

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

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 2011-5-A dated 23 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 Virtual Store (VS) 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 Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-dbm.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-dbm.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 item or the PART 1 of the form, otherwise the form will be deemed invalid.

5.0 For items not included on the list of PART 1, 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-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hoss8>.

6.0 Once signed and approved by the Property/Supply Officer, Accountant/Subsidiary 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 (VS) account on or before the prescribed period or deadline.

7.0 Should there be change 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 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 0927-9478248 (Globe) or 0918-2984426 (Smart), or email appsales@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Office: PS-DBM
Region: REGIONAL OFFICE
Address: REGIONAL OFFICE
Agency Code/Loc: MA, TRA'S, BAYBAG
Contact Person: ENGINEER JOYCE
Position: ENGINEER
Email: joysa@ps-dbm.gov.ph
Telephone/Mobile Nos: 093515220835

Items & Specifications										Quantity/Quantity Requirements										Total Quantity (for all items)		Unit
Item No.	Item Description	Brand	Qty	Unit	Unit Price	Amount	Unit	Unit Price	Amount	Unit	Unit Price	Amount	Unit	Unit Price	Amount	Unit	Unit Price	Amount	Unit	Unit Price	Amount	Unit
PART I: AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																						
ALCOHOL OR ALCOHOL-BASED ANTISEPTIC																						
1	100% ALCOHOL, Ethyl, 500 mL		5	22	9	36	1,334.56	5	0	9	14	713.44	0	0	9	9	958.84	0	0	0	0	0
2	100% ALCOHOL, Ethyl, 1 Gallon		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
SAFE AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
3	60121413-02-PB1	CLEARBOOK, A4 size	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
4	60121413-03-PB2	CLEARBOOK, Legal size	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
5	60121524-01-PB1	ERASER, plastic/rubber	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
6	60121524-02-PB1	SIGN PEN, Extra Fine Tip, Black	0	12	0	12	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
7	60121524-03-PB1	SIGN PEN, Fine Tip, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
8	60121524-04-PB1	SIGN PEN, Medium Tip, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
9	60121524-05-PB2	SIGN PEN, Extra Fine Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
10	60121524-06-PB2	SIGN PEN, Fine Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
11	60121524-07-PB2	SIGN PEN, Medium Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
12	60121524-08-PB2	SIGN PEN, Extra Fine Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
13	60121524-09-PB2	SIGN PEN, Fine Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
14	60121524-10-PB2	SIGN PEN, Medium Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
15	60121124-00-PB1	WRAPPING PAPER	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
ACTION AND VISUAL EQUIPMENT AND SUPPLIES																						
16	45121517-00-003	DOCUMENT CAMERA	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
17	45111670-00-PB1	MULTIMEDIA PROJECTOR	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
BATTERIES AND CELLS AND ACCESSORIES																						
18	26111702-00-PB1	BATTERY, dry cell, size AA	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
19	26111702-00-PB1	BATTERY, dry cell, size AAA	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
20	26111702-00-PB1	BATTERY, dry cell, size D	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0
COMMON EQUIPMENT AND SUPPLIES																						

Item & Brand Details				Monthly Inventory Summary																	Grand Total	
ID	Description	Brand	Unit	Quantity												Value	Status					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
21	AIR FRESHENER	QIP		0	0	9	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	87.3F	0	
22	BROOM (White Tambol)	piece		0	T	10	15	1,407.12		0	0	0	0.00	0	0	0	0	0.00	15	177.97		
23	BROOM (White Tug-Tug)	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	23.92		
24	CLEANER Toilet Bowl and Urinal	bottle		0	U	11	15	491.52		0	0	11	491.52	0	0	6	8	357.76	0	0	44.17	
25	CLEANSER, Scouring Powder	can		0