

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:

- 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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 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.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 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:
- 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 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.
- 7.0 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.
- 8.0 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 appcse.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.

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: REGION 10
 Address: MASTERSON AVENUE
 CAGAYAN DE ORO CITY

Agency Code/UACS: [REDACTED]
 Organization Type: NGA

Contact Person: LESLIE ANNE F. ANDREJAS
 Position: SUPPLY OFFICER
 E-mail: leslie.andrejas@nija.gov.ph
 Telephone/Mobile Nos: 09171122517


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)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	3	0	0	3	1,071.27	3	0	0	3	1,071.27	3	0	0	3	1,071.27	3	0	0	3	1,071.27	12	357.09	4,285.08	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	50	0	0	50	2,236.00	0	0	0	0	0.00	50	0	0	50	2,236.00	0	0	0	0	0.00	100	44.72	4,472.00	
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	100	0	0	100	2,220.00	0	0	0	0	0.00	100	0	0	100	2,220.00	0	0	0	0	0.00	200	22.20	4,440.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	20	0	0	20	409.80	0	0	0	0	0.00	20	0	0	20	409.80	0	0	0	0	0.00	40	20.49	819.60	
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	20	0	0	20	366.80	0	0	0	0	0.00	20	0	0	20	366.80	0	0	0	0	0.00	40	18.34	733.60	
CLEANING EQUIPMENT AND SUPPLIES																											
20	47131812-AF-A01	AIR FRESHENER	can	10	0	0	10	873.10	10	0	0	10	873.10	10	0	0	10	873.10	10	0	0	10	873.10	40	87.31	3,492.40	

23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	10	0	0	10	416.00	10	0	0	10	416.00	10	0	0	10	416.00	10	0	0	10	416.00	40	41.60	1,664.00	
25	47131811-DE-B02	DETERGENT BAR	piece	10	0	0	10	93.40	10	0	0	10	93.40	10	0	0	10	93.40	10	0	0	10	93.40	40	9.34	373.60	
30	47131830-FC-A01	FURNITURE CLEANER	can	10	0	0	10	1,413.90	0	0	0	0	0.00	10	0	0	10	1,413.90	0	0	0	0	0.00	20	141.39	2,827.80	
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	10	0	0	10	429.50	10	0	0	10	429.50	10	0	0	10	429.50	10	0	0	10	429.50	40	42.95	1,718.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	10	0	0	10	592.80	10	0	0	10	592.80	10	0	0	10	592.80	10	0	0	10	592.80	40	59.28	2,371.20	
COLOR COMPOUNDS AND DISPERSIONS																											
CONSUMER ELECTRONICS																											
FILMS																											
FIRE FIGHTING EQUIPMENT																											
FLAG OR ACCESSORIES																											
FURNITURE AND FURNISHINGS																											
HEATING AND VENTILATION AND AIR CIRCULATION																											
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
LIGHTING AND FIXTURES AND ACCESSORIES																											
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-GL-J02	GLUE, all-purpose	bottle	10	0	0	10	621.40	0	0	0	0	0.00	10	0	0	10	621.40	0	0	0	0	0.00	20	62.14	1,242.80	
63	31151804-SW-S01	STAPLE WIRE, standard	box	20	0	0	20	475.20	20	0	0	20	475.20	20	0	0	20	475.20	20	0	0	20	475.20	80	23.76	1,900.80	
64	31201502-TA-E02	TAPE, electrical	roll	5	0	0	5	97.25	5	0	0	5	97.25	5	0	0	5	97.25	5	0	0	5	97.25	20	19.45	389.00	
65	31201503-TA-M01	TAPE, masking, 24mm	roll	10	0	0	10	556.80	10	0	0	10	556.80	10	0	0	10	556.80	10	0	0	10	556.80	40	55.68	2,227.20	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	10	0	0	10	223.60	10	0	0	10	223.60	10	0	0	10	223.60	10	0	0	10	223.60	40	22.36	894.40	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	10	0	0	10	225.70	10	0	0	10	225.70	10	0	0	10	225.70	10	0	0	10	225.70	40	22.57	902.80	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
81	44121801-CT-R02	CORRECTION TAPE	piece	10	0	0	10	135.00	0	0	0	0	0.00	10	0	0	10	135.00	0	0	0	0	0.00	20	13.50	270.00	
83	44111515-DF-B01	DATA FILE BOX	piece	10	0	0	10	1,458.90	10	0	0	10	1,458.90	10	0	0	10	1,458.90	10	0	0	10	1,458.90	40	145.89	5,835.60	
85	44103202-DS-M01	DATER STAMP	piece	1	0	0	1	434.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	434.95	434.95	
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	8	0	0	8	6,639.36	0	0	0	0	0.00	5	0	0	5	4,149.60	0	0	0	0	0.00	13	829.92	10,788.96	
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	1	0	0	1	1,057.58	0	0	0	0	0.00	5	0	0	5	5,287.90	0	0	0	0	0.00	6	1,057.58	6,345.48	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	25	0	0	25	762.25	25	0	0	25	762.25	25	0	0	25	762.25	25	0	0	25	762.25	100	30.49	3,049.00	
93	44122118-FA-P01	FASTENER	box	5	0	0	5	473.20	0	0	0	0	0.00	5	0	0	5	473.20	0	0	0	0	0.00	10	94.64	946.40	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	2	0	0	2	16.54	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8.27	16.54	
108	44121708-MP-B03	MARKER, Permanent, Red	piece	2	0	0	2	16.54	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8.27	16.54	
PAPER MATERIALS AND PRODUCTS																											
133	14111507-PP-M01	PAPER, MULTICOPIY A4	ream	20	0	0	20	4,276.00	20	0	0	20	4,276.00	20	0	0	20	4,276.00	20	0	0	20	4,276.00	80	213.80	17,104.00	

