APP-CSE 2023 FORM as of September 14, 2022

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM #02

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
2.0 All information must be provided accurately.
3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

*Note: Consistent with the **Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022,** the APP-CSE for FY 2023 must be submitted on or before **30 September 2022.***

Department/Bureau/Office: Philippine Center for Economic Develc
Region: NCR
Address: Encarnacion Hall, UP School of Econc
M. Guererro St., Diliman Quezon City

Agency Code/UACS: X410
Organization Type: GOCC

Contact Person: Gerlie P. Paloma
Position: Admin Officer III
E-mail : gerlie.paloma@pced.gov.ph
Telephone/Mobile Nos: 02-8-9279686 loc 207

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2021)	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 PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	1	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	1	23,623.60	23,623.60

A. TOTAL		**P 23,623.60**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		**P 2,362.36**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		**P -**
D. GRAND TOTAL (A + B+ C)		**P 25,985.96**
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		

We hereby warrant that the total amount reflected in this Annual 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:

Gerlie P. Paloma
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Jan Carlo B. Punongbayan
Accountant / Budget Officer

Approved by:

Ma. Joy V. Abrenica
Head of Office/Agency

Date Prepared: 24 May 2023

PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT
SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000000001000	DOCUMENT CAMERA	Joseph Angelo B. Nuñez	NO	NP-53.5 Agency-to-Agency	Jun-23	Jun-23	Jun-23	Jun-23	GoP	24,000.00	24,000.00		1 unit for use of Procurement Office, available at Procurement Service
	*** nothing follows ***												

Subtotal	24,000.00
Add: Contingency	-
TOTAL BUDGET	**24,000.00**

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

JOSEPH ANGELO B. NUÑEZ
Administrative Assistant II

Approved By:

LAARNI C. ESCRESA-GUILLERMO
Division Chief III