

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email apcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Department of Information & Communication Technology Agency Code/UACS: 10335 Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
Region: Region IV - MIMAROPA Organization Type: National Government Agency (NGA) Contact Person: Angel V. Gatoragona, III
Address: 1000 10th Ave. Extension, Alibon, Marikina City Position: Chief, MIS
E-mail: angel.gatoragona@dti.gov.ph
Telephone/Mobile Nos: 0917-6276848

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year			
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																												
SOFTWARE																												
1	43231513-SFT-001	Business function specific software																										
1.1	43231513-SFT-001	Visio P2 Sub Gov Per User	license	80	0	0	80	775,948.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	9,699.36		775,948.80	
1.2	43231513-SFT-001	M365 Apps Enterprise Sub Gov Per User	license	500	0	0	500	4,566,360.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	9,132.72		4,566,360.00	
1.3	43231513-SFT-001	Power BI Pro Sub Gov Per User	license	50	0	0	50	322,896.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	6,457.92		322,896.00	
7	43232402-SFT-007	Development software																										
7.1	43232402-SFT-007	Visual Studio Pro MSDN Aing LSA	license	12	0	0	12	504,351.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	42,029.25		504,351.00	
A. TOTAL																							P	6,169,555.80				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																												
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P					
D. GRAND TOTAL (A + B+ C)																							P	6,169,555.80				
E. APPROVED BUDGET BY THE AGENCY HEAD																												
In Figures and Words:																												

We hereby warrant that the total amount reflected in this Annual 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.

Prepared by:

JOSEPH R. ENRIQUEZ
Director IV, MISA

Certified Funds Available / Certified Appropriate Funds Available:

JOHANNA R. AGAT
Division Chief, Finance Service - Budget Division

Approved by:

IVAN JOHN E. UY
Head of Office/Agency

Date Prepared: February 05, 2025

BEMS 2025.0048