

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CUE) 2023 FORD

Introduction

This form contains the common-use supplies and equipment (CUE) needed to meet the Procurement Services - Department of Budget and Management (PB-D&M) Plan for procurement by government agencies. Combined with the CUE Circular No. 2023-02 dated 08 November 2023, the APP-CUE shall serve as the agency's annual procurement request for all its CUE requirements. Only agencies with approved APP-CUE in the Virtual Marketplace are able to purchase CUE from the PB-D&M. Only items that have been approved for inclusion with the United Nations World-Wide Procurement and Services Code (UNSPC) in preparation for integration of the APP-CUE template in the National Government Electronic Procurement System (NGEPS).

Guidelines

- The APP-CUE form must be completed using Microsoft Excel format. The APP-CUE must be saved (inserted or inserted) in the form with a name other than the prescribed format which is downloadable from the Virtual Marketplace.
- Amendments must be provided separately.
- Clearly refer to the CUE categories on the PB-D&M website (www.pb-d&m.gov.ph) for the detailed technical specifications and submit photos of the items.
- Do not delete, add, or make any change or use on the PART I of the template otherwise the form will be deemed invalid.
- Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable to the PART II of the form.
- Once signed and approved by the President, Vice President, Accountant General, or Chief of the Agency Office, submit a signed copy of the APP-CUE in Microsoft Excel format as well as the original signed copy in Philippine Document Format (PDF) to the agency's Chief Clerk.
- Should there be changes to the agency's CUE requirements, the agency may edit their approved APP-CUE directly on their Virtual Marketplace. However, the agency must ensure that a signed and approved copy of the supplemental APP-CUE form is available. Note that all CUE requirements in excess of the quantities indicated in the original APP-CUE form will not be covered if not provided a supplemental APP-CUE.
- For further guidelines on the format, agencies may consult the Procurement and Sales Division of PB-D&M at (63) 6389-7750 local 4004, 4005, 4030, or visit the PB-D&M website (www.pb-d&m.gov.ph) for the guidelines to fill out the APP-CUE.

APP-CUE Form No. \_\_\_\_\_ Approved by the Agency Office on \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Rate/Category (P/EA or P/MT)	Total Budget for the year										
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				Sep	Oct	Nov	Dec						
<b>PART I. AVAILABLE AT PB-D&amp;M (WAL-MARKETPLACE AND SUPPLY)</b>																																			
<b>SECTION I: SUPPLIES</b>																																			
1	250000-0100	250000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>SECTION II: EQUIPMENT</b>																																			
2	300000-0100	300000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>SECTION III: SERVICES</b>																																			
3	400000-0100	400000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>SECTION IV: OTHER SUPPLIES AND EQUIPMENT</b>																																			
4	500000-0100	500000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	600000-0100	600000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	700000-0100	700000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	800000-0100	800000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>SECTION V: SUPPLIES AND EQUIPMENT</b>																																			
8	900000-0100	900000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Part II</b>																																			
9	1000000-0100	1000000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	1100000-0100	1100000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	1200000-0100	1200000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Part III</b>																																			
12	1300000-0100	1300000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	1400000-0100	1400000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	1500000-0100	1500000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	1600000-0100	1600000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	1700000-0100	1700000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	1800000-0100	1800000-0100	EA	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Code	Material Name	Unit	M	Y	Q	Monthly Quantity Requirement																		Annual Total	Unit Price	Total Value									
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4														
SECTION 400 - ELECTRICAL																																			
400-0001	WIRE, COPPER, 12 AWG	LB	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
400-0002	WIRE, COPPER, 14 AWG	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SECTION 500 - MECHANICAL																																			
500-0001	PIPE, GALV, 1/2"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SECTION 600 - PIPING																																			
600-0001	PIPE, COPPER, 1/2"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0002	PIPE, COPPER, 3/4"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0003	PIPE, COPPER, 1"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0004	PIPE, COPPER, 1 1/2"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0005	PIPE, COPPER, 2"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0006	PIPE, COPPER, 2 1/2"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0007	PIPE, COPPER, 3"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0008	PIPE, COPPER, 4"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0009	PIPE, COPPER, 6"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
600-0010	PIPE, COPPER, 8"	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SECTION 700 - ROOFING																																			
700-0001	FLASHING, COPPER	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
700-0002	FLASHING, GALV	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
700-0003	FLASHING, ALUM	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
700-0004	FLASHING, BRASS	LB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0





Item No.	Description	Unit	Monthly (Quarterly) Requirements																							Total Quantity for the year	Price (per unit)	Contract No.
			Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Annual									
01	40000-0101	40000-0101-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	001
02	40000-0102	40000-0102-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	002
03	40000-0103	40000-0103-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	003
04	40000-0104	40000-0104-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	004
05	40000-0105	40000-0105-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	005
06	40000-0106	40000-0106-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	006
07	40000-0107	40000-0107-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	007
08	40000-0108	40000-0108-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	008
09	40000-0109	40000-0109-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	009
10	40000-0110	40000-0110-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	010
11	40000-0111	40000-0111-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	011
12	40000-0112	40000-0112-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	012
13	40000-0113	40000-0113-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	013
14	40000-0114	40000-0114-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	014
15	40000-0115	40000-0115-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	015
16	40000-0116	40000-0116-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	016
17	40000-0117	40000-0117-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	017
18	40000-0118	40000-0118-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	018
19	40000-0119	40000-0119-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	019
20	40000-0120	40000-0120-0101	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100	1200	020













