

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: The APP-GSE form must be assembled using Microsoft Excel format. The APP-GSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.

- 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: Bases Conversion and Development Authority (BCDA)

Region: National Capital Region (NCR)

Address: 2/F Bonifacio Technology Center, 31st St., cor. 2nd Ave. Bonifacio Global City, Taguig City, 1634 Philippines

Contact Person:

Position:

E-mail :

Telephone/Mobile Nos:

Lohren D. Cabellon

Property Assistant II

Idcabellon@bcda.gov.ph

8575-1700

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35		STAPLE W/RE. HD, SIZE 23/8, 1218	BOX	0	3	0	3	72	0	3	0	3	72	0	3	0	3	72	0	3	0	3	72	12	24.00	288.00
36		EQUIPMENT Drone	UNIT	0	1	0	1	1750000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1,750,000	1,750,000.00	
37		EQUIPMENT Sound System	UNIT	0	1	0	1	300000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	300,000	300,000.00	
38		EQUIPMENT Heavy Duty Automatic Date and Time Stamper Machine	UNIT	0	1	0	1	150000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	150,000	150,000.00	
39		IT EQUIPMENT Desktop	UNIT	0	1	0	1	80000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	80,000	80,000.00	
40		IT EQUIPMENT Notebook 15"	UNIT	0	24	0	24	1920000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	80,000	1,920,000.00	
41		IT EQUIPMENT PC WorkStation - Desktop	UNIT	0	4	0	4	560000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	140,000.00	560,000.00	
42		IT EQUIPMENT Notebook 13"	UNIT	0	2	0	2	160000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	80,000.00	160,000.00	
43		IT EQUIPMENT Macbook 13"	UNIT	0	2	0	2	160000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	80,000.00	160,000.00	
44		Barcode Scanner	UNIT	0	1	0	1	80000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	80,000.00	80,000.00	
45		Barcode Printer	UNIT	0	1	0	1	60000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	60,000.00	60,000.00	
46		PRINTER Portable	UNIT	0	1	0	1	40000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	40,000.00	40,000.00	
47		SOFTWARE MS Office (Windows)	UNIT	0	29	0	29	551000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29	19,000.00	551,000.00	
48		SOFTWARE AutoCAD	UNIT	0	2	0	2	180000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	90,000.00	180,000.00	
49		SOFTWARE Adobe Photoshop	UNIT	0	2	0	2	100000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	50,000.00	100,000.00	
50		SOFTWARE MS Office (Mac)	UNIT	0	2	0	2	38000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	19,000.00	38,000.00	
51		SOFTWARE Adobe Acrobat Standard Additional	UNIT	0	2	0	2	24000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12,000.00	24,000.00	
52		EQUIPMENT Oxygen Concentrator Machine	UNIT	0	4	0	4	100000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	25,000.00	100,000.00	
53		EQUIPMENT Air Purifier	UNIT	0	3	0	3	60000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	20,000.00	60,000.00	
54		EQUIPMENT Electronic Binding Machine	UNIT	0	1	0	1	50000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	50,000.00	50,000.00	
55		EQUIPMENT Desktop Plastic Comb Punching and Binding Machine	UNIT	0	1	0	1	40000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	40,000.00	40,000.00	
56		COVID 19 RELATED		0	1	0	1	1272918.87	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1,272,918.87	1,272,918.87	
A. TOTAL																							10,403,000.00			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							1,040,300.00			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A + B+ C)																							11,443,300.00			
E. APPROVED BUDGET BY THE AGENCY HEAD																										
In Figures and Words:																										

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:

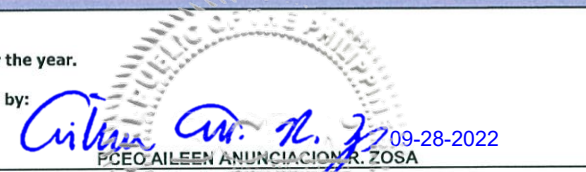

ELMER C. ELIZAGA
Property/Supply Officer

Date Prepared: 16 September 2022

Certified Funds Available / Certified Appropriate Funds Available:


HEDDA Y. RULONA
Accountant / Budget Officer

Approved by:


09-28-2022
PCOO/AILEEN ANUNCIACION R. ZOSA
Head of Office/Agency