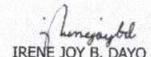
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	10	0	0	10	2,329.60	10	0	0	10	2,329.60	10	0	0	10	2,329.60	10	0	0	10	2,329.60	40	232.96	9,318.40	
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	5	0	0	5	794.55	5	0	0	5	794.55	5	0	0	5	794.55	5	0	0	5	794.55	20	158.91	3,178.20	
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	5	0	0	5	499.20	5	0	0	5	499.20	5	0	0	5	499.20	5	0	0	5	499.20	20	99.84	1,996.80	
PERFUMES OR COLOGNES OR FRAGRANCES																											
143	53131626-HS-S01	HAND SANITIZER	bottle	3	0	0	3	255.24	3	0	0	3	255.24	3	0	0	3	255.24	3	0	0	3	255.24	12	85.08	1,020.96	
PESTICIDES OR PEST REPELLENTS																											
PRINTED PUBLICATIONS																											
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	10	0	0	10	2,319.00	5	0	0	5	1,159.50	10	0	0	10	2,319.00	5	0	0	5	1,159.50	30	231.90	6,957.00	
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	10	0	0	10	2,422.00	5	0	0	5	1,211.00	10	0	0	10	2,422.00	5	0	0	5	1,211.00	30	242.20	7,266.00	
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	10	0	0	10	2,422.00	5	0	0	5	1,211.00	10	0	0	10	2,422.00	5	0	0	5	1,211.00	30	242.20	7,266.00	
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	10	0	0	10	2,422.00	5	0	0	5	1,211.00	10	0	0	10	2,422.00	5	0	0	5	1,211.00	30	242.20	7,266.00	
SOFTWARE																											
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
4	80141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,100.00	0	0	0	0	0.00	10	110.00	1,100.00	
A. TOTAL																											
P 124,931.11																											
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											
P 12,493.11																											
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											
P -																											
D. GRAND TOTAL (A + B + C)																											
P 137,424.22																											
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.

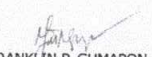
Prepared by:


LESLIE ANNE F. ANDREJAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


IRENE JOY B. DAYO
Accountant / Budget Officer

Approved by:

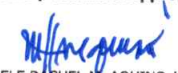

FRANKLIN P. GUMAPON
Head of Office/Agency

Date Prepared: 12 July 2024

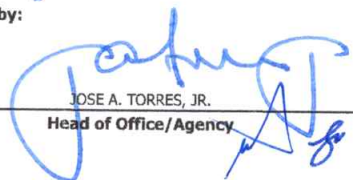
Received by:


JOMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


ADELE RACHEL M. AQUINO / BENJAMIN C. SY, JR.
Accountant / Budget Officer

Approved by:


JOSE A. TORRES, JR.
Head of Office/Agency