

(ADV2019-007) ADVISORY: NOTICE TO ALL GOVERNMENT AGENCIES: SUBMISSION OF APP-CSE FOR 2020

In accordance with the Memorandum Circular No. 2019-1 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order NO. 25 s. 2011), **ALL GOVERNMENT AGENCIES ARE ADVISED TO SUBMIT THEIR ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR 2020 (APP-CSE 2020 FORM - 10 SEPTEMBER 2019)** to the Procurement Service.

Deadline of submission is on 31 October 2019.

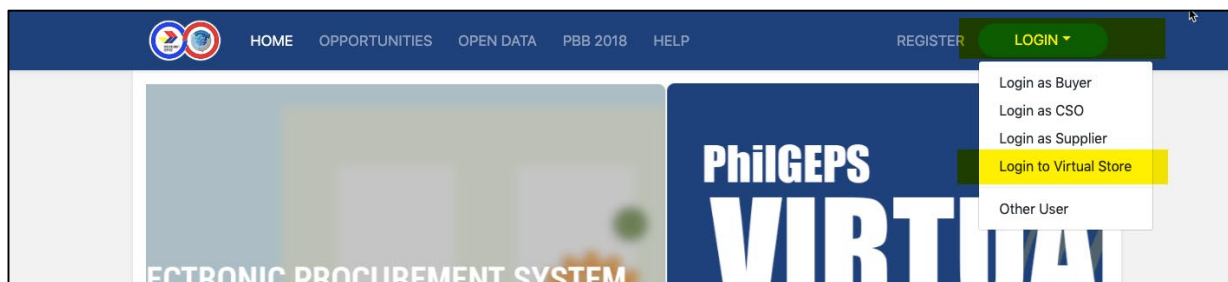
PROCEDURES ON HOW TO SUBMIT THE APP-CSE 2020

DOWNLOADING THE APP-CSE FORM:

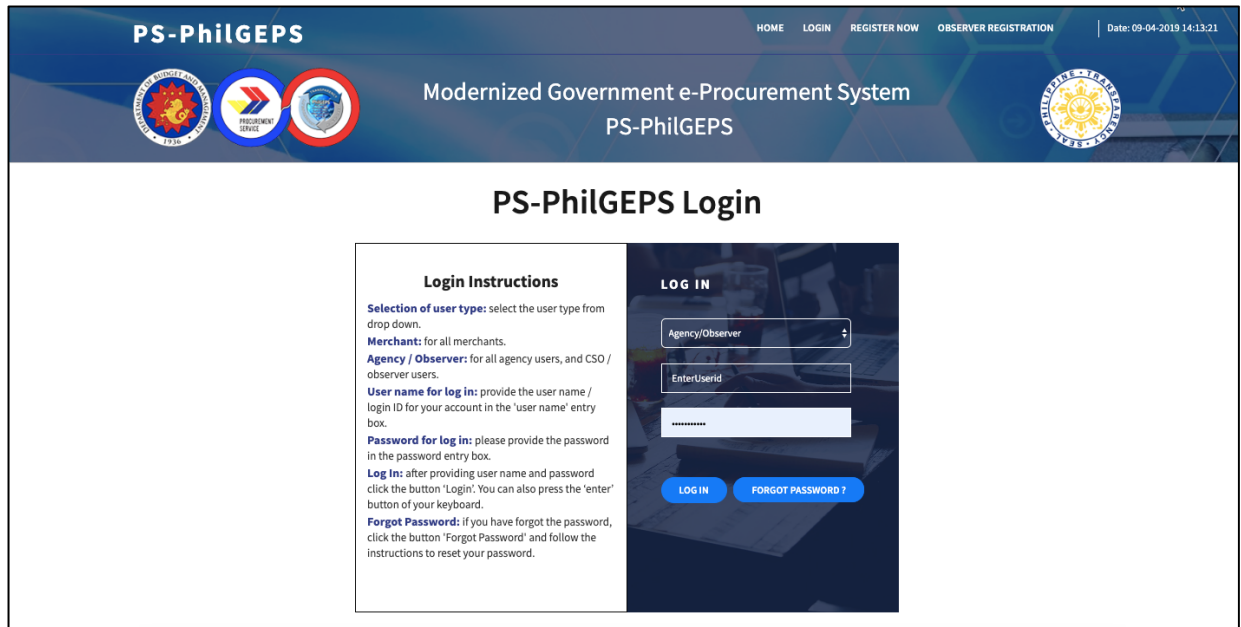
1. Go to www.ps-philgeps.gov.ph then click the Procurement Service logo.
2. Click the APP-CSE 2020 icon on the home page.
3. Download the [APP-CSE 2020 Form – 10 September 2019](#) template.
4. Fill out the form and accomplish the Excel file.
5. Name your APP file using this format: APPCSE2020_Name of Agency_Main or Region (e.g. APPCSE2019_DBM_Main).
6. Upload the accomplished Excel file to the PhilGEPS Virtual Store using the Buyer Coordinator account. (Only buyer coordinators will be allowed to upload APP-CSEs.)

