

Instruction:
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1. Download the worksheet file APP-CSE 2020 template at www.ps-phillips.gov.ph

2. Indicate the agency's monthly requirement per item in the APP-CSE *AGY* form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
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 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
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13. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)589-7750 local 4019.

Region: MAIN & NCR

Position:
E-mail :

SUPPLY OFFICER III
aqicorpuz@nannin.gov.ph
88105453

Page 1 of 2

**Agency must provide the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGE T. CORPUZ
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


NOEL R. VEGA
Accountant / Local Budget Officer

Approved by:


PETER N. MANGCO, PhD, CESO I
Head of Office/Agency

Date Prepared: _____

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2020 FORM

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Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO. AUTHORITY
 Region: MAIN & NCR
 Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency Account Code: H054
 Organization Type: National Government Agency (NSA)

Contact Person:
 Position:
 E-mail:
 Telephone/Mobile Nos:

AUBREY GEORGE T. CORPUZ
 SUPPLY OFFICER III
agtcorguz@denrmla.gov.ph
 88105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Prepared by:

AUBREY GEORGE T. CORPUZ

Certified Funds Available / Certified Appropriate Funds Available:

NOEL R. VEGA

Page 1 of 2

Approved by:

JOSE PETER N. TIANGCO, PhD, CESO I

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2020 FORM

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Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO. AUTHORITY
Region: MAIN & NCR
Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency/Account Code: H054
Organization Type: National Government Agency (NGA)

Contact Person:
Position:
E-mail:
Telephone/Mobile Nos:

AUBREY GEORGE T. CORPUZ
SUPPLY OFFICER III
atcorpuz@denr.nra.gov.ph
88105453

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 Region: MAIN & NCR
 Address: LAMTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency Account Code: H054
 Organization Type: National Government Agency (NGA)

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY OFFICER III
 E-mail: agtc@ps-phileps.gov.ph
 Telephone/Mobile Nos: 981054153

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

2	Automatic Alcohol Dispenser	PCS																	4	5,000.00	20,000
3	Face shields	PCS									20,000								1000	76.00	76,000
4	Sterilizing Solution	gal									76,000								20	2,500.00	50,000
5	PPE (Gray)	PCS									50,000								30	650.00	19,500
6	KN95 Face Mask	box									19,500								100	450.00	45,000
7	Gloves (Large)	box									45,000								10	450.00	45,000
8	Gloves (Medium)	box									45,000								10	750.00	7,500
9	Mist Blower/Defogger	PCS									7,500								1	45,000.00	45,000
10	AC Adapter for Automatic Dispenser	PCS									7,500								35	600.00	21,000
11	UV Box	PCS									21,000								5	5,000.00	25,000
12	Lysol Concentrate	gal									25,000								20	3,500.00	70,000
13	70% Alcohol	gal									70,000								30	750.00	22,500
14	Liquid Soap	gal									22,500								30	550.00	16,500
15	Alcohol	gal									16,500								25	660.00	16,500
16	Liquid soap	gal									16,500								25	500.00	12,500

A. TOTAL

P 454,500.00

B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)

P 45,450.00

C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)

P 499,950.00

E. GRAND TOTAL (A + B+ C)

P 454,500.00


F. APPROVED BUDGET BY THE AGENCY HEAD
 In Figures and Words:

P 454,500.00

G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores			0.00		0.00		0.00		
G.2 Other Items not available at PS but regularly purchased from other sources			0.00		0.00		0.00		
TOTAL MONTHLY CASH REQUIREMENTS			0.00		0.00		0.00		

**Agency must put the monthly requirement for air tickets both local and international.*

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Prepared by: AUBREY GEORGE, CORPUZ  Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: NOEL R. VEGA Accountant / Local Budget Officer

Approved by: WILLIAM L. ANCO, JR.  Head of Office/Agency

Date Prepared: _____

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Agency Account Code: H054
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Contact Person: AUBREY GEORGE T. CORPUZ
Position: SUPPLY OFFICER III
E-mail: jhtcorpuz@narrta.dmv.ph
Telephone/Mobile Nos: 88105453

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the Year								
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1	COVID-19 EMERGENCY SUPPLIES, MATERIALS AND SERVICES																							
2	Various RT-PCR Swab Testing (Government and Private Hospitals and Diagnostic Laboratories)																							
A. TOTAL																						P		1,270,342.57
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		127,034.26
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																								
E. GRAND TOTAL (A + B + C)																						P		1,397,376.83
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P		1,270,342.57
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores														0.00		0.00		0.00		0.00		P	-	
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Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

NOEL R. VEGA
Accountant / Local Budget Officer

Approved by:

Sec. PETER N. TANGCO, BLD, CESO I
Head of Office/Agency

Date Prepared:

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Government Electronic Procurement System (MGPPS)

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2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format that can be downloaded only at www.js-phileps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020 Name of Agency Main or Regional Office (e.g. APP2020 DBM Central Office, APP2020 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.
 - c. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILEPS website. (Only buyerecoordinates will be allowed to upload APP-CSEs)
8. 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.
9. Requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)669-7750 local 4019.

Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO AUTHORITY

Region: MAIN & NCR

Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency Account Code: H054

Organization Type: National Government Agency (NGA)

SECRET

Contact Person:

Position:

E-mail :

Telephone/Mobile Nos.:

AUBREY GEORGE T. CORPUZ
SUPPLY OFFICER III
adtcpruz@pannra.gov.ph
88105453

88105453

88105453

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	COVID-19 EMERGENCY SUPPLIES, MATERIALS AND SERVICES																						#REF!		
2	Washable Cloth Face Mask with NAMRIA Logo											45,000										1000	4.50	45,000	
A. TOTAL																									
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		45,000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if applicable for motor vehicle and other items)																							P		4,500.00
E. GRAND TOTAL (A + B + C)																									
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							P		49,500.00
G. MONTHLY CASH REQUIREMENTS																							P		45,000.00
G.1 Available at Procurement Service Stores																								0.00	
G.2 Other Items not available at PS but regularly purchased from other sources																								0.00	
TOTAL MONTHLY CASH REQUIREMENTS																								0.00	
TOTAL MONTHLY CASH REQUIREMENTS																								0.00	

*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

AUBREY GEORGET. CORPUZ

~~Property~~ Supplier Officer

MOÉL R. VEGA

Accountant / Local Budget Officer

Assoc. PETER N. TIANGCO, PhD, CFSO

Head of Office/Agency

Date Prepared:

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN non-COMMON SUPPLIES AND EQUIPMENT (APP non-CSE) 2020 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 in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 9, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

- Instructions:**
- Download the worksheet file APP-CSE 2020 template at www.gs-phileps.gov.ph
 - Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
 - The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
 - Agency must not delete any item in the template; neither should it include line items or revise the template.
 - An APP-CSE is considered incorrect or invalid if
 - a form used is other than the prescribed format which can be downloaded only at www.gs-phileps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
 - Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
 - Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020 Name of Agency Main or Regional Office (e.g. APP2020 DBM Central Office, APP2020 DBM Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
 - The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at Phileps website. (Only buyercoordinators will be allowed to upload APP-CSEs.)
 - An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
 - For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Department/Bureau/Office: DENR-NATIONAL MAPPING & RESOURCE INFO. AUTHORITY
 Region: MAIN & NCR
 Address: LAWTON AVE., FORT BONIFACIO, TAGUIG CITY

Agency Account Code: H054
 Organization Type: National Government Agency (NSA)

Contact Person:
 Position:
 E-mail:
 Telephone/Mobile Nos:

AUBREY GEORGE T. CORRALIZ
 SUPPLY OFFICER III
arcoraibuy@nmda.gov.ph
 88105453

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												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	Total Quantity for the Year	Price Catalogue	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	COVID-19 EMERGENCY SUPPLIES AND MATERIALS																								
2	Foot Bath	pcs						7,000				7,000											5	1,400.00	7,000
3	Spray Bottle	bottle						11,000				11,000											150	73.34	11,000
4	Paper Towel	roll						10,000				10,000											50	200.00	10,000
5	Emergency Battery Charger with 2 rechargeable battery	pcs						36,000				36,000											20	1,800.00	36,000
6	Disinfecting solution Concentrate	liter						16,000				16,000											20	800.00	16,000
7	Gloves	box						14,000				14,000											20	700.00	14,000
8	Sterilizing Disinfecting solution	gal						22,000				22,000											20	1,100.00	22,000
9	Hand Sanitizer	gal						14,000				14,000											20	700.00	14,000
10	Alcohol	gal						14,000				14,000											20	1,800.00	36,000
11	Surface Disinfecting Solution	gal						36,000				36,000											1000	50.00	50,000
12	Face Mask (Cloth)	pcs						50,000				50,000											200	150.00	30,000
13	Face shield	pcs						30,000				30,000											20	2,000.00	40,000
14	Sanitizing Solution (environment-friendly)	gal						40,000				40,000													
15																									
16																									
A. TOTAL																							P	300,000.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	30,000.00	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																									
E. GRAND TOTAL (A + B+ C)																							P	330,000.00	
F. APPROVED BUDGET BY THE AGENCY HEAD																							P	300,000.00	
In Figures and Words:																									

G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores			0.00			0.00		0.00	P
G.2 Other Items not available at PS but regularly purchased from other sources			0.00			300,000.00		0.00	P
TOTAL MONTHLY CASH REQUIREMENTS			0.00			300,000.00		0.00	P

**Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: _____ Certified Funds Available / Certified Appropriate Funds Available: _____ Approved by: _____


AUBREY GEORGE T. CORPUZ
Property/Supplier Officer

NOEL R. VEGA
Accountant / Local Budget Officer


PETER N. TANACO, PhD, CESO I
Head of Office/Agency

Date Prepared: _____