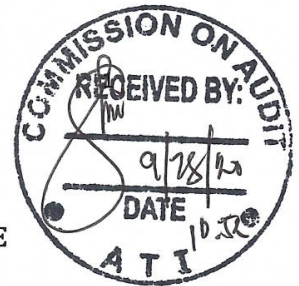




Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
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**AGRICULTURAL TRAINING INSTITUTE - CENTRAL OFFICE
BIDS AND AWARDS COMMITTEE**

**A RESOLUTION RECOMMENDING FOR THE APPROVAL OF THE 2020 1ST SEMESTER
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP) FOR COMMON SUPPLIES AND
EQUIPMENT AND NON-COMMON SUPPLIES AND EQUIPMENT**

BAC Resolution No. BAC 09-01, s. 2020

WHEREAS, Section 7.2 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, States, "No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the Head of Procuring Entity (HoPE) or second ranking official designated by the HoPE to act on its behalf;"

WHEREAS, on October 28, 2019, the 2020 APP was approved by the HoPE;

WHEREAS, the Institute deemed it necessary to update the 2020 APP to reflect the additional changes in the Project Procurement Management Plan (PPMP) submitted by the end-users. The 2020 1st Semester Supplemental APP, served as basis for the Institute's procurement activities;

WHEREAS, the 2020 Supplemental APP complies with Section 7.4 of the Revised IRR which provide that, "Changes to the individual PPMP's and the consolidated APP maybe undertaken every six (6) months or as often as maybe required by the HoPE. The respective end-user or implementing units of the Procuring Entity shall be responsible for the changes of the PPMPs, while the BAC Secretariat Shall be responsible for the consolidation of these PPMPs into an APP, which shall be subject to the approval of the HoPE;"

NOW THEREFORE, in the consideration of the foregoing, we, the members of the Bids and Awards Committee, hereby **RESOLVE AS IT HEREBY RESOLVED** to recommend for the approval by the ATI Director of the 2020 1st Semester Supplemental APP for Common Supplies and Equipment (CSE) and Non-CSE.

Done this 24th day of Sept. 2020 at Agricultural Training Institute Bldg. Elliptical Road, Diliman, Quezon City.

THE BIDS AND AWARDS COMMITTEE:


JOSEPHINE K. ABEN
Member


RUMELIA G. DELA CRUZ
Member


ROSE ANN P. LEONOR
Member


LEONILA D. CATIZ
Vice Chairperson


ANTONIETA J. ARCEO
Chairperson

APPROVED BY:


ALFREDO S. ATON, MPS-DM
Director IV

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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. 2018-10 dated November 8, 2018, 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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 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 and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the 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: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_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. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPs website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office: AGRICULTURAL TRAINING INSTITUTE
 Region: MAIN & NCR
 Address: ATI BUILDING, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

Agency Account Code: D070
 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

Contact Person: JOEVEN C. CALSAGSAG
 Position: INFORMATION SYSTEM RESEARCHER III
 E-mail: atlhajes@gmail.com
 Telephone/Mobile Nos: 8929-8541

