

Item & Specifications		Unit of Measure	Jan	Feb	Mar	1st Qtr	1st Quarter	April	May	June	2nd Qtr	2nd Quarter	July	Aug	Sept	3rd Qtr	3rd Quarter	Oct	Nov	Dec	4th Qtr	4th Quarter	Total Quantity for the year	Price Catalogue	Total for the year
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
[illegible]																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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

Introduction

Under PD 1594 category 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 it in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-10 dated November 8, 2016, 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 adoption of the APP-CSE module in the Modernized Government Electronic Procurement System (MGEPS).

Instructions

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Encode the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The Agency should indicate zero "0" 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; rather should 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 those 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 actual purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region IVA).
   b. Printed and signed by the agency Procurement/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatories 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 agency. The file in xcel 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 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 Purchasing and Sales Division of the Procurement Service at telephone no. 8-290-8300, 8376-8400 Local 8000-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by NCDC, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XI
Address: JABO LAND BLV., DAVAO CITY

Agency Account Code:
Organization Type:

Contact Person: ISAGUITAT, DORRIE
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: [illegible]

10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
1	[illegible]	[illegible]				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
2	[illegible]	[illegible]				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
3	[illegible]	[illegible]				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
4	[illegible]	[illegible]				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
5	[illegible]	[illegible]				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00

APP-CSE 2021 FORM

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 GPPB Circular No. 2018-[illegible] dated November [illegible] 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 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 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.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using the format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only large coordinators will be allowed to upload APP CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit its 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.8-290-6300; 8290-6400 local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -[illegible] dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 18, 2020.

Department/Bureau/Office:	BUREAU OF FISHERIES AND AQUATIC RESOURCES	Contact Person:	ISRAELITA T. FERRER
Region:	VII	Position:	Property Officer
Address:	ARELLANO BLVD., CEBU CITY	E-mail:	[illegible]
Agency Account Code:		Telephone/Mobile No:	(032) 256 2772
Organization Type:			

No.	Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Q1 Amount	Apr	May	Jun	Q2	Q2 Amount	Jul	Aug	Sep	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	Total Quantity for the year	Price Catalogue	Total Amount for the year
1	[illegible]	HD Camera					[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	DSLR Camera					[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	HD Video Camera					[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	Video Conference Equipment					[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
9							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
10							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
11							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
12							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
13							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
14							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
15							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]																										
1		[illegible] 500ml	[illegible]		3		1	[illegible]				[illegible]	[illegible]		3		3	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2		[illegible]	[illegible]		20		20	[illegible]				[illegible]	[illegible]		20		40	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7							[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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 that accomplish this form are strictly urged to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 6, 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 2021 FORM at www.ps-philippines.com.ph
2. Indicate the agency's quantity requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 revise the template.
5. An APP-CSE is considered incorrect or invalid if:
   a. File type is other than the prescribed format which can be downloaded only at www.ps-philippines.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 agency from other sources, agency must indicate the items in the PART II and indicate therein the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IV-A).
   b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An original APP-CSE or copy which lacks any of the three (3) signatories 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 agency. The file in .xlsx format should be submitted online using the Virtual Store (VS) Module at PhilGEPS website. (Only super consumers will be allowed to upload APP-CSEs.)
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. 8-290-6300; 8-268-6400 Local 8005-8019

Note: Consistent with Representative Circular No. 2020-3 dated 02 June 2020, issued by AO 25, the APP-CSE for CY 2021 must be submitted on or before December 15, 2020

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XI
Address: ARPILANO BLVD., DAVAO CITY

Agency Account Code:
Organization Type:

Contact Person: ISRAELITA T. PEURER
Position: Property Officer
Email: [illegible]
Telephone/Mobile No.: (082) 296-2333

Item No.	Item Description	Unit of Issue	Quantity Requirements																								
						0	300				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	300				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
Materials and Products																											
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00

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 it in order to avail/procure CSEs from the PS. Consistent with NBC Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Starting FY 2021 onwards, has been arranged in accordance with UNSPSC coding and this is proposed for integration of the APP-CSE template in the National Government Electronic Procurement System (NGEPS).

