

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023-2

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: MINES & GEOSCIENCES BUI
 Region: MAIN
 Address: NORTH AVENUE, DILIMAN Q

Agency Code/UACS: H-048
 Organization Type: NGA

Contact Person: VENUS AMOR R. SARMIENTO
 Position: HEAD, BAC SECRETARIAT
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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)																										
5020201002 Training Expenses																										
1	LGSD POD training-workshop series (AM Snack + Lunch of 38 pax for preferably 7 days, 12 pax for preferably 4 days; sched is 9am-2pm for 7 working days but flexible arrangement depending on final training design)	lot				0	0.00				0	0.00				0	0.00			1		1	125,600.00	1	125,600.00	125,600.00
5020301002 Office Supplies Expenses																										
2	Large Mousepad, Soft	piece				0	0.00				0	0.00				0	0.00			4		4	4,400.00	4	1,100.00	4,400.00
3	Extension cord with surge protector, universal plug	piece				0	0.00				0	0.00				0	0.00			8		8	10,070.40	8	1,258.80	10,070.40
4	Universal socket adapter	piece				0	0.00				0	0.00				0	0.00			20		20	10,000.00	20	500.00	10,000.00
5	Fuser Unit for OKI ES8473	piece				0	0.00				0	0.00				0	0.00			2		2	21,600.00	2	10,800.00	21,600.00
6	Epson 003 original ink, black	piece				0	0.00				0	0.00				0	0.00			30		30	9,300.00	30	310.00	9,300.00
7	Field Notebook (All weather, at least 4" x 6", hard cover)	pieces				0	0.00				0	0.00				0	0.00			10		10	10,000.00	10	1,000.00	10,000.00
5020308000 Medical, Dental and Laboratory Supplies Expenses																										
8	Calibration standard (REE) 100 µg/mL	bottle				0	0.00				0	0.00				0	0.00			2		2	60,000.00	2	30,000.00	60,000.00
5020321003 Semi-Expandable Machinery and Equipment- ICT Equipment																										
9	Ruggedized Portable Solid State Drive, 4TB, USB 3.2 Interface, with case	piece				0	0.00				0	0.00				0	0.00			4		4	94,974.60	4	23,743.65	94,974.60
10	Mechanical Keyboard, wireless, programmable	piece				0	0.00				0	0.00				0	0.00			4		4	43,105.20	4	10,776.30	43,105.20
11	Mouse, wireless, programmable, rechargeable	piece				0	0.00				0	0.00				0	0.00			4		4	37,475.00	4	9,368.75	37,475.00
12	Monitor, 27", OLED, 1500 nits, 144 hz	piece				0	0.00				0	0.00				0	0.00			4		4	112,975.00	4	28,243.75	112,975.00
13	USB 3.0 Flash Drive, 512 GB	piece				0	0.00				0	0.00				0	0.00			4		4	15,995.00	4	3,998.75	15,995.00
5020321013 Semi-Expandable- Technical and Scientific Equipment																										

