

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
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 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.
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.
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.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office:	DEPARTMENT OF HEALTH - MAIN	Agency Account Code:	K091	Contact Person:	James Remar Y. Fajardo
Region:	MAIN & NCR	Organization Type:	National Government Agency (NGA)	Position:	Administrative Officer III
Address:	San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	E-mail :			jfajardo.doh@gmail.com
		Telephone/Mobile Nos:			8651-7800 local 1627

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 I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Perfumes or Colognes or Fragrances																										
2	53131626-HS-501	HAND SANITIZER, 500 ml	bottle			200	200	44,000.00							0	0.00						0	0.00	200.00	220.00	44,000.00
Alcohol or Acetone Based Antiseptics																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle			10,600	10,600	2,180,000.00							0	0.00						0	0.00	10,600.00	205.66	2,180,000.00
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon			100	100	72,000.00							0	0.00						0	0.00	100.00	720.00	72,000.00
Medical Thermometers and Accessories																										
50	42182201-EM-T01	THERMOGUN	piece			200	200	900,000.00							0	0.00						0	0.00	200.00	4,500.00	900,000.00
Cleaning Equipment and Supplies																										
63	51241552-SH-501	SODIUM HYPOCHLORITE, 3.785 liters	gallon			50	50	15,000.00							0	0.00						0	0.00	50.00	300.00	15,000.00

PERSONAL PROTECTIVE EQUIPMENT																								
83	42131601-PA-A01	APRONS	pieces		40,000	40,000	4,400,000.00				0	0.00				0	0.00			0	0.00	40,000.00	110.00	4,400,000.00
84	46181503-CA-C01	COVERALL	pieces		360,000	360,000	954,000,000.00				0	0.00				0	0.00			0	0.00	360,000.00	2,650.00	954,000,000.00
85	46181702-FS-F01	FACESHIELD	pieces		900,000	900,000	543,600,000.00				0	0.00				0	0.00			0	0.00	900,000.00	604.00	543,600,000.00
86	46181804-GG-G01	GOGGLES	pieces		90,000	90,000	44,100,000.00				0	0.00				0	0.00			0	0.00	90,000.00	490.00	44,100,000.00
87	42131612-MS-G01	GOWN	pieces		360,000	360,000	162,000,000.00				0	0.00				0	0.00			0	0.00	360,000.00	450.00	162,000,000.00
88	42131711-HC-H01	HEAD COVER	pieces		300,000	300,000	2,100,000.00				0	0.00				0	0.00			0	0.00	300,000.00	7.00	2,100,000.00
89	42131609-SC-S01	SHOECOVER	pairs		220,000	220,000	3,960,000.00				0	0.00				0	0.00			0	0.00	220,000.00	18.00	3,960,000.00
90	42132203-MG-G01	GLOVES	box		2,800	2,800	840,000.00				0	0.00				0	0.00			0	0.00	2,800.00	300.00	840,000.00
91	42131713-SM-M01	SURGICAL MASK	pieces		3,200,000	3,200,000	88,250,000.00				0	0.00				0	0.00			0	0.00	3,200,000.00	27.58	88,250,000.00
92	46182008-RM-M01	MASK N95	pieces		500,000	500,000	33,500,000.00				0	0.00				0	0.00			0	0.00	500,000.00	67.00	33,500,000.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
A. TOTAL																					P	1,839,961,000.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	183,996,100.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																								
D. GRAND TOTAL (A + B + C)																					P	2,023,957,100.00		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					P	-		
F. MONTHLY CASH REQUIREMENTS																					P	-		
G.1 Available at Procurement Service Stores						1,839,961,000.00					-										-	P	1,839,961,000.00	
G.2 Other Items not available at PS but regulary purchased from other sources																							P	-
TOTAL MONTHLY CASH REQUIREMENTS						1,839,961,000.00					-										-	P	1,839,961,000.00	


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:


 CRISPINITA A. VALDEZ, CESO III
 DIRECTOR IV, Procurement Service

Date Prepared: 25 March 2020

Certified Funds Available / Certified Appropriate Funds Available:


 ROWENA C. LORA, CPA, MM
 OIC- Director IV, Financial and Management Service

By Authority of the Secretary of Health:


 MA. CAROLINA VIDAL-TAINO, CPA, MGM, CESO I
 Undersecretary of Health
 Procurement and Supply Chain Management Team