INSTRUCTIONS:
1. Download the worksheet the APP-CSE 2021 FORM at www.ps-philippines.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate and "0" 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; rather should revise the quantities.
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-philippines.gov.ph and
   b. correct format is altered but fields were deleted and/or inserted in PART 2 of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART 1. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must INCLUDE the items in the PART II, and indicate likewise the unit price listed on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP 2021 _Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region CVR).
   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 in pdf format for reference of the agency. The file in scan format should be submitted online using the Virtual Share (VS) facility on PhilGEPS website. (Only DBM coordinators will be allowed to upload APP-CSEs.)
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 submitted 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. 8-200-6300; 8196-6400 Local 3005-3010

Note: Consistent with Government Circular No. 2018-1 dated 03 June 2018, issued by NDCB, the APP-CSE for FY 2021 must be submitted on or before December 18, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: ARELLANO BLVD., CEBU CITY
Agency Account Code:
Organization Type:
Contact Person: ISSAR ITA T. PEREZ
Position: Property Officer
Email: [illegible]
Telephone/Fax no.: (032) 256-7972

	Item & Specifications		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 for the year	Catalogue	for the year
1.0							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	[illegible]	LED bulb	pieces		10		10	1,675.00				0	0.00		10		10	1,675.00				0	0.00	20.00	167.50	3,350.00
2		Fluorescent lamp, tubular	other		25		25	2,268.75				0	0.00		25		25	2,268.75				0	0.00	50.00	90.75	4,537.50
2		Electric fan	unit		20		20	2,410.00				0	0.00		20		20	2,410.00				0	0.00	40.00	120.50	4,820.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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

Introduction:

Listed in the 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 to avail of CSE from the PS. Consistent with DBM Circular No. 2013-18 dated November 5, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Note: If the template has been arranged in accordance with UNSPSC coding, see this as 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being procured by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; rather, should revise the template.
5. An APP-CSE is considered incorrect or invalid if:
   a. Its format 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 agency from other sources, agency may include the same in the PART II and indicate / provide the unit prices based on its last purchase. Delete all other items that are not applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA);
   b. Printed and signed by the agency Property, Supply Officer, Budget Officer but head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatories will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved in pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at MGEPS website. (Only power users/owners will be allowed to upload APP-CSE.)
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. 8-290-6300; 8298-6409 Local 8806-8810

Note: Consistent with Memorandum Circular No. 2020-1 dated 03 June 2020, issued by MPS, the APP-CSE for CY 2021 must be submitted on or before **December 18, 2020.**

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ABELLANO Blvd., CEBU CITY
Agency Account Code:
Organization Type:
Contact Person: ISRAEL C. T. FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Fax No.: (032) 256-2772

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			
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
[illegible]																								
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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

Overview:

Listed in the 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 it prior to purchase CSEs from the PS. Consistent with 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 this template have 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being stocked by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should name the template.
5. An APP-CSE is considered incomplete 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 agency from other sources, agency must indicate the same as 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.
7. Once accomplished, email this file to the APP-CSE 2021 form should be:
   a. Named using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office or APP2021_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 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.)
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. 8-290-5380; 8280-8480 Local 8005-8010

Note: Consistent with Memorandum Circular No. 2020 – [illegible] dated 02 June 2020, issued by NCDA, the APP-CSE for FY 2021 must be submitted on or before December 23, 2020.

Department/Bureau/Office: DENR-BUREAU OF FISHERIES AND AQUATIC RESOURCES
Agency Account Code: _____
Section: [illegible]
Organization Type: _____
Address: ARTILLERO ST., CEBU CITY
Contact Person: [illegible]
Position: Property Officer
E-Mail: [illegible]
Telephone/Mobile No.: (032) 254-[illegible]

