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25 July 2023

MEMORANDUM

FOR/TO : All Regional Directors
All PENROs

All Bureau Directors

All Heads of Attached Agencies

FROM : The Director, Administrative Service

SUBJECT : **DEADLINE OF SUBMISSION OF ANNUAL PROCUREMENT PLAN-COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM**

Pursuant to the Procurement Service-Department of Budget and Management (PS-DBM) Advisory No. 2023-011 dated 12 July 2023, all government agencies are advised to submit their Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2024 form to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS) **on or before 31 July 2023**. It is likewise reiterated that emailed submission or manual submission of hard copy will not be accepted.

In this connection, please be reminded that the prescribed and updated APP-CSE 2024 are two (2) forms that shall be submitted by the Agencies, as follows:

1. The submission of APP-CSE 2024 Form is accomplished by uploading the approved file on the mphilGEPS.

To guide you in the uploading of APP-CSE via the mPhilGEPS, please visit the PS-DBM website at [ps-philgeps.gov.ph/home/>Downloads>Frequently Asked Questions \(FAQs\)> User Manual: How to Upload the APP-CSE to the mPhilGEPS](https://ps-philgeps.gov.ph/home/>Downloads>Frequently%20Asked%20Questions%20(FAQs)>User%20Manual%3A%20How%20to%20Upload%20the%20APP-CSE%20to%20the%20mPhilGEPS).

2. The Annual Procurement plan Common-use Supplies and Equipment (APP-CSE) 2024 Form-Other Items shall be submitted through this link: shorturl.at/hosS8.

For information, guidance, and strict compliance, please.


ROLANDO R. CASTRO



SUBMISSION OF THE APP-CSE 2024 FORM TO PS-DBM

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies^[1] to submit their **Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) 2024** Form to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)^[2].

**THE DEADLINE FOR SUBMISSION
IS ON 31 JULY 2023.**

The PS-DBM wishes to reiterate that **emailed submission or manual submission of the hard copy will not be accepted.**

^[1]Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A: Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

^[2]Government Procurement Policy Board (GPPB) Resolution No. 20-2018: Approving the Guidelines on the use of the Virtual Store for the procurement of Common-Use Supplies and Equipment (CSE)





FAQs

FREQUENTLY ASKED QUESTIONS
ON THE
APP-CSE 2024 FORM



FREQUENTLY ASKED QUESTIONS ON THE APP-CSE 2024 FORM



I. GENERAL INFORMATION

What is the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)?

APP-CSE is an annually submitted requirement of an Agency for common-use supplies and equipment (CSE) approved by the Head of the Procuring Entity (HOPE) or his/her duly authorized representative.

What is the APP-CSE Form?

The APP-CSE Form contains the CSE carried by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies.

Only Agencies with uploaded APP-CSE on the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM.



FREQUENTLY ASKED QUESTIONS ON THE APP-CSE 2024 FORM



I. GENERAL INFORMATION

How do we submit the APP-CSE Form?

As of 14 July 2024, there are two (2) forms that shall be submitted by the Agencies.

The submission of APP-CSE 2024 Form is accomplished by uploading the approved file on the mPhilGEPS.

To guide you in the uploading of APP-CSE via the mPhilGEPS, please visit the PS-DBM website at ps-philgeps.gov.ph/home/ > Downloads > Frequently Asked Questions (FAQs) > User Manual: How to Upload the APP-CSE to the mPhilGEPS.

While Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2024 Form - Other Items shall be submitted through this link: shorturl.at/hosS8.

Please note that hard copy via manual submission or soft copy via email are not valid.



FREQUENTLY ASKED QUESTIONS ON THE APP-CSE 2024 FORM



I. GENERAL INFORMATION

What is the legal basis for the submission of APP-CSE?

The submission of APP-CSE is in compliance with Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, directing the use of Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS). The said DBM Circular Letter requires all National Government Agencies, including Military and Police Units; GOCCs, GFIs, SUCs, and LGUs to submit their APP-CSE to the DBM through the Procurement Service.

