

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM
Supplemental 3**

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:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.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
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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.
- 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 PhilGEPS website. (Only buyer coordinators 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:	Energy Regulatory Commission	Agency Account Code:	A065	Contact Person:	Roselle M. Guintu
Region:	Main & NCR	Organization Type:	National Government Agency (NGA)	Position:	Administrative Officer III
Address:	Pacific Center Bldg San Miguel Avenue Pasig City	E-mail :		E-mail :	rmguintu@erc.gov.ph
		Telephone/Mobile Nos:	706-5259		

*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**.*



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																									
Information and Communication Technology (ICT) Equipment and Devices and Accessories																									
1	Microsoft Office 0365	lot				0	0.00		264		264	1,693,525.68				0	0.00			0	0.00	264.00	6414.87	1,693,525.68	
A. TOTAL																								P	1,693,525.68
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	169,352.57
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																									
D. GRAND TOTAL (A + B + C)																								P	1,862,878.25
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								P	-
F. MONTHLY CASH REQUIREMENTS																								P	-
G.1 Available at Procurement Service Stores												1,693,525.68												P	1,693,525.68
G.2 Other Items not available at PS but regulary purchased from other sources																								P	-
TOTAL MONTHLY CASH REQUIREMENTS												1,693,525.68												P	1,693,525.68

**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: 
ROSELLE M. GUINTU
 Administrative Officer III
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: 
ZIE LA MARIE S. R. MAY
 Administrative Officer V, Budget Division
 Accountant / Local Budget Officer

Approved by: 
AGNES V. DEVANADERA
 Chairperson and CEO
 Head of Office/Agency 

Date Prepared: May 22, 2020