

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN 2024

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: <u>MINES & GEOSCIENCES BUREAU</u>	Agency Code/UACS: <u>H-048</u>	Contact Person: <u>VENUS AMOR R. SARMIENTO</u>
Region: <u>MAIN</u>	Organization Type: <u>NGA</u>	Position: <u>HEAD, BAC SECRETARIAT</u>
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
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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 II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
Other Supplies Expenses																										
1	Tokens for 2024 Year-End Assembly	lot	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	275,000.00	1	275,000.00	275,000.00	
Printing and Publication Expenses																										
2	Printing and Binding of the Groundwater Atlas of the Philippines	lot	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	50,000.00	1	50,000.00	50,000.00	
A. TOTAL																						P		325,000.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		32,500.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-		
D. GRAND TOTAL (A + B + C)																						P		357,500.00		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		THREE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED PESOS																								

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:

HANZ C. BERNARDO
 Property/Supply Officer

VENUS AMOR R. SARMIENTO
 Head BAC Secretariat

Certified Funds Available / Certified Appropriate Funds Available:

SHANYLALE G. DIONISIO
 Chief, Accounting Section

Approved by:

MICHAEL V. CABALDA
 Assistant Secretary for Mining Concerns
 and concurrent OIC Director, MGB


Date Prepared: November 27, 2024