Furthermore, Government Procurement Policy Board (GPPB) Resolution No. 20-2018 mandates all agencies to fully use the mPhilGEPS for the procurement of CSEs through the Virtual Store feature in accordance with Section 8 of the revised IRR of Republic Act No. 9184. The Resolution indicates that agencies shall upload their approved APP-CSE in the mPhilGEPS, which shall be the basis of procurement from the Virtual Store.



FREQUENTLY
ASKED QUESTIONS
ON THE
APP-CSE 2024 FORM



III. WHAT'S NEW?

There are two (2) forms that must be submitted by the government agencies:

Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2024 Form

This is the form used to submit the annual CSE requirement of government agencies through the mPhilGEPS.

Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2024 Form - Other Items

This is the form used to submit the annual CSE requirements of government agencies that are not indicated on the Part I and Part II of the APP-CSE 2024 Form. The accomplished form must be submitted through this link: shorturl.at/hosSB.



FREQUENTLY
ASKED QUESTIONS
ON THE
APP-CSE 2024 FORM



I. GENERAL INFORMATION

What are the supported file formats of the APP-CSE Form?

Any file formatted to .pdf, .doc, .docx, .xls, .xlsx, .jpg. Multiple files are allowed provided that each file should not exceed five (5) megabytes (mb).

What is the process for submission of APP-CSE Supplemental?

Any amendments to the uploaded APP-CSE can only be made by uploading APP-CSE Supplemental through the mPhilGEPS's "EDIT" facility. All changes must remain consistent with the Agency's duly approved yearly budget.



FREQUENTLY
ASKED QUESTIONS
ON THE
APP-CSE 2024 FORM



I. GENERAL INFORMATION

Where can we get the template to be used for submission of APP-CSE?

The APP-CSE template can be downloaded from the mPhilGEPS, or from the PS-DBM website at ps-philgeps.gov.ph/home/ > Downloads > Forms > Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2024 Form.

How to fill-out the APP-CSE Form?

To guide you in filling-out the APP-CSE Form, please visit the PS-DBM website at ps-philgeps.gov.ph/home/ > Downloads > Frequently Asked Questions (FAQs) > Guide on How to Fill-out the APP-CSE Form.

Do we need to have the APP-CSE approved?

Yes, for check and balance and accountability. The supervisor, department/division head, or any authorized personnel should review and approve the APP-CSE to be submitted.



FREQUENTLY
ASKED QUESTIONS
ON THE
APP-CSE 2024 FORM



II. ROLES IN UPLOADING APP-CSE ON mPhilGEPS

Who is the Agency Coordinator?

A person designated by the Agency to be in charge of maintaining and updating the organization's information in the system, as well as having access to the following Buyer Coordinator user roles:

- Register Additional User Account/s
- Update Sub-User/s Profile (i.e. Email Address)
- Deactivate User Account/s
- Customize Access Level (for sub-user/s only)
- Reset Password
- Blacklist a merchant
- Activate Key Pair

Who is the APP-CSE Uploader?

A person authorized by the Agency to be in charge of uploading the APP-CSE and editing the details of the APP-CSE on the mPhilGEPS.

Who is the APP-CSE Approver?

A person authorized by the Agency in charge of approving the APP-CSE uploaded on the mPhilGEPS. The APP-CSE Approver is also responsible for uploading the signed copy of the APP-CSE.



FREQUENTLY
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APP-CSE 2024 FORM



III. WHAT'S NEW?

Inclusion of the following item variants:

SIGN PEN, Extra Fine Tip, Black	SIGN PEN, Extra Fine Tip, Red
SIGN PEN, Fine Tip, Black	SIGN PEN, Fine Tip, Red
SIGN PEN, Medium Tip, Black	SIGN PEN, Medium Tip, Red
SIGN PEN, Extra Fine Tip, Blue	TRASHBAG, XXL size
SIGN PEN, Fine Tip, Blue	TRASHBAG, Large size
SIGN PEN, Medium Tip, Blue	TRASHBAG, XL size

Unit Prices are based on the Approved Annual Procurement Plan CY 2023 (+4%) and PS-DBM Website CSE Price Catalogue as of 10 May 2023.

