

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Services - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter No. 2011-9 and 2011-9-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 Philippines 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).

Remarks:
 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-philleas.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-philleas.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photos of the items.
 4.0 Do not delete, add, or revise any items or rows on the PART I of 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 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philleas.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.lk/hoas88>.
 6.0 Once submitted 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 changes in the agency's CSE requirements, 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.
 7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-9478245 (Globe) or 0918-2954426 (Smart), or email appsca.helpdesk@ps-philleas.gov.ph, or visit the PS-DBM website (www.ps-philleas.gov.ph) for the guide on how to fill-out the APP-CSE.
 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-9478245 (Globe) or 0918-2954426 (Smart), or email appsca.helpdesk@ps-philleas.gov.ph, or visit the PS-DBM website (www.ps-philleas.gov.ph) for the guide on how to fill-out the APP-CSE.

Dear Inventor/Supplier/Office: DEWA, MANILA, 15 OCTOBER 2023
 Re: Your submission for the APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Attention: Mr. MARIANO M. MACALALOG
 Position: Supply Officer II
 Email: mariano.m.magalalag@dbm.gov.ph
 Telephone/Mobile No.: 9701599560

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year			
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				Q-1	Q-4	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																				
ALCOHOL OR ALCOHOL-BASED ANTISEPTICS																				
1	1219801-A-E04 ALCOHOL, ETHYL, 70% TEL	litre	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	50.96	6,115.20
2	219801-A-E03 ALCOHOL, ETHYL, 1 Gallon	gallon	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	451.36	5,416.32
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
3	6012124-P-001 CLEARBOOK, A4 size	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	35.36	424.32
4	6012124-P-002 CLEARBOOK, Legal Size	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28.48	0.00
5	6012124-P-001 ERASER, plastic/latex	piece	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	144	9.36	1,371.84
6	6012124-P-001 SIGN PEN, Extra Fine Tip, Black	piece	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	240	28.00	6,720.00
7	6012124-P-004 SIGN PEN, Fine Tip, Black	piece	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	240	44.72	10,732.80
8	6012124-P-007 SIGN PEN, Medium Tip, Black	piece	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	240	57.20	13,728.00
9	6012124-P-002 SIGN PEN, Extra Fine Tip, Blue	piece	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	180	28.00	5,040.00
10	6012124-P-005 SIGN PEN, Fine Tip, Blue	piece	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	180	44.72	8,049.60
11	6012124-P-008 SIGN PEN, Medium Tip, Blue	piece	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	180	57.20	10,296.00
12	6012124-P-003 SIGN PEN, Extra Fine Tip, Red	piece	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	96	28.00	2,688.00
13	6012124-P-006 SIGN PEN, Fine Tip, Red	piece	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	96	45.76	4,392.96
14	6012124-P-009 SIGN PEN, Medium Tip, Red	piece	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	96	57.20	5,491.20
15	6012124-P-011 MULTIPURPOSE PAPER	deck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	214.24	2,570.88
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																				
16	4012124-P-003 DOCUMENT CAMERA	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	25,536.48	102,145.92
17	4012124-P-001 MULTIMEDIA PROJECTOR	unit	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	18,070.40	36,140.80
BATTERIES AND CELLS AND ACCESSORIES																				
18	3011202-P-002 BATTERY, Dry cell, size AA	deck	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	144	21.04	3,029.76
19	3011202-P-001 BATTERY, Dry cell, size AAA	deck	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	144	15.76	2,269.44
20	3011202-P-003 BATTERY, Dry cell, size D	deck	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	92.56	370.24
CLEANING EQUIPMENT AND SUPPLIES																				
21	4012124-P-001 AIR FRESHENER	unit	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	87.36	4,193.28
22	4012124-P-001 BROOM (Wall/Tambo)	piece	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	127.82	7,669.20	
23	4012124-P-001 BROOM (Wide Top-End)	piece	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	23.92	1,435.20	
24	4012124-P-001 CLEANER, Toilet Bowl and Urinal	box	6	6	6	6	6	6	6	6	6	6	6	6	6	6	72	44.72	3,219.84	
25	4012124-P-001 CLEANER, Scouring Powder	unit	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	36.00	2,160.00	