UPLOADING THE APP-CSE IN THE VIRTUAL STORE:

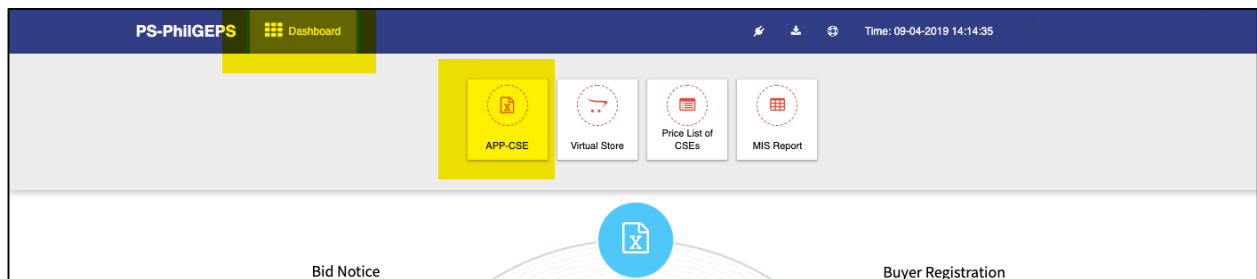
1. Go to www.philgeps.gov.ph the click Login to Virtual Store.



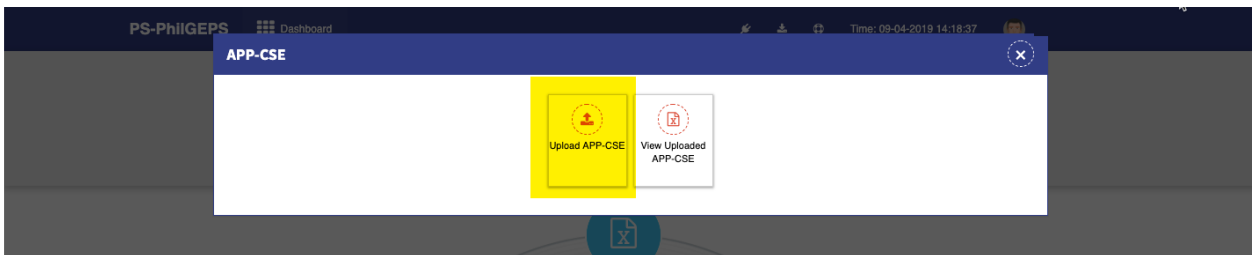
2. Enter userid and password of the buyer coordinator. *(See notes below to check the name of buyer coordinator)*



3. Click "Dashboard" then go to "APP-CSE"



4. Click "Upload APP-CSE"



5. Select 2020 on the year. Click "Choose File" then select the filled out APP-CSE 2020 template. Then click "Upload APP-CSE" button.

PS-PhilGEPS Dashboard Time: 09-04-2019 14:27:47

Upload APP-CSE

Select Annual Year* :

Select File* : (File with extension .xlsx is allowed)

- Download APP-CSE Template for 2018
- Download APP-CSE Template for 2019

Note: Please check the following conditions in uploading the approved APP-CSE.

1. Use the prescribed Excel template that can be downloaded in the link provided.
2. No formulas should be used with reference to another worksheet or workbook.
3. No changes shall be made in the Item Codes. APP-CSE Template has the approved item codes registered in the system.
3. APP-CSE details should be the first worksheet in the file to be uploaded.
4. No Macros should be included in the Excel file.

6. Click "Yes" on the confirmation message.

PS-PhilGEPS Dashboard Time: 06-07-2019 02:20:39 noah noah

Upload APP-CSE

Select Annual Year* :

Select File* : (File with extension .xlsx is allowed)

Upload APP-CSE

Are you sure you want to continue to upload the APP CSE?

7. Wait for the uploading to complete. The message "APP-CSE Uploaded Successfully" should appear on the screen.
8. To view the uploaded APP-CSE, click on "Dashboard", then "APP-CSE" then "View Uploaded APP-CSE".
9. Select "2020" on the year then click "View Items" button

PS-PhilGEPS Dashboard Time: 09-04-2019 14:52:57

Annual Procurement Plan Common Used Items

Search by Item Code/Item Description/Item Category

2020

Organization Name : PhilGEPS for Demo Testing

Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	F
1	46181502-BF-V01	Bullet proof vest	piece	COMMON COMPUTER SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
2	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel	unit	COMMON OFFICE DEVICES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	

NOTES ON THE ACCOUNT OF BUYER COORDINATOR

1. The agency can check if they are already migrated in the Virtual Store and who has been tasked as Buyer Coordinator of the agency through this link - https://data.philgeps.gov.ph/directory/buyerorg_vs.aspx.
2. If the agency is already on the list and the Buyer Coordinator is still valid, he/she will receive a password through the email address registered in PhilGEPS in order to access the Virtual Store and upload the 2020 APP-CSE.

Note: PhilGEPS will be sending out via email the passwords of Buyer Coordinators from September 9 to September 20, 2019.

3. If the agency is **not** in the list or the indicated Buyer Coordinator is no longer the coordinator of the agency, agency should fill-out the attached [VS Buyer Registration form](#) and email to appcse.helpdesk@ps-philgeps.gov.ph.
4. If the Buyer Coordinator is unable to receive the password in their email during the above period, he/she may have indicated a wrong email address in the PhilGEPS and must send a request for resetting of PhilGEPS email address to appcse.helpdesk@ps-philgeps.gov.ph.

Note: The password for the VS is different from the password for posting bid and award notices in the existing PhilGEPS.

PS will be publishing in www.ps-philgeps.gov.ph the list of agencies that have successfully submitted the 2020 APP-CSE. Said list will be updated regularly.

Should you need further assistance, please contact the Marketing and Sales Division at telephone numbers (02) 6897750 local 4019 or send an email to appcse.helpdesk@ps-philgeps.gov.ph.

Related Document:

[APP-CSE 2020 FORM - 10 September 2019](#)

[VS Buyer Registration Form](#)