Updated description of the Flash Drive and Paper Shredder based on the approved updated technical specifications.



FREQUENTLY
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ON THE
APP-CSE 2024 FORM



III. WHAT'S NEW?

Inclusion of the following items in Part II based on the submissions of 2023 APP-CSEs by government agencies for other CSC Items required by agencies but not being sold by PS-DBM:

Ballpen	White Board	Glue Stick (Paste)	Plastic Envelope
Multifunction Printer	Microphone	Glue Stick (For Glue Gun)	Document Scanner
Laminating Film	Medal		Water Dispenser
Sticker Paper	Dishwashing Liquid	Deodorant Cake	Paracetamol
Double Sided Tape	Plastic Fastener	Disposable Gloves	Glue Gun
Photo Paper	Steel Filing Cabinet	Office Chair	Inkjet Printer
Bleaching Solution	Vellum Board Paper	Manila Paper	Speakers
Certificate Frame	Extension Cord	Automotive Batteries	Povidone Iodine
Certificate Holder	Paint	Padlock	Keyboard
Uninterruptible Power Supply	Colored Paper	Mobile Phone	DSL/ Camera
Air Conditioning Unit	Bond Paper	Compact Disc	Steel Rack
Smart Television	Push Pin	Amplifier	Laminating Machine
	Door Mat	Storage Box	Fuel Filters

Inclusion of the Airline Tickets (Domestic and International) and Motor Vehicle in the Part II of the form for the purpose of verifying the requirements of the government agencies.

Selection of Depots prior to uploading of the APP-CSE 2024 Form on the mPhilGEPS.



FREQUENTLY
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ON THE
APP-CSE 2024 FORM



IV. SOCIAL MEDIA COMMENTS

Sa Part II, OTHER ITEMS is not available in PS-DBM, hindi po ma-edit to indicate the price of the items.

For other items not included in the PART I and II of the Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2024 Form, please utilize the Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2024 Form - Other Items and submit through this link: shorturl.at/nos58.

Sa Part II-Other Items Form, saan po namin iilista ang NCSE item/s na wala po sa UNSPSC sheet? At kailangan din po ba na maglagay kami ng code para doon?

Items that are not included in the UNSPSC Sheet can be added at the bottom part of the "OTHER ITEMS" list. There is no need to input the code.

The sheet for the 'OTHER ITEMS' is protected and needs a password to unlock. What is the password?

The file has been updated. Kindly download it again from the PS-DBM website at ps-philgeps.gov.ph/home/ > Downloads > Forms > Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2024 Form - Other Items.



FREQUENTLY
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APP-CSE 2024 FORM



IV. SOCIAL MEDIA COMMENTS

Wala pa pong NEP (National Expenditure Program) for FY 2024. Paano mapa-finalize ang PPMP if ito ang basehan ng APP at APP-CSE? Government agencies only need to submit their Indicative APP-CSE for 2024.

Furthermore, President Ferdinand R. Marcos Jr. already approved the 2024 National Expenditure Program NEP as of 23 June 2023, per this article: bit.ly/3Dm86Ms.

Hindi po namin magamit 'yong Find function to locate easily 'yong mga items na nasa form.

APP-CSE 2024 Form is protected and locked to avoid incorrect inputs during submission. The categories were arranged in alphabetical order, the same as the items under them.



FREQUENTLY
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APP-CSE 2024 FORM



V. CONTACT INFORMATION

How can we contact PS-DBM for questions and clarifications?

As we work on establishing a new line for telephone numbers, government agencies can contact the following instead:

PS-DBM MAIN

@ appcse.helpdesk@ps-philgeps.gov.ph

📞 0918 395 4426 / 0927 847 8245

PS-DBM DEPOTS

@ psdepot.appcse@ps-philgeps.gov.ph