

## 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](http://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](http://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.

Department/Bureau/Office: Social Housing Finance Corporation  
 Region: Main & NCR  
 Address: 3rd Floor, 8737 BDO Plaza, Paseo de Roxas, Makati City

Agency Account Code: X285  
 Organization Type: Government Owned and Controlled Corporation (GOCC)

Contact Person: Dulce C. Abusman  
 Position: Head of BAC Secretariat  
 E-mail: [dulce\\_abusman@yahoo.com](mailto:dulce_abusman@yahoo.com)  
 Telephone/Mobile Nos: 817-3168

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
Motor Vehicles																										
A. For the Exercise of the Executive Functions																										
25101503-VA101A	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for gasoline  For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00					0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

1	25101503-VA101B	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for diesel  For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101507-VA201A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)  Engine displacement not exceeding 2000 cc for gasoline  For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101507-VA201B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV)  Engine displacement not exceeding 2800 cc for diesel  For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
2	25101503-VA102A	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for gasoline  For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101503-VA102B	Car (Sedan or Hatchback) Engine displacement not exceeding 3500 cc for diesel  For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101503-VA103A	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline  For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101503-VA103B	Car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel  For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00



3	25101507-VA202A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline  For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				0	0.00			0	0.00			0	0.00		0	0.00	0.00	0.00	0.00
	25101507-VA202B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel  For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Chief of Staff of the Armed Forces of the Philippines (AFP)	unit				1	2,800,000.00			0	0.00			0	0.00		0	0.00	1.00	2,800,000.00	2,800,000.00
4	25101503-VA104A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline  For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00			0	0.00			0	0.00		0	0.00	0.00	0.00	0.00
	25101503-VA104B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel  For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00			0	0.00			0	0.00		0	0.00	0.00	0.00	0.00
	25101507-VA203A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline  For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00			0	0.00			0	0.00		0	0.00	0.00	0.00	0.00
	25101507-VA203B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel  For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP	unit				0	0.00			0	0.00			0	0.00		0	0.00	0.00	0.00	0.00

5	25101503-VA105A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
	25101503-VA105B	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
	25101507-VA204A	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
	25101507-VA204B	Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and LGUs	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

**B. For the Transport of Personnel, Equipment, Supplies, Product and Materials**

1	25101507-VB101A	Pick-up Engine displacement not exceeding 2200 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
	25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
	25101900-VB201A	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00



	25101900-VB201B	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00
	25101505-VB301A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline For general urban use where road conditions are generally good	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00
	25101505-VB301B	Passenger Van Engine displacement not exceeding 3000 cc for diesel For general urban use where road conditions are generally good	unit				2	3,400,000.00					0	0.00				0	0.00	2.00	1,700,000.00	3,400,000.00
2	25101900-VB401A	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline For general urban use where road conditions are generally good	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00
	25101900-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit				15	24,835,937.50					0	0.00				0	0.00	15.00	1,655,729.17	24,835,937.50
3	25101801-VB5-01	Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00
	25101505-VB302A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00
4	25101505-VB302B	Passenger Van Engine displacement not exceeding 3000 cc for diesel For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit				0	0.00					0	0.00				0	0.00	0.00	0.00	0.00

5	25101502-VB6-01	Bus Engine displacement not exceeding 8500 cc for diesel  For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
	25101502-VB7-01	Mini-Bus Engine displacement not exceeding 4500 cc for diesel  For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00

**C. For the Transport of Sick and/or Injured Persons**

1	25101900-VC101A	MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
	25101900-VC101B	MPV (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
	25101703-VC201A	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
	25101703-VC201B	Passenger Van (For conversion into an ambulance and fitted with the necessary medical equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00



25101703-VC3-01	Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units)  For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
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D. For Patrol Operations

25101702-VD101A	Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
25101702-VD101B	Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
25101702-VD201A	Patrol Vehicle AUV or CUV Engine displacement not exceeding 2000 cc for gasoline  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
25101702-VD201B	Patrol Vehicle AUV or CUV Engine displacement not exceeding 2500 cc for diesel  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
25101702-VD301A	Patrol Jeep Assembled owner-type jeepney Engine displacement not exceeding 1800 cc for gasoline  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00
25101702-VD301B	Patrol Jeep Assembled owner-type jeepney Engine displacement not exceeding 2500 cc for diesel  For patrol operations within a city or municipal proper	unit					0	0.00					0	0.00					0	0.00			0	0.00	0.00	0.00	0.00

2	25101702-VD4-01	Patrol Motorcycle Specifications may vary according to the Motorcycle For patrol operations within a city or municipal proper	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101702-VE101A	Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for gasoline For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101702-VE101B	Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 2000 cc for diesel For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101702-VE2-01	Patrol Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas For highway patrol operations Patrol car where speed and stability are critical when pursuing other speedy vehicles	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00

F. For Disaster Response and Rescue/Relief Operations

1	25101703-VF101A	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00
	25101703-VF101B	MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2500 cc for diesel For mobility purposes and immediate response during disasters and calamities	unit				0	0.00				0	0.00				0	0.00		0	0.00	0.00	0.00	0.00	0.00



2	25101507-VF201A	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline  For mobility purposes and immediate response during disasters and calamities.	unit					0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	0.00
	25101507-VF201B	Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 3000 cc for diesel  For mobility purposes and immediate response during disasters and calamities.	unit					0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	0.00
3	25101801-VF3-01	Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas  For mobility purposes and immediate response during disasters and calamities.	unit					0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	0.00

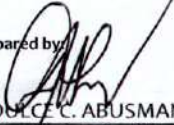
#### H. For Fire Fighting Operations

1	25101701-VH1-01	Fire Truck Custom-built fire trucks (slier versions are built/manufactured locally) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.  To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit					0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	0.00
2	25101701-VH2-01	Original Fire Truck (More sophisticated versions and fully equipped according to the intended use) Specifications may vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed fire truck must be supplied by the requesting agency.  To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintenance of a fire-fighting unit	unit					0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	0.00

A. TOTAL		P	31,035,937.50
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	-
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)			
D. GRAND TOTAL (A + B + C)		P	31,035,937.50
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		P	-
F. MONTHLY CASH REQUIREMENTS		P	-
G.1 Available at Procurement Service Stores		P	-
G.2 Other Items not available at PS but regularly purchased from other sources		P	-
TOTAL MONTHLY CASH REQUIREMENTS		P	-

\*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:   
 \_\_\_\_\_  
 DULCE C. ABUSMAN  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 \_\_\_\_\_  
 DANTE M. ANABE  
 Accountant / Local Budget Officer

Approved by:   
 \_\_\_\_\_  
 ATTY. ARNOLFO RICARDO B. CABLING  
 Head of Office/Agency 7/30/19

Date Prepared: JULY 24, 2019