

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. 2018-19 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 List on this form has been arranged in accordance with the Unified Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Agency:

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.

1. Agency Name:

2. Agency Address:

3. Agency Contact Person:

4. Agency Contact Number:

5. Agency Email Address:

6. Agency Website:

7. Agency Fax Number:

8. Agency Mobile Number:

9. Agency Landline Number:

10. Agency Telex Number:

11. Agency Filing Number:

12. Agency Registration Number:

13. Agency Identification Number:

14. Agency Tax Identification Number:

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Notes: Consistent with the Memorandum Circular 2023-4 issued by the AG 25 dated 24 March 2023, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Procurement/Finance Office: Procurement/Finance Office

Region: Region 1

Division: Division 1

Office: Office 1

Section: Section 1

Sub-section: Sub-section 1

Unit: Unit 1

Sub-unit: Sub-unit 1

Item: Item 1

Sub-item: Sub-item 1

Item Code: Item Code 1

Sub-item Code: Sub-item Code 1

Item Name: Item Name 1

Sub-item Name: Sub-item Name 1

Item Description: Item Description 1

Sub-item Description: Sub-item Description 1

Item Quantity: Item Quantity 1

Sub-item Quantity: Sub-item Quantity 1

Item Unit: Item Unit 1

Sub-item Unit: Sub-item Unit 1

Item Price: Item Price 1

Sub-item Price: Sub-item Price 1

Item Total: Item Total 1

Sub-item Total: Sub-item Total 1

Item Remarks: Item Remarks 1

Sub-item Remarks: Sub-item Remarks 1

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Catalog # for Reference	Total Annual Cost (USD)	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
PART I. AVAILABLE AT PE-DIM (MAIN WAREHOUSE AND DEPOTS)																	
ALCOHOL, OR ACTIVE LIQUID ANTISEPTICS																	
1. 1250001 N. 104	ALCOHOL, 70% 10L	100	150	150	40	20.00.00	150	150	150	150	150	150	150	150	150	1500	47.50
2. 1270001 N. 103	ALCOHOL, 70% 1.5 Gal	100	20	20	60	10.00.00	20	20	20	60	10.00.00	20	20	20	60	10.00.00	50.00
BATTERIES AND CHARGES EQUIPMENT AND ACCESSORIES AND SUPPLIES																	
3. 000																	

Item & Specifications										Monthly Quantity Requirement												Total Quantity for the year		Price Catalogue for the year		Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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