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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																													
Office Equipment and Accessories and Supplies																													
118	4121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0	0.00			2			2	54.81						0	0.00			0	0.00	2.00	27.40	54.81
121	4101602-PU-F01	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0.00			1			1	131.96						0	0.00			0	0.00	1.00	131.96	131.96
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																													
Common Office Supplies																													
1		3 Divider/Compartment Case File Organizer	piece				0	0.00			3			3	1,200.00						0	0.00			0	0.00	3.00	400.00	1,200.00
2		24 Pocket with Cover Expanding File Folder A4 Organizer	piece				0	0.00			2			2	1,200.00						0	0.00			0	0.00	2.00	600.00	1,200.00
10		File date folder (Blue)	piece				0	0.00		10				10	7,000.00						0	0.00			0	0.00	10.00	700.00	7,000.00
11		Hanging File Organizer	piece				0	0.00			2			2	1,300.00						0	0.00			0	0.00	2.00	650.00	1,300.00
12		Heavy Duty Metal Office Adhesive Packaging Tape Dispenser Cutter	piece				0	0.00			2			2	300.00						0	0.00			0	0.00	2.00	150.00	300.00
13		Magazine File Box, large size made of clipboard	piece				0	0.00		80				80	3,360.00						0	0.00			0	0.00	80.00	42.00	3,360.00
18		Push pins	box				0	0.00			3			3	150.00						0	0.00			0	0.00	3.00	50.00	150.00
19		Tape Dispenser Dual Core Cutter	piece				0	0.00			2			2	400.00						0	0.00			0	0.00	2.00	200.00	400.00
Office Equipment and Accessories																													
1		Drum (AR-310DR)	piece				0	0.00		1				1	2,219.00						0	0.00			0	0.00	1.00	2,219.00	2,219.00
2		Developer (AR-2715D)	piece				0	0.00		1				1	1,684.00						0	0.00			0	0.00	1.00	1,684.00	1,684.00
3		DMX Gear (NGERH002YSZZ)	piece				0	0.00		1				1	306.00						0	0.00			0	0.00	1.00	306.00	306.00
4		DV Blade (PSE-0132QSZZ)	piece				0	0.00		1				1	386.00						0	0.00			0	0.00	1.00	386.00	386.00
5		Fusing Unit (DUNTW0617RS18)	piece				0	0.00		1				1	14,337.00						0	0.00			0	0.00	1.00	14,337.00	14,337.00
6		Gear (NGERH0136QSZZ)	piece				0	0.00		1				1	306.00						0	0.00			0	0.00	1.00	306.00	306.00
7		IDLE Gear (NGERH0001YSZZ)	piece				0	0.00		1				.1	306.00						0	0.00			0	0.00	1.00	306.00	306.00

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SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - NON - COMMON SUPPLIES EQUIPMENT (APP-NON-CSE) 2020 FORM

Office: AGRICULTURAL TRAINING INSTITUTE
Address: ATI BUILDING, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

