

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:

- 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: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders of the
- 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 VIII
Address: TACLOBAN CITY

Agency Code/UACS: _____
Organization Type: _____

Contact Person: REYAN L. ARINTO
Position: REGIONAL HEAD
E-mail: RR@PIA.GOV.PH
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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																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	20	0	20	1,008.60	0	7	0	7	353.01	0	0	7	7	353.01	0	7	0	7	353.01	41	50.43	2,067.63
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	7	7	57.82	0	0	0	0	0.00	0	0	0	0	0.00	7	0	0	7	57.82	14	8.26	115.64
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	10	0	10	447.20	0	10	0	10	447.20	0	4	0	4	178.88	0	0	0	0	0.00	24	44.72	1,073.28
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	20	0	20	894.40	0	10	0	10	447.20	0	10	0	10	447.20	0	20	0	20	894.40	60	44.72	2,683.20
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	5	0	5	228.80	0	5	0	5	228.80	0	2	0	2	91.52	0	0	0	0	0.00	12	45.76	549.12
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-B-A02	BATTERY, dry cell, size AA	pack	0	10	0	10	204.90	0	10	0	10	204.90	0	10	0	10	204.90	0	10	0	10	204.90	40	20.49	819.60
19	26111702-B-A01	BATTERY, dry cell, size AAA	pack	0	10	0	10	183.40	0	10	0	10	183.40	0	10	0	10	183.40	0	10	0	10	183.40	40	18.34	733.60
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	0	0	7	7	611.17	0	0	0	0	0.00	0	7	0	7	611.17	0	0	0	0	0.00	14	87.31	1,222.34
21	47131604-BR-S01	BROOM (Walis Tamboc)	piece	0	0	7	7	873.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	124.80	873.60
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	0	7	7	182.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	26.00	182.00
23	47131829-TE-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	10	0	10	416.00	0	0	0	0	0.00	0	10	0	10	416.00	0	10	0	10	416.00	30	41.60	1,248.00
25	47131811-DE-B02	DETERGENT BAR	piece	0	10	0	10	93.40	0	10	0	10	93.40	0	10	0	10	93.40	0	10	0	10	93.40	40	9.34	373.60

