

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

Indicate the following details:

Agency Information

- Full name of the Department/Bureau/Office. Please do not abbreviate.
- Region where the Department/Bureau/Office is located.
- Complete address of the Department/Bureau/Office.
- Agency Code/UACS (found in mPhilGEPS account under My Organization > 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.
- 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)

- Monthly requirement per item.
- Unit price (from Price column or updated based on latest purchase for Motor Vehicle, Airline Tickets, Software, Cloud Computing Services)

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

- Monthly requirement per item.
- Unit price (updated based on latest purchase)

Total Summary

The form presents two distinct summaries: (Part I and Part II)

- A. Total - shows the total amount of items
- B. Additional Provision for Inflation - ten percent (10%) of the total amount of items
- C. Additional Provision for Transport and Freight Cost, if applicable.
- D. Grand Total - shows the sum of A, B, and C.
- E. Approved Budget by the Agency Head - should be indicated in figures and words.

Other instructions

- Ensure that the APP-CSE form has been reviewed and accomplished properly.
- Complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office in the space provided.
- 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 THROUGH GOOGLE FORM

Indicate the following details:

Agency Information

- 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.
- Agency Code/UACS (found in mPhilGEPS account under My Organization > View Organization Profile)
- Full name of the Department/Bureau/Office. Please do not abbreviate.
- Complete address of the Department/Bureau/Office.
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- PS-DBM depot that you visit frequently to purchase CSE items.

Signatories

- Complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office in the space provided.

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

- Exact Item Description provided in the [UNSPSC List](#) for the first 25 items in the form
- Item Specification (features, composition, model, dimensions, color, or functions)
- Unit of measurement for the item.
- Monthly requirement per item.
- Unit price (updated based on latest purchase)
- Submit additional forms if items exceed 25 utilizing the same provided link.
- Additional Provision for Transport and Freight Cost, if applicable.
- Upon submission, a PDF copy will be emailed to the agency.