	Item & Specifications		Unit of measure	Monthly Quantity Requirement																				Total Quantity for one year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	1st category	April	May	June	Q2	2nd category	July	Aug	Sept	Q3	3rd category	Oct	Nov	Dec	Q4	4th category			
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
Common OCT Equipment																										
1	43212104-P-001	Inkjet, Legal, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	43212104-C-001	Inkjet, Legal, Color					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	43212105-P-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	43211509-K-001	Anti-Virus Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	43202010-[illegible]	Router/Switches	unit			5	1	200,000.00				0	0.00				0	0.00				0	0.00	1.00	5000.00	200000.00
6	43212[illegible]-M-001	Network Modem	unit			5	1	200,000.00				0	0.00				0	0.00				0	0.00	1.00	5000.00	200000.00
7	4320[illegible]-[illegible]	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8	4321[illegible]	Tablet, Android					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9	4321[illegible]	Wireless Working Laptop / Laptop Kiosk					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10	41112509-H-001	Wall Hanging Projector					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11	39121011-UP-001	UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit			5	1	51,000.00				0	0.00		5		1	55,000.00				0	0.00	10.00	11000.00	110000.00
12	43191501-H-001	Hands Phone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13	43211711-S-001	Scanner, Covered, Double-sided, Feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14		Automatic Voltage Regulator	unit		5		5	34,468.75				0	0.00			5	1	34,481.75				0	0.00	10.00	6892.75	68917.50
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
16							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
17							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
18							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
19							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
20							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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 as order or 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 APR for all its CSE requirements. Item wise template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template to the National Government Electronic Procurement System (NGEPS).

INSTRUCTIONS

1. Download the worksheet the APP-CSE 2021 FORM at www.ps.ph/bps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency must indicate zero "0" 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 resize 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 over at www.ps.ph/bps.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 agency from other sources, agency must indicate the items in the PART II and indicate therein the APR price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Saved as follows: for the APP 2021 _Name of Agency_Name of Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility of the NGEPS website. (Only buyer-coordinators will be allowed to upload APP-CSEs.)
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 mentioned 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. 8-295-6288, 6290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 07 June 2020, issued by PCC 23, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ALEMLANG N.V., COTABATO CITY

NGAS Account Code:
Organization Type:

Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: (083) 236-2772

Item #	Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Q1	July	Aug	Sep	Q3	Q2	Oct	Nov	Dec	Q4	Q3	Q4			
22							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
23							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
24							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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

Description:

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 Philippine Government Electronic Procurement System (PhilGEPS).

Instructions:

1. Download the template file APP-CSE 2021 Form in www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement, per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 make 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 agency from other sources, agency must indicate the items in the PART II and indicate therein the unit prices based on its last purchase. Do add or insert items in only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using this format: APP2021_Name of Agency_Hub or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _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 for reference of the agency. The file in .xlsx format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only Bids Coordinators will be allowed to upload APP-CSEs.)
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 lieu of the deleted items indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further inquiries/clarifications, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-290-8380; 8290-8408 Local 8086-8010.

Note: Compliance with Appropriations Circular No. 2020-1 dated 03 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 31, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: 07
Address: ABRIAMO St., CEBU CITY
Agency Account Code:
Procurement Type:
Contact Person: ISRAEL T. [illegible]
Position: Property Officer
E-mail: [illegible]
Telephone/Fax No.: (032) 256-[illegible]

24						E	5.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
25						E	5.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
26						E	5.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
27						E	5.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
28						E	5.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
29						E	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00		0.00
1		HP ink GT51, black	bottle		30		1,125.00				0	0.00		30		30	33,750.00				0	0.00	40.00	40.00		1,200.00
2		HP ink GT51 (magenta, cyan, yellow)	bottle		30		1,125.00				0	0.00		30		30	33,750.00				0	0.00	40.00	40.00		1,200.00
3		HP ink 003AL, black (HP Officejet 7612)	cartridge		30		54,000.00				0	0.00		30		30	54,000.00				0	0.00	40.00	1,600.00		1,600.00

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 it in order to purchase CSEs from the PS. Complying with DBM Circular No. 2013-10 dated November 8, 2013, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template are 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 the APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agencies must not delete any item in the template, neither include new items in 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. Header 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 price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
   a. Saved using the format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
   b. Printed and signed by the Agency Property Custody Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or one 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 agency. The file in excel format should be submitted using the Visual Kform (VK) facility of PhilGEPS website. (Only Buyer accounts will be allowed to upload APP-CSEs.)
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. 8-290-6300, 8190-4480 Local 6006-6010

