



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM

For : **All Department, Sector and Unit Heads**
Tourism Infrastructure and Enterprise Zone Authority

From : **The Chairman**
Bids and Awards Committee

Subject : **Annual Procurement Plan—Common-use Supplies and Equipment**
(APP CSE) 2021

Date : 16 November 2020

In relation to the memorandum dated 05 October 2020, requiring submission of your respective APP-CSE, please be reminded that the final deadline of submission is on 26 November 2020, and there would be no extension to give ample time for General Services Department to encode the consolidated agency's APP CSE.

As previously advised, end-user units are required to download the APP-CSE 2021 forms using this link: <http://www.ps-philgeps.gov.ph/home/index.php/downloads>. (Search for Annual Procurement Plan Annual Procurement Plan—Common-use Supplies and Equipment (APP-CSE) 2021 Form)

Further, end-user units are enjoined to submit a signed hard copy to the Office of the BAC Secretariat and a soft copy, in Excel file to bacsecretariat@tieza.gov.ph on or before the above-mentioned deadline.

The non-submission of the required APP-CSE by any end-user unit may adversely affect the opportunity of all TIEZA personnel to receive PBB.

Thank you.

ENGR. NESTOR M. DOMALANTA

For : **All Department, Sector and Unit Heads**
Tourism Infrastructure and Enterprise Zone Authority

From : **The Chairman**
Bids and Awards Committee

Subject : Annual Procurement Plan—Common-use Supplies and Equipment
(APP CSE) 2021

Date : 16 November 2020

OFFICE	NAME AND SIGNATURE OF RECEIVING PERSONNEL	DATE
OFFICE OF THE CHIEF OPERATING OFFICER		
Corporate Planning Department		
Office of the Corporate Secretary		
Internal Audit Department		
Legal Department		
Management Information Systems Department		
Bids and Awards Committee and its Secretariat		
ASSETS MANAGEMENT SECTOR		
Business Development Department		
Operations Department		
ARCHITECTURAL AND ENGINEERING SERVICES SECTOR		
Project Evaluation and Planning Department		
Construction Management Department		
ADMINISTRATION AND FINANCE SECTOR		
Administrative Services Department		
Financial Services Department		
Travel Tax Department		
TOURISM ENTERPRISE ZONE MANAGEMENT		
Assistance and Monitoring Department		
Regulation Department		
REGULATORY OFFICE		
COMMISSION ON AUDIT		