

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated 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 Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 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 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: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. 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.
- 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 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

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.

Department/Bureau/Office:	<u>Philippine Amusement and Gaming Corporation</u>	Agency Account Code:	<u></u>	Contact Person:	<u>Jocelyn S. Billones</u>
Region:	<u>NGR</u>	Organization Type:	<u>GOCC</u>	Position:	<u>Senior Procurement Officer</u>
Address:	<u>1105 Carmen Bldg. UN Ave. Corner Maria Orosa, Ermita Manila</u>			E-mail:	<u>jocelyn.billones@pagcor.ph</u>
				Telephone/Mobile Nos:	<u>7553711</u>

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																				
Information and Communication Technology (ICT) Equipment and Devices and Accessories																																									
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00									3000	3000	117,624,000.00	3,000.00	39,208.00	117,624,000.00														
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0	0.00				0	0.00									0	0.00	0.00	0.00	21.79	0.00														
69	43201827-HD-W02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0	0.00				0	0.00									0	0.00	0.00	0.00	2,724.80	0.00														
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece				0	0.00				0	0.00									0	0.00	0.00	0.00	276.64	0.00														
71	43211505-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00									0	0.00	0.00	0.00	35,916.40	0.00														
72	43211708-MO-C01	MOUSE, optical, USB connection type	unit				0	0.00				0	0.00									0	0.00	0.00	0.00	134.99	0.00														
73	43212002-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00									0	0.00	0.00	0.00	33,131.28	0.00														
74	43212002-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00									0	0.00	0.00	0.00	7,995.52	0.00														
75	43212005-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00									0	0.00	0.00	0.00	724.88	0.00														
76		PRINTER, LASER, Color	unit				0	0.00				0	0.00									0	0.00	0.00	0.00		0.00														
77		PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00									0	0.00	0.00	0.00		0.00														
78		PRINTER, Inkjet, Color	unit				0	0.00				0	0.00									0	0.00	0.00	0.00		0.00														
79		Hub/Switches	unit				0	0.00				0	0.00									0	0.00	0.00	0.00		0.00														

80	Network Routers	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
81	Wireless Access Point	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
SOFTWARE																						
1	Business function specific software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
2	Finance accounting and enterprise resource planning ERP software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
3	Computer game or entertainment software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
4	Content authoring and editing software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
5	Content management software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
6	Data management and query software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
7	Development software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
8	Educational or reference software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
9	Industry specific software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
10	Network applications software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
11	Network management software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
12	Networking software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
13	Operating environment software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
14	Security and protection software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
15	Utility and device driver software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
16	Information exchange software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00	
OTHER SOFTWARE																						
1	Office Std Dev SL - Academic				0	0.00			0	0.00			0	0.00			2700	2700	8,515,827.00	2,700.00	3,154.01	8,515,827.00
2	Office Std Dev SL - Government				0	0.00			0	0.00			0	0.00			300	300	5,509,389.00	300.00	18,364.63	5,509,389.00
3					0	0.00			0	0.00			0	0.00			0	0.00	0.00			0.00

A. TOTAL		#N/A
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		#N/A
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)		
D. GRAND TOTAL (A + B + C)		#N/A
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		P
F. MONTHLY CASH REQUIREMENTS		P
G.1 Available at Procurement Service Stores	X	131,649,216.00 P 131,649,216.00
G.2 Other Items not available at PS but regularly purchased from other sources	X	P
TOTAL MONTHLY CASH REQUIREMENTS	X	131,649,216.00 P 131,649,216.00

*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:

ATTY. HERNANDO C. APIGO
Property Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

SHARON J. QUINTANILLA
Accounting / Local Budget Officer

Approved by:

ANDREA D. DOMINGO
Head of Office/Agency

Date Prepared: _____

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PROCUREMENT
DEPARTMENT
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