

with DBM Circular No. 2018-10 dated November 6, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (NGEPS).

1. Download the worksheet file App-CSE 2020 template at www.ps-phillips.gov.ph
2. Indicate the agency's monthly requirement per item in the App-CSE 2020 form.

3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
 4. Agency must not delete any item in the template; neither should it include line items or revise the template.
 5. An APP-CSE is considered incorrect or invalid if:
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philegps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
 6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
 7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
 8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
 9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy.
- All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)889-7750 local 4019.

E-mail : cc4@coastguard.gov.ph
Telephone/Mobile Nos: 5278481 Local 6141/6142

Page 2 of 2

SOFTWARE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
1	4320000-SF-001	Business function specific software	License					0	0.00		0	0.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

[illegible]

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.