

## **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.
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- 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>