26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	5	0	5	270.40	5	0	0	5	270.40	0	5	0	5	270.40	0	0	0	0	0.00	15	54.08	811.20	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	5	0	5	699.45	0	0	0	0	0.00	0	5	0	5	699.45	0	0	0	0	0.00	10	139.89	1,398.90	
28	47131601-DJ-P01	DUST PAN	piece	0	0	7	7	327.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	46.80	327.60	
29	47131802-FV-P03	FLOOR WAX, paste type, red	can	0	3	0	3	929.28	0	0	0	0	0.00	0	3	0	3	929.28	0	0	0	0	0.00	6	309.76	1,858.56	
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	0	10	0	10	429.50	0	0	0	0	0.00	10	0	0	10	429.50	0	0	0	0	0.00	20	42.95	859.00	
34	47131602-SC-N01	SCOURING PAD	pack	0	0	7	7	599.41	0	0	7	7	599.41	0	0	0	0	0.00	0	0	0	0	0.00	14	85.63	1,198.82	
36	47121701-TE-P05	TRASHBAG, Large size	roll/pack	0	10	0	10	592.80	0	5	0	5	296.40	10	0	0	10	592.80	0	0	0	0	0.00	25	59.28	1,482.00	
COLOR COMPOUNDS AND DISPERSIONS																											
CONSUMER ELECTRONICS																											
FILMS																											
FIRE FIGHTING EQUIPMENT																											
43	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	2	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,144.00	2,288.00	
FLAG OR ACCESSORIES																											
FURNITURE AND FURNISHINGS																											
HEATING AND VENTILATION AND AIR CIRCULATION																											
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
54	43202010-FD-L04	FLASH DRIVE	piece	0	5	0	5	763.70	5	0	0	5	763.70	0	0	0	0	0.00	0	0	0	0	0.00	10	152.74	1,527.40	
LIGHTING AND FIXTURES AND ACCESSORIES																											
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-GI-J02	GLUE, all-purpose	bottle	0	0	6	6	372.84	0	6	0	6	372.84	0	0	0	0	0.00	4	0	0	4	248.56	16	62.14	994.24	
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	8	8	190.08	0	0	8	8	190.08	0	0	8	8	190.08	0	0	8	8	190.08	32	23.76	760.32	
65	31201503-TA-H01	TAPE, masking, 24mm	roll	0	2	0	2	111.36	0	0	2	2	111.36	0	0	0	0	0.00	0	0	0	0	0.00	4	55.68	222.72	
66	31201503-TA-H02	TAPE, masking, 48 mm	roll	0	2	0	2	242.32	0	0	2	2	242.32	0	0	0	0	0.00	0	0	0	0	0.00	4	121.16	484.64	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	6	6	106.08	0	0	6	6	106.08	4	0	0	4	70.72	0	0	0	0	0.00	16	17.68	282.88	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	6	6	135.42	0	0	6	6	135.42	4	0	0	4	90.28	0	0	0	0	0.00	16	22.57	361.12	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	2	0	2	18.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	9.36	18.72	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	2	0	2	31.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	15.60	31.20	
81	44121801-CT-R02	CORRECTION TAPE	piece	0	0	12	12	162.00	0	0	12	12	162.00	0	0	12	12	162.00	0	12	0	12	162.00	48	13.50	648.00	
83	44111515-DF-B01	DATA FILE BOX	piece	0	5	0	5	729.45	5	0	0	5	729.45	10	0	0	10	1,458.90	0	0	0	0	0.00	20	145.89	2,917.80	
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	1	0	1	829.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	829.92	829.92	
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	0	1	0	1	1,057.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,057.58	1,057.58	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	7	0	7	101.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	14.48	101.36	
93	44122118-FA-P01	FASTENER	box	0	0	3	3	283.92	0	0	3	3	283.92	0	0	0	0	0.00	0	0	0	0	0.00	6	94.64	567.84	
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	5	0	5	71.15	5	0	0	5	71.15	0	0	0	0	0.00	0	0	0	0	0.00	10	14.23	142.30	
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	2	0	2	759.20	0	0	0	0	0.00	0	2	0	2	759.20	0	0	0	0	0.00	4	379.60	1,518.40	
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	2	0	2	827.84	0	0	0	0	0.00	0	2	0	2	827.84	0	0	0	0	0.00	4	413.92	1,655.68	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	10	10	82.70	0	0	10	10	82.70	0	0	5	5	41.35	0	0	0	0	0.00	25	8.27	206.75	

107	44121708-MP-802	MARKER, Permanent, Blue	piece	0	0	10	10	82.70	0	0	10	10	82.70	0	0	5	5	41.35	0	0	0	0	0.00	25	8.27	206.75
108	44121708-MP-803	MARKER, Permanent, Red	piece	0	0	5	5	41.35	0	0	5	5	41.35	0	0	5	5	41.35	0	0	0	0	0.00	15	8.27	124.05
109	44121708-MW-801	MARKER, Whiteboard, Black	piece	0	0	10	10	96.50	0	0	10	10	96.50	0	0	10	10	96.50	0	0	0	0	0.00	30	9.65	289.50
110	44121708-MW-802	MARKER, Whiteboard, Blue	piece	0	0	10	10	96.50	0	0	10	10	96.50	0	0	10	10	96.50	0	0	0	0	0.00	30	9.65	289.50
111	44121708-MW-803	MARKER, Whiteboard, Red	piece	0	0	5	5	48.25	0	0	5	5	48.25	0	0	5	5	48.25	0	0	0	0	0.00	15	9.65	144.75
112	44122104-PC-601	PAPER CLIP, viny/plastic coated, 33mm	box	0	6	0	6	52.92	0	6	0	6	52.92	0	5	0	5	44.10	0	0	0	0	0.00	17	8.82	149.94
113	44122104-PC-302	PAPER CLIP, viny/plastic coated, jumbo, 50mm	box	0	6	0	6	116.76	0	6	0	6	116.76	0	5	0	5	97.30	0	0	0	0	0.00	17	19.46	330.82
116	44121706-PE-101	PENCIL, lead/graphite, with eraser	box	0	0	2	2	89.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	44.71	89.42
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	5	0	5	769.60	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	769.60	10	153.92	1,539.20
120	44121905-SF-P01	STAMP PAD, felt	piece	0	0	5	5	199.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	39.92	199.60
121	44121618-SS-501	SCISSORS, symmetrical/asymmetrical	pair	0	0	0	0	0.00	10	0	0	10	655.20	0	0	0	0	0.00	10	0	0	10	655.20	20	65.52	1,310.40
122	44121615-ST-501	STAPLER, standard type	piece	0	0	0	0	0.00	5	0	0	5	988.00	0	0	0	0	0.00	5	0	0	5	988.00	10	197.60	1,976.00