Note: Conform 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.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: ABEL LAND B.N., GENERAL SANTOS CITY

Agency Account Code: _____
Organization Type: _____

Contact Person: ERMELITA T. FERRER
Position: Property Officer
Email: [illegible]
Telephone/Mobile No.: (083) 294-7772

	Item II. Specifications	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Estimate	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			
1	Toner Cartridge, Black, magenta, yellow, HP Officejet Pro	cartridge		50		50	35,950.00				0	0.00		50		50	35,950.00				0	0.00	100.00	718.00	71,900.00
2	Canon [illegible]	cartridge		30		30	26,460.00				0	0.00		30		30	26,460.00				0	0.00	60.00	882.00	52,920.00
3	Canon [illegible]	cartridge		20		20	18,000.00				0	0.00		20		20	18,000.00				0	0.00	40.00	900.00	36,000.00
4	Canon [illegible]	cartridge		20		20	18,000.00				0	0.00		20		20	18,000.00				0	0.00	40.00	900.00	36,000.00
5	Resolution Toner Cartridge 85A	cartridge		100		100	240,000.00		50		50	120,000.00		100		100	240,000.00		50		50	120,000.00	300.00	2,400.00	720,000.00
6	Downtown Toner Cartridge 85A	cartridge		100		100	240,000.00		50		50	120,000.00		100		100	240,000.00		50		50	120,000.00	300.00	2,400.00	720,000.00
10	Toner Cartridge 310A, black	cartridge		4		4	11,200.00				0	0.00		4		4	11,200.00				0	0.00	8.00	2,800.00	22,400.00
11	Toner cartridge 310A, cyan	cartridge		4		4	12,000.00				0	0.00		4		4	12,000.00				0	0.00	8.00	3,000.00	24,000.00
12	Toner cartridge 310A, yellow	cartridge		4		4	12,000.00				0	0.00		4		4	12,000.00				0	0.00	8.00	3,000.00	24,000.00
13	Toner cartridge 310A, magenta	cartridge		4		4	12,000.00				0	0.00		4		4	12,000.00				0	0.00	8.00	3,000.00	24,000.00
14	Brother Toner Cartridge [illegible]	cartridge		6		6	9,000.00				0	0.00		6		6	9,000.00				0	0.00	12.00	3,000.00	36,000.00
15	Brother Toner Cartridge [illegible]	cartridge		6		6	9,000.00				0	0.00		6		6	9,000.00				0	0.00	12.00	3,000.00	36,000.00
16	Brother Toner Cartridge [illegible]	cartridge		6		6	9,000.00				0	0.00		6		6	9,000.00				0	0.00	12.00	3,000.00	36,000.00
17	Brother Toner Cartridge [illegible]	cartridge		6		6	9,000.00				0	0.00		6		6	9,000.00				0	0.00	12.00	3,000.00	36,000.00
18	Brother Toner Cartridge Type [illegible]	cartridge		5		5	5,000.00				0	0.00		5		5	5,000.00				0	0.00	10.00	1,000.00	10,000.00
19	Brother Toner Cartridge Type [illegible]	cartridge		5		5	5,000.00				0	0.00		5		5	5,000.00				0	0.00	10.00	1,000.00	10,000.00
20	Brother Toner Cartridge [illegible]	cartridge		5		5	5,000.00				0	0.00		5		5	5,000.00				0	0.00	10.00	1,000.00	10,000.00
21	Toner for Eagle [illegible]	bottle		10		10	6,000.00				0	0.00		10		10	6,000.00				0	0.00	20.00	600.00	12,000.00
22	Toner for Canon [illegible]	bottle		4		4	20,000.00				0	0.00		4		4	20,000.00				0	0.00	8.00	5,000.00	40,000.00
23	Toner for Ricoh [illegible]	cartridge		4		4	12,000.00				0	0.00		4		4	12,000.00				0	0.00	8.00	3,000.00	24,000.00
24	Toner for Ricoh [illegible]	cartridge		1		1	18,000.00				0	0.00		1		1	18,000.00				0	0.00	6.00	6,000.00	36,000.00
25	Toner for Xerox [illegible]	bottle		12		12	72,000.00				0	0.00		12		12	72,000.00				0	0.00	24.00	6,000.00	144,000.00
26	Toner for Ricoh [illegible]	bottle		4		4	8,000.00				0	0.00		4		4	8,000.00				0	0.00	8.00	2,000.00	16,000.00

