

## **GUIDE ON HOW TO FILL OUT THE ANNUAL PROCUREMENT PLAN – COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE)**

### Agency Information

- Indicate the full name of the Department/Bureau/Office. Please do not abbreviate.
- Indicate the Region where the Department/Bureau/Office is located.
- Indicate the complete address of the Department/Bureau/Office.
- PS-DBM provides Agency Code/UACs. This is needed prior to an agency's registration in the Modernized Philippine Electronic Government Procurement System (mGEPS). To view the Agency Code/UACS, login the mPhilGEPS account, select My Organization, then click View Organization Profile.
- Organization Type refers to different agency classifications, e.g. National Government Agency (NGA), Local Government Agency (LGU), Government Owned and/or Controlled Corporation (GOCC), Bureau, etc.
- Indicate the contact details of the Contact Person or an authorized representative of the agency. Please ensure that the email address and contact numbers provided are valid and active.

### PART I: Available at PS-DBM (Main Warehouse and Depots)

- Indicate the monthly requirement per item.
- The unit price is indicated under the Price column.

### PART II: Other items not available at PS-DBM but are regularly purchased from other sources

- Indicate the monthly requirement per item.
- Indicate the unit price of the item under the Price column. Please provide the updated price based on the agency's latest purchase.

### A. Total

- This shows the total amount for Part I and Part II.

### B. Additional Provision for Inflation

- This is ten percent (10%) of the total amount for Part I and Part II.

### C. Additional Provision for Transport and Freight Cost

- Indicate the additional transport and freight cost if applicable.

### D. Grand Total

- This shows the sum of A, B, and C.

#### E. Approved Budget by the Agency Head

- This should be indicated in figures and in words.

#### Others

- Ensure that the APP-CSE form has been reviewed and accomplished properly.
- Indicate the complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office in the space provided.
- Indicate the date when the APP-CSE form was finalized for signature and approval of the concerned personnel.

## **GUIDE ON HOW TO FILL OUT THE ANNUAL PROCUREMENT PLAN – COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) - OTHER ITEMS**

#### Agency Information

- PS-DBM provides Agency Code/UACs. This is needed prior to an agency's registration in the Modernized Philippine Electronic Government Procurement System (mGEPS). To view the Agency Code/UACS, login the mPhilGEPS account, select My Organization, then click View Organization Profile.
- Indicate the full name of the Department/Bureau/Office. Please do not abbreviate.
- Organization Type refers to different agency classifications, e.g. National Government Agency (NGA), Local Government Agency (LGU), Government Owned and/or Controlled Corporation (GOCC), Bureau, etc.
- Indicate the Region where the Department/Bureau/Office is located.
- Indicate the complete address of the Department/Bureau/Office.
- Indicate the contact details of the Contact Person or an authorized representative of the agency. Please ensure that the email address and contact numbers provided are up to date.

#### Other items not available at PS-DBM but are regularly purchased from other sources

- Indicate the exact Item Description provided in the List of Items (1 or 2) or this link [United Nations Standard Products and Services Code \(UNSPSC\) \(ungm.org\)](http://ungm.org) for the first 100 items in the form, if available.
- Indicate the Item Description in the blank rows after item no. 100 for the products not available in the UNSPSC. You may add rows if necessary.
- Indicate the specifications or details of the item if necessary.
- Indicate the unit of measurement for the item.
- Indicate the unit price of the item under the Price column. Please provide the updated price based on the agency's latest purchase.

A. Total

- This shows the total amount. If you added rows, you must edit the Excel formula to capture the total amount.

B. Additional Provision for Inflation

- This is ten percent (10%) of the total amount for Part I and Part II.

C. Additional Provision for Transport and Freight Cost

- Indicate the additional transport and freight cost, if applicable.

D. Grand Total

- This shows the sum of A, B, and C.

E. Approved Budget by the Agency Head

- This should be indicated in figures and in words.

Others

- Ensure that the APP-CSE form - Other Items has been reviewed and accomplished properly.
- The complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office should be indicated in the space provided.
- Indicate the date when the APP-CSE form was finalized for signature and approval of the concerned personnel.
- Upload the Excel File through this link <https://shorturl.at/adeqO>