PAPER MATERIALS AND PRODUCTS

129	14111514-NP-502	NOTEPAD, stick-on, 50mm x 76mm	pad	0	3	0	3	111.18	7	0	0	7	259.42	5	0	0	5	185.30	0	0	0	0	0.00	15	37.06	555.90
130	14111514-NP-504	NOTEPAD, stick-on, 76mm x 100mm	pad	0	3	0	3	177.84	7	0	0	7	414.96	5	0	0	5	296.40	0	0	0	0	0.00	15	59.28	889.20
131	14111514-NP-503	NOTEPAD, stick-on, 76mm x 76mm	pad	0	3	0	3	156.00	7	0	0	7	364.00	5	0	0	5	260.00	0	0	0	0	0.00	15	52.00	780.00
132	14111514-NB-502	STENO NOTEBOOK	piece	0	10	0	10	140.40	0	0	10	10	140.40	0	0	0	0	0.00	0	0	0	0	0.00	20	14.04	280.80
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	10	0	10	2,138.00	0	0	10	10	2,138.00	0	10	0	10	2,138.00	0	0	0	0	0.00	30	213.80	6,414.00
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	10	0	10	2,329.60	0	0	10	10	2,329.60	0	10	0	10	2,329.60	0	0	0	0	0.00	30	232.96	6,988.80
139	14111531-RE-801	RECORD BOOK, 300 PAGES	book	0	0	7	7	641.90	0	0	7	7	641.90	0	0	0	0	0.00	0	0	0	0	0.00	14	91.70	1,283.80

PERFUMES OR COLOGNES OR FRAGRANCES

PESTICIDES OR PEST REPELLENTS

PRINTED PUBLICATIONS

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)

6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	6	0	6	1,391.40	0	6	0	6	1,391.40	0	6	0	6	1,391.40	0	0	0	0	0.00	18	231.90	4,174.20
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	0	0	0	0.00	18	242.20	4,359.60
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	0	0	0	0.00	18	242.20	4,359.60
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	6	0	6	1,453.20	0	0	0	0	0.00	18	242.20	4,359.60

SOFTWARE

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

1	80141505-TS-001	BALLPEN	piece	0	20	0	20	120.00	10	0	0	10	60.00	0	0	0	0	0.00	0	0	0	0	0.00	30	6.00	180.00
4	80141505-TS-004	STICKER PAPER	pack	0	5	0	5	375.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	75.00	375.00
6	80141505-TS-006	PHOTO PAPER	pack	0	0	5	5	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	90.00	450.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	15	15	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	150.00	2,250.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	15	15	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	50.00	750.00
13	80141505-TS-013	WHITE BOARD	piece	0	0	1	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	7	0	7	350.00	0	7	0	7	350.00	0	7	0	7	350.00	0	7	0	7	350.00	28	50.00	1,400.00
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	2	0	0	2	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,000.00	8,000.00

