

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

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 October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Procurement System (MGEPS).

It file APP-CSE 2019 template at www.ps-phillgeps.gov.ph monthly requirement per item in the APP-CSE 2019 form. State zero if an item is not being purchased by the agency or purchased for a particular month. any item in the template; neither should it include line items or revise the template. d incorrect or invalid if ar than the prescribed format which can be downloaded only at www.ps-phillgeps.gov.ph and; used but fields were deleted and/or inserted in PART I of the template

Items 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 chase.

Finalized, the APP-CSE 2019 form should be: format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA). 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. APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted. 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 the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.

For clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: University of the Philippines Mindanao Agency Account Code: _____ Contact Person: Ms Socorro Brenda Acuna
 Region: Davao City Organization Type: SUC Position: Chief Administrative Officer
 Address: _____ E-mail: bac.upmindanao@up.edu.ph
 Telephone/Mobile Nos: (082) 293-0016

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct				Nov	Dec	Q4 AMOUNT	
Airline Ticket	ticket	19	19	19	19	19	20	58	0.00	20	20	20	60	0.00	19	19	58	0.00	333.00	2,329,000.00
Articles																				
Executive Functions																				
Personnel, Equipment, Supplies, Product and Materials																				
Passenger Van single displacement not exceeding 3000 cc for rest or general urban use where road conditions are generally good	unit	1						0	#N/A				0	#N/A			0	#N/A	1.00	1,800,000.00
																		P4,129,000.00		

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								P 4,129,000.00
THE AGENCY HEAD								P 4,129,000.00
REMENTS							P	

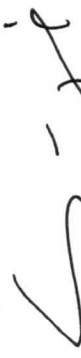
Agency must put the monthly requirement for air tickets both local and international.

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: 
 Socorro Brenda E Acuna
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

 Teresita V. Lagsub
 Accountant / Local Budget Officer

Approved by: 
 Prof. Larry N. Diga, Ph.D.
 Head of Office/Agency

Date Prepared: 28 March 2019