

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, 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 Virtual Store 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 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 Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phileps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 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 Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store 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.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appose.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the **Memorandum Circular 2022-1** issued by the **AO 25 dated 24 March 2022**, the APP-CSE for FY 2023 must be submitted on or before **30 September 2022**.

Department/Bureau/Office: PHILIPPINE INFORMATION AG

Region: IVA

Address: GRANDE BLDG., NATIONAL HI,
CALAMBA CITY, LAGUNA

Agency Code/UACS: A0001

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Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	0.00
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	20	0	0	20	5,611.00		0	0	0	0.00	20	0	0	20	5,611.00	0	0	0	0.00	40	13,222.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	20	0	0	20	444.00	0	0	0	0	0.00	20	0	0	20	444.00	0	0	0	0.00	40	888.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	20	0	0	20	444.00	0	0	0	0	0.00	20	0	0	20	444.00	0	0	0	0.00	40	888.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	10	0	0	10	222.00	0	0	0	0	0.00	10	0	0	10	222.00	0	0	0	0.00	20	444.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																								
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
	45111609-MH-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00

BATTERIES AND CELLS AND ACCESSORIES																						
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	5	0	5	102.45	0	5	0	5	102.45	0	5	0	5	102.45	20	20.49	409.80	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	5	0	5	91.70	0	5	0	5	91.70	0	5	0	5	91.70	20	18.34	366.80	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	96.20	0.00	
CLEANING EQUIPMENT AND SUPPLIES																						
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	5	0	5	408.20	0	5	0	5	408.20	0	5	0	5	408.20	20	81.64	1,632.80	
16	47131604-BR-S01	BROOM, Soft (Walls Tambo)	piece	0	0	1	1	136.24	0	0	0	1	136.24	0	0	0	0	0.00	2	136.24	272.48	
17	47131604-BR-T01	BROOM, Stick (Walls Ting-ling)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.78	0.00	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	1	1	1	3	124.80	1	1	1	3	124.80	1	1	1	3	124.80	12	41.60	499.20	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	3	0	0	3	71.76	3	0	0	3	71.76	3	0	0	3	71.76	12	23.92	287.04	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	1	0	0	1	8.30	1	0	0	1	8.30	1	0	0	1	8.30	4	8.30	33.20	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	3	0	3	162.24	0	3	0	3	162.24	0	3	0	3	162.24	12	54.08	648.96	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	10	0	10	1,398.90	0	10	0	10	1,398.90	0	10	0	10	1,398.90	40	139.89	5,595.60	
23	47131601-DU-P01	DAUST PAN, rigid non-breakable plastic	piece	1	0	0	1	27.64	0	0	0	0	0.00	0	0	0	0	0.00	1	27.64	27.64	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	1	1	1	3	360.36	1	1	1	3	360.36	1	1	1	3	360.36	12	120.12	1,441.44	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	3	0	0	3	128.85	3	0	0	3	128.85	3	0	0	3	128.85	12	42.95	515.40	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	1	0	0	1	124.80	0	0	0	0	0.00	0	0	0	0	0.00	1	124.80	124.80	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	2	0	0	2	245.02	3	0	0	3	367.53	3	0	0	3	367.53	11	122.51	1,347.61	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	53.14	0.00	
31	47131602-SC-A01	SCOURING PAD, 5 pieces per pack	pack	0	0	5	5	289.65	0	0	0	5	289.65	0	0	0	5	289.65	10	57.93	579.30	
32	47121701-TB-P04	TRASHBAGS, black, 37" x 40", XL, 10 pieces per roll or pack	pack	5	0	5	10	1,440.40	5	0	5	10	1,440.40	5	0	5	10	1,440.40	40	144.04	5,761.60	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	31.91	0.00	
COLOR COMPOUNDS AND DISPERSIONS																						
34	12171703-ST-P01	INK, for stamp pad, 50mL	bottle	0	0	1	1	28.91	0	0	0	1	28.91	0	0	0	0	0.00	2	28.91	57.82	
CONSUMER ELECTRONICS																						
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00	
FACE MASK																						
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	20	20	40	3,100.00	20	20	40	3,100.00	20	20	40	3,100.00	20	20	40	3,100.00	120	77.50	9,300.00
FILMS																						
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	221.00	0.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	238.54	0.00	
FIRE FIGHTING EQUIPMENT																						
	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00	

105	44122008-TT-701	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	5	0	0	5	315.55	5	0	0	5	315.55	5	0	0	5	315.55	20	63.11	1,262.20
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	41.60	0.00
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.66	0.00
108	44121708-MP-B01	MARKER, Permanent, Black	piece	3	0	0	3	22.41	0	0	0	3	22.41	0	0	0	0	0.00	6	7.47	44.82
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7.47	0.00
110	44121708-MP-B03	MARKER, Permanent, Red	piece	1	0	0	1	7.47	0	0	0	1	7.47	0	0	0	0	0.00	2	7.47	14.94
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	3	0	3	28.95	0	0	0	3	28.95	0	0	0	0	0.00	6	9.65	57.90
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	1	0	1	9.65	0	0	0	1	9.65	0	0	0	0	0.00	2	9.65	19.30
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	1	0	1	9.65	0	0	0	1	9.65	0	0	0	0	0.00	2	9.65	19.30
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	10	0	10	88.20	0	10	0	10	88.20	0	10	0	10	88.20	40	8.82	352.80
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	10	0	10	137.80	0	10	0	10	137.80	0	10	0	10	137.80	40	13.78	551.20
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60	0.00
117	44121705-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	2	0	0	2	41.58	2	0	0	2	41.58	2	0	0	2	41.58	8	20.79	166.32
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	212.87	0	0	0	1	212.87	0	0	0	0	0.00	2	212.87	425.74
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	2	0	0	2	301.60	0	0	0	0	0.00	0	0	0	0	0.00	2	150.80	301.60
120	44122027-RB-P10	RING BINDER, plastic, 22 mm, 10 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00
121	44122101-RU-B01	RUBBER BAND No. 18, .350g	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00
122	44121905-SP-F01	STAMP PAD, felt	piece	2	0	0	2	79.84	0	0	0	0	0.00	2	0	0	0	0.00	4	39.92	159.68
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	0	0	0	0	0.00	2	0	0	0	0.00	2	0	0	0	0.00	4	33.37	133.48
124	44121615-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	145.60	0.00
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	888.16	0.00
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	2	0	2	55.74	0	0	0	0	0.00	0	2	0	0	0.00	4	27.87	111.48
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	1	1	72.80	0	0	0	0	0.00	0	0	0	0	0.00	2	72.80	145.60

PAPER MATERIALS AND PRODUCTS

128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	83.72	0.00
129	14111506-CF-111	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	882.55	0.00
130	14111506-CF-112	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 278mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,166.88	0.00
131	14111506-CF-122	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,528.80	0.00
132	14111506-CF-121	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,026.48	0.00
133	14111506-CF-131	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	790.40	0.00
134	14111506-CF-132	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,598.00	0.00
135	14111609-LI-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	794.96	0.00
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.06	0.00
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	20	0	0	20	1,040.00	20	0	0	20	1,040.00	20	0	0	20	1,040.00	80	52.00	4,160.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	30	0	30	361.20	0	30	0	30	361.20	0	30	0	30	361.20	120	12.04	1,444.80

[illegible]