Code (PAP)	Procurement	Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement /Posting of IB/RE	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
ADMINISTRATIVE AND FINANCE UNIT (AFU)													
	Meeting Between ATI and TESDA	Food	AFU-RCEF	NP-53.9 - Small Value	Dec 19	Dec 19	Dec 19	Dec 19	Special Purpose Fund	9,000.00	9,000.00		January
	RCEF Meeting with SUC Coverage Provinces	Food	AFU-RCEF	NP-53.9 - Small Value	Jan 20	Jan 20	Jan 20	Jan 20	Special Purpose Fund	31,500.00	31,500.00		February
	RCEF Orientation and Harmonization Workshop	Food and Accommodation	AFU-RCEF	NP-53.10 Lease of Real Property and Venue	Dec 19	Dec 19	Dec 19	Dec 19	Special Purpose Fund	275,250.00	275,250.00		January
	Printing Services (RCEF - RESP 2019 Annual Report)		AFU-RCEF	NP-53.9 - Small Value Procurement	Jul 20	Jul 20	Jul 20	Jul 20	Special Purpose Fund	120,000.00	120,000.00		August
	BAYANIHAN FOOD (To be served during Enhanced Community Quarantine frontline employees on April 21-30, 2020 per DA-AO No. 12 Series of 2020)		AFU-Regular	NP-53.2 Emergency Cases	Mar 20	Mar 20	Mar 20	Mar 20	GoP	100,000.00	100,000.00		April
	BAYANIHAN FOOD (To be served during Enhanced Community Quarantine frontline employees on May 04-15, 2020 per DA-AO No. 12 Series of 2020)		AFU-Regular	NP-53.2 Emergency Cases	Apr 20	Apr 20	Apr 20	Apr 20	GoP	150,000.00	150,000.00		May
	MEDICAL EXPENSE (Rapid Test)		AFU-Regular	NP-53.9 - Small Value Procurement	May 20	May 20	May 20	May 20	GoP	182,400.00	182,400.00		June
	Meals and Snacks to be served during the fourteen(14) days self-quarantine due to the COVID 19 Pandemic of ATI-Staff on July 16-19, 2020 at ATI Guest House		AFU-Regular	Shopping	Jun 20	Jun 20	Jun 20	Jun 20	GoP	100,800.00	100,800.00		July
	Communication Expense (Prepaid load cards)		AFU-Regular	Shopping	Jun 20	Jun 20	Jun 20	Jun 20	GoP	3,000.00	3,000.00		July
SUBTOTAL										971,950.00			
CAREER DEVELOPMENT AND MANAGEMENT DIVISION (CDMD)													
	Workshop on the revision of the Guidelines for the DA-Gawad Saka Search for Outstanding Achievers in Agriculture and Fisheries	Food	CDMD - Regular	NP-53.9 - Small Value Procurement	Feb-20	Feb-20	Feb-20	Feb-20	GoP	43,500.00	43,500.00		March
	Techno Forum and Sharing of Best Practices of Business Venture Implementation	Van Rental	CDMD - Regular	NP-53.9 - Small Value Procurement	Apr-20	Apr-20	Apr-20	Apr-20	GoP	62,000.00	62,000.00		May
SUBTOTAL										105,500.00			
INFORMATION SERVICE DIVISION (ISD)													
	To be used for RCEF Media Engagements - Review and planning workshop	Food and accommodation (for 4 activities)	ISD - RCEF	NP-53.9 - Small Value Procurement	Jan 20	Jan 20	Jan 20	Jan 20	Special Purpose Fund	720,000.00	720,000.00		February, June, August, November
	To be used for RCEF Media Engagements - RTL Anniversary	Accommodation	ISD - RCEF	NP-53.9 - Small Value Procurement	Feb 20	Feb 20	Feb 20	Feb 20	Special Purpose Fund	930,000.00	930,000.00		March
	To be used for RCEF Media Engagements - Field visitation	Food and accommodation (for 3 activities)	ISD - RCEF	NP-53.9 - Small Value Procurement	Mar 20	Mar 20	Mar 20	Mar 20	Special Purpose Fund	390,000.00	390,000.00		April, July, October
	Media Services (Production and Airing of Youth Agripreneurship Video Segments)		ISD - Regular	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Feb 20	Feb 20	Feb 20	Feb 20	GoP	10,750,000.00	10,750,000.00		March and August
	Media Services (Agricultural Magazine Television Program)		ISD - Regular	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Mar 20	Mar 20	Mar 20	Mar 20	GoP	10,000,000.00	10,000,000.00		April
	Video Production Services (Techno Guide Instructional Video)		ISD - Regular	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Jun 20	Jun 20	Jun 20	Jun 20	GoP	950,000.00	950,000.00		July
	Workshop on Documentation of Success Stories on Youth Agripreneurship Program	Function Hall	ISD - Regular	NP-53.9 - Small Value Procurement	Feb 20	Feb 20	Feb 20	Feb 20	GoP	136,800.00	136,800.00		March
	Data Privacy Act Seminar		ISD - Regular	NP-53.9 - Small Value Procurement	Feb 20	Feb 20	Feb 20	Feb 20	GoP	125,000.00	125,000.00		March