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 an 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 Philippine Government Electronic Procurement System (PhilGEPS).

Instructions:

1. Download the revised/latest file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. INSERT the agency's monthly requirements per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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; rather should revise the template.
5. An APP-CSE is considered incorrect or invalid if
   a. form used is other than the prescribed template 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. All 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 shall indicate the items in the PART II and indicate therein the unit prices based on by lot purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region IVA).
   b. Printed, APP 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 for reference of the agency. The file in .xlsx format should be submitted online using the Virtual Store (VS) facility of PhilGEPS website. (Only lawyer-coordinators will be allowed to upload APP-CSEs.)
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 clarification/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-290-6308; 8290-6480 Local 3006-3010

Note: Compliance with Memorandum Circular No. 2020-1 dated 03 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: A-BELLANO BLV., CEBU CITY

Agency Account Code:
Organization Type:

Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-mail:
Telephone/Mobile No.: (032) 255-7172

		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			
27		[illegible]	[illegible]		30		30	30,000.00				0	0.00		18		18	[illegible]				0	0.00	[illegible]	3,000.00	[illegible]
28		[illegible]	[illegible]		10		10	31,000.00				0	0.00		18		18	20,400.00				0	0.00	[illegible]	[illegible]	[illegible]
29		[illegible]	[illegible]		8		8	24,000.00				0	0.00		6		6	18,000.00				0	0.00	[illegible]	[illegible]	[illegible]
30		[illegible]	[illegible]		4		4	20,000.00				0	0.00		4		4	20,000.00				0	0.00	[illegible]	[illegible]	[illegible]
31		[illegible]	roll		2		2	5,800.00				0	0.00		2		2	5,800.00				0	0.00	4.00	[illegible]	[illegible]
32		[illegible]	roll		4		4	12,400.00				0	0.00		4		4	12,400.00				0	0.00	8.00	[illegible]	[illegible]
33							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
34							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
35							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
Other	Supplies																										
1	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
2	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
3	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
4	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
5	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
6	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
7	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
8	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
9	[illegible]	[illegible]					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	[illegible]
10		Distilled Water (for laboratory)	liter(s)	10	20	10	40	4,000.00	20	20	20	60	6,000.00	20	20	20	60	6,000.00	20	20	20	60	6,000.00	240.00	100.00	[illegible]
11		Drugs and Medicines for the Clinic (quarterly)	lot	1			1	10,000.00		1		1	10,000.00		1		1	10,000.00		1		1	10,000.00	4.00	10,000.00	[illegible]

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

Instructions:

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 it in order to purchase CSE from the PS. Consistent with GPPB Circular No. 2016-10 dated November 8, 2016, 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 management file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 swap the template.
5. An APP-CSE is considered incorrect or invalid if:
   a. Item labels 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 changes 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 procured 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.
7. Once accomplished and finalized, the APP-CSE 2021 form must be:
   a. Saved using this format: APP2021_ Name of Agency_ HO or Regional Office (e.g. APP2021_ DBM_Central Office, APP2021_ _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 in pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility in the GPPB website. (Only legal businesses will be allowed to upload APP-CSE's.)
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 while the previous pending. 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/clarifications, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-295-8300; 8290-8300 Local 8806-8810

Note: Conform with Memorandum Circular No. 2020-1 dated 07 June 2020, issued by AO 25, the APP-CSE for CY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: VII
Address: ISLAND RD., CEBU CITY