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		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
14	Handheld GPS (button-operated handheld with altimeter and compass, powered by internal Li-ion rechargeable battery, waterproof)	piece				0	0.00							0	0.00					4		4	199,600.00	4	49,900.00	199,600.00	
5020322001 Semi-Expandable Expenses-Furnitures & Fixtures																											
15	Mobile Pedestal	piece				0	0.00							0	0.00					4		4	26,774.40	4	6,693.60	26,774.40	
16	Whiteboard 1.5m x 2m	piece				0	0.00							0	0.00					1		1	18,000.00	1	18,000.00	18,000.00	
5020399000 Other Supplies Expenses																											
17	Token	pcs				0	0.00							0	0.00					20		20	10,000.00	20	500.00	10,000.00	
18	T-shirt	pcs				0	0.00							0	0.00					20		20	10,000.00	20	500.00	10,000.00	
19	AA rechargeable battery with charger (Pack of 4) battery: NiMH, up to 2550 mAh max capacity charger: rapid charge (4 pcs AA: 4 hrs), with individual battery charge control and indicator	piece				0	0.00							0	0.00					7		7	21,000.00	7	3,000.00	21,000.00	
20	Headlamp Rechargeable LED Headlamp-IPX4 Water Resistant	piece				0	0.00							0	0.00					10		10	11,900.00	10	1,190.00	11,900.00	
21	Car Battery Charger 12V/24V Automatic Conversion, 240W Input Power, 9A/7A Output, 200 Ah Max Capacity, Heavy Duty, Fast Charging	unit				0	0.00							0	0.00					1		1	1,000.00	1	1,000.00	1,000.00	
22	Heavy Duty Plastic Sample Bags 8x14 004 PE 100/pack	pack				0	0.00							0	0.00					10		10	10,000.00	10	1,000.00	10,000.00	
23	Heavy Duty Plastic Sample Bags 10x16 004 PE 100/pack	pack				0	0.00							0	0.00					10		10	10,000.00	10	1,000.00	10,000.00	
24	ReflectORIZED Adhesive Hologram Tape 50mm x 3m, Green	roll				0	0.00							0	0.00					10		10	3,000.00	10	300.00	3,000.00	
5021199000 Other Professional Services																											
25	Laboratory Analysis of Samples for Mo, Sb, Pd, & Pt	lot				0	0.00							0	0.00					100		100	200,000.00	100	2,000.00	200,000.00	
26	Annual Physical Examination Package to include the Following: CBC, Urinalysis, Fecalysis, Chest X-ray, Fasting Blood Sugar, ECG, Lipid Profile & Blood Chemistry	lot				0	0.00							0	0.00					230		230	1,644,500.00	230	7,150.00	1,644,500.00	
5021299000 Other General Services																											
27	Equipment Rental Service (for the celebration of MGB 125th Anniversary)	lot				0	0.00							0	0.00					1		1	200,000.00	1	200,000.00	200,000.00	
5021305012 R & M - Printing Equipment																											
28	Photocopier MC Kit- for Sharp DX 2500N	kit				0	0.00							0	0.00					4		4	9,780.00	4	2,445.00	9,780.00	
29	Photocopier Drum- for Sharp DX 2500N	pc				0	0.00							0	0.00					4		4	13,988.00	4	3,497.00	13,988.00	
30	Photocopier Developer (Black)- for Sharp DX 2500N	Cart				0	0.00							0	0.00					1		1	3,850.00	1	3,850.00	3,850.00	
31	Photocopier Developer (CYM)- for Sharp DX 2500N	Set				0	0.00							0	0.00					1		1	40,612.00	1	40,612.00	40,612.00	
32	Photocopier Dv Unit (blk)- for Sharp DX 2500N	Unit				0	0.00							0	0.00					1		1	7,748.00	1	7,748.00	7,748.00	
5021305014 R & M - Maintenance - Machinery and Equipment - Technical and Scientific Equipment																											
33	Emergency button replacement for one (1) Syscal R1 Plus Unit: 1x On-Off Switch	unit				0	0.00							0	0.00					1		1	3,800.00	1	3,800.00	3,800.00	
34	Screen replacement for one (1) Syscal R1 Plus Unit: 1x LCD Screen	unit				0	0.00							0	0.00					1		1	40,000.00	1	40,000.00	40,000.00	
5029902000 Printing and Publication Expenses																											
35	For mass printing of updated IEC flyers and posters (including courier services to ROs)	unit				0	0.00							0	0.00					1		1	161,461.75	1	161,461.75	161,461.75	
36	For mass printing of updated IEC flyers and posters (including courier services to ROs)	unit				0	0.00							0	0.00					1		1	24,288.25	1	24,288.25	24,288.25	
5029903000 Representation																											
37	Legal Service Division Assessment of Accomplishment cum Strategic Planning and Mines Adjudication Board Secretariat Case Conference on November 13-17, 2023 a. Full Board Accommodation (2,500/day x 5 days for 17pax)	lot				0	0.00							0	0.00					1		1	212,500.00	1	212,500.00	212,500.00	
38	Conduct of MAB Deliberation on the 1st week of December (Full Board Accommodation- 2,500 x 20pax x 2 Days)	lot				0	0.00							0	0.00					1		1	100,000.00	1	100,000.00	100,000.00	
39	MGB Anniversary Celebration, DENR Year-end Celebration & MGB Year-end Celebration	lot				0	0.00							0	0.00					1		1	450,000.00	1	450,000.00	450,000.00	
5029907001 Subscription Expenses-ICT Software Subscription																											
40	Subscription to remote sensing image processing software	lot				0	0.00							0	0.00					1		1	1,091,932.59	1	1,091,932.59	1,091,932.59	

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5060405014 CO - Technical and Scientific Equipment																									
41	Real Time Kinematic GPS - Landslide Monitoring Device	lot				0	0.00				0	0.00		2		2	105,600.14				0	0.00	2	52,800.07	105,600.14
42	Laptop with Accessories	lot				0	0.00				0	0.00		4		4	403,199.84				0	0.00	4	100,799.96	403,199.84
43	Real Time Kinematic (RTK) Positioning System - Smart Antenna	unit				0	0.00				0	0.00		2		2	2,270,000.00				0	0.00	2	1,135,000.00	2,270,000.00
44	Antivibration Table for Sample Preparation and Laboratory Analysis in Karst Research	unit				0	0.00				0	0.00		1		1	330,000.00				0	0.00	1	330,000.00	330,000.00
45	Rotating Grinder-Polisher, two-slot	pieces				0	0.00				0	0.00				0	0.00				1	1	1,800,000.00	1,800,000.00	1,800,000.00
A. TOTAL																								P	9,990,030.17
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	999,003.02
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P	-
D. GRAND TOTAL (A + B + C)																								P	10,989,033.19
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Ten Million Four Hundred Ninety-Four Thousand Thirty-Three and 19/100																							

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 budg

Prepared by: 
 VENUS AMOR R. SARMIENTO
 Head BAC Secretariat

Certified Funds Available / Certified Appropriate Funds Available:

 GLORIA D. MENDOZA
 OIC, Financial Management Division
 Head, Accounting Unit

Approved by: 
 ATTY. DANILO U. UYKIENG
 OIC, Director

Date Prepared: November 9, 2023