	Agricultural and Marine Supplies Expenses													
	Provision of Urban Agriculture Corn (Sweet) and Vegetable Starter kit	PAD - CORN/HVCDP	Competitive Bidding	Apr 20	Apr 20	Apr 20	Apr 20	GoP	13,130,250.00	13,130,250.00			May, June, July, August, September, October, November, December	
	Assorted Seeds													
	Sweet corn (806 kg)													
	Pechay (396 kg)													
	Mustasa (396 kg)													
	Lettuce Green (261 kg)													
	Lettuce Red (6 kg)													
	Raddish (386 kg)													
	Upland Kangkong (386 kg)													
	Pepper (144 kg)													
	Eggplant (145 kg)													
	Tomato (396 kg)													
	Okra (183 kg)													
	Bush Sitao (4 kg)													
	Pole Sitao (185 kg)													
	Ampalaya (5 kg)													
	Cucumber (5 kg)													
	Assorted Seedlings (100 seedlings per seedling tray @250 pesos per tray for 7,625 trays)													
	(61,000 kg)													
	(61,000 kg)													
	Polybag (5X5) (305,500 pcs)													
	Polybag (8X8) (152,500 pcs)													
	Seedling trays (128 holes) (30,502 pcs)													
	Zip bag (316 sets)													
5-02-990-20-00	Agricultural and Marine Supplies Expenses	PAD-ESP												
	Urban Agriculture/ Maintenance and Establishment of ATing Gulayan ng Da Communal Garden (1st Semester Agricultural Supplies)/ ATing Gulayan ng DA: Vegetable		Competitive Bidding	Mar 20	Mar 20	Mar 20	Mar 20	GoP	1,375,950.00	1,375,950.00			April	
	(7,500) Assorted Seeds (Tomato, Hot Pepper, Eggplant, Pechay, Mustasa, Lettuce, etc.) (3 packs per pav)													
	(10) Okra Seeds (1kg)													
	(125) Assorted Seedlings (Tomato, Hot Pepper, Eggplant, Pechay, Mustasa, Lettuce, etc.) (100 seedlings per seedling tray)													
	(550) Garden Soil (10kg per bag)													
	(120) Vermicompost (50kg per bag)													
	(25,300) Plant/Seedling Bag, 5 x 5 (100pcs per pack)													
	(12,700) Plant/Seedling Bag, 8 x 8 (100pcs per pack)													
	(100) Plant/Seedling Bag, 10 x 10 (100pcs per pack)													
	(5) Planting Bags Wall Hanging Gardening Planters 36 pockets Grow													
	(3,000) Seedling Tray (100 holes)													
	(5) Urea (Fertilizer)													
	(5) Complete (Fertilizer)													
	(20) Cement													
	(500) Hallow blocks													
	(10) Fiesta Banderitas/Bunting assorted colors (50 m)													
5-02-990-20-00	Establishment of Three (3) Community Garden	PAD-ESP												
	Agricultural Supplies to be identified upon field/site validation		NP-53.9 - Small Value Procurement	Apr-20	Apr-20	Apr-20	Apr-20	GoP	300,000.00	300,000.00			May, June, July, August, September, October, November, December	
5-0299020-00	Establishment to Community/School/University Garden	PAD - ESP												
	Agricultural and Marine Supplies Expenses (to be identified after site/field validation)(15 sites)		Competitive Bidding	May-20	May-20	May-20	May-20	GoP	1,500,000.00	1,500,000.00			June, July, August, September, October, November, December	
5-0299020-00	Agricultural and Marine Supplies Expenses	PAD - ESP												
	Provision of Starter Kits in support to Urban Agriculture Learning Site		Competitive Bidding	May-20	May-20	May-20	May-20	GoP	1,545,200.00	1,545,200.00			June, July, August, September, October, November, December	
	(6) (Seeds) Ampalaya													
	(12)(Seeds) Cucumber													
	(14)(Seeds) Eggplant													
	(13)(Seeds) Hot Pepper													
	(13)(Seeds) Lettuce (Green)													
	(13)(Seeds) Lettuce (Red)													
	(14)(Seeds) Muzasa													
	(14)(Seeds) Pechay													
	(11)(Seeds) Bush Sitao													
	(14)(Seeds) Tomato													
	Assorted Nails													
	(250)Assorted Seedlings (Tomato, Hot Pepper, Eggplant, Pechay, Mustasa, Lettuce, etc.) (100 seedlings per seedling tray)													

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