Agency Account Code: _____
Orientation Time: _____

Contact Person: ISABELITA T. FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No: [illegible]

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price (Estimated)	Total Amount for the year
				Jan	Feb	Mar	QTL	Qty Amount	April	May	June	QTL	Qty Amount	July	Aug	Sept	QTL	Qty Amount	Oct	Nov	Dec	QTL	Qty Amount			
1		Laboratory supplies	lot	1	1	1	3	[illegible]	1	1	1	3	[illegible]	1	1	1	3	[illegible]	1	1	1	3	[illegible]	12.00	678,574.00	[illegible]
2		Laboratory Equipment	lot				0	0.00		1		1	245,000.00				0	0.00				0	0.00	1.00	245,000.00	245,000.00
3		Consumer Goods & Materials	lot	1			1	[illegible]		1		1	[illegible]	1			1	[illegible]		1		1	[illegible]	4.00	1,000,000.00	4,000,000.00
4		Fire Safety Products	lot	1			1	80,000.00	1			1	50,000.00	1			1	65,000.00	1			1	45,000.00	4.00	40,000.00	240,000.00
5		Medical Medicines	lot	1			1	125,000.00	1			1	125,000.00	1			1	125,000.00	1			1	125,000.00	4.00	125,000.00	500,000.00
6		Common Planting Implements	lot		1		1	10,000.00				1	0.00		1		1	20,000.00				0	0.00	1.00	20,000.00	40,000.00
7		Common Farm and Construction Supplies	lot		1		1	10,000.00				1	0.00		1		1	20,000.00				0	0.00	2.00	20,000.00	40,000.00
8		Subscription of Newspaper (Monthly)	lot	1	1	1	3	25,999.99	1	1	1	3	25,999.99	1	1	1	3	[illegible]	1	1	1	3	[illegible]	12.00	8,250.00	99,000.00
9		Petroleum, Oil & Lubricants	lot	1			1	[illegible]				1	0.00				0	0.00				0	0.00	1.00	300,000.00	300,000.00
10		Common electrical supplies	lot			1	1	10,000.00				1	0.00		1		1	10,000.00				0	0.00	2.00	20,000.00	20,000.00
11		Security Services	lot	1			1	[illegible]				1	0.00				0	0.00				0	0.00	1.00	2,000,000.00	2,000,000.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

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

Preamble:
Listed in the 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 it prior 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 templates are 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 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirements per items in the APP-CSE 2021 form.
3. The agency should indicate zero "0" 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 alter 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 agency from other sources, agency must indicate the items in the PART II and indicate Negotiated price based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be
   a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (ex) APP2021_DBM_Central Office, APP2021_DBM_Region (ex).
   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 in .pdf format for reference of the agency. The file in .pdf 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 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 as 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. 8-290-6396/ 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by NCDA, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES
Region: XII
Address: KORONADAL, CITY
Agency Account Code:
Organization Type:
Contact Person: ISRAELITA T. FERRER
Position: Property Officer
E-mail: [illegible]
Telephone/Mobile No.: (083) 228-2772

Items & Specifications	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	As the year	Catalogue	As per year
A. TOTAL																						0		[illegible]
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						0		[illegible]
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						0		
D. GRAND TOTAL (A + B + C)																						0		[illegible]
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)																								
																						0		
G.1 Available at Procurement Service Store					[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		0		[illegible]
G.2 Other items not available at PS but regularly purchased from other sources					[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		0		[illegible]
TOTAL MONTHLY CASH REQUIREMENTS					[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		[illegible]			[illegible]		0		[illegible]

*Agency must cut the monthly requirement for all items both NCR and Entitlement

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:

ISRAELITA T. FERRER
Property/Supply Officer

Date Prepared: 11-09-2020

Certified Funds Available / Certified Appropriate Funds Available:

MARIA VICTORIA D. PEÑA
Accountant / Local Budget Officer

Approved by:

ALLAN L. POQUITA, PhD
Head of Office/Agency

ELENA L. YLANAN
Chief Administrative
OIC - Assistant Regional Director /
OIC - Finance & Admin Division