

NPM No. 106-2017

29 December 2017

MR. JO VERDE

<jo75_verde@yahoo.com>

Re: APP-CSE

Dear Mr. Verde:

This refers to your electronic mail inquiring who is responsible for the preparation of the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE).

As represented, the APP-CSE form for 2018 you downloaded indicated that it should be prepared by the Property/Supply Officer. However, in your agency, it is the Bids and Awards Committee (BAC) Secretariat who prepares the same. Hence, this inquiry on who is responsible for the consolidation of the Project Procurement Management Plans (PPMPs) into an APP-CSE.

At the outset, we wish to clarify that the APP-CSE, which is to be submitted to the Department of Budget and Management – Procurement Service (DBM-PS) on or before 15 November of every year pursuant to Administrative Order (AO) No. 17, series of 2012, and DBM Circular Letter No. 2013-14, for purposes of determining the quarterly cash requirements for common-use supplies, materials, and equipment of the agency, and for the over-all management of the central procurement of common-use supplies and equipment by the DBM-PS. It is worthy to stress that the APP-CSE is different from the Annual Procurement Plan prescribed in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Government Procurement Reform Act.

For further guidance, we refer you to Government Procurement Policy Board (GPPB) Circular No. 08-2015¹, which reiterates the requirement of preparing the APP and informs all procuring entities to prepare the APP in the format approved by the GPPB. Thus, for the prescribed APP pursuant to Section 7 of RA 9184 and its 2016 IRR, the BAC Secretariat shall be responsible for the consolidation of the PPMPs into an APP, which shall be subject to the approval of the Head of the Procuring Entity pursuant to Section 7.4 thereof.

On the other hand, as correctly observed, it is the Property/Supply Officer that is the proper official or employee who shall cause the preparation of prescribed APP-CSE form pursuant to DBM Circular Letter Nos. 2011-6/2011-6A, as reiterated in DBM Circular Letter No. 2013-14. Thus, the preparation of the APP-CSE is incumbent upon the Supply Officer, who is not necessarily a member of the BAC Secretariat.

¹ Issued on 16 July 2015.

We hope that this opinion issued by the GPPB-TSO provided sufficient guidance on the matter. Note that this opinion is being issued on the basis of facts and particular situations presented, and may not be applicable given a different set of facts and circumstances. Should there be other concerns, please do not hesitate to contact us.

(sgd.)

~~DENNIS S. SANTIAGO~~

Executive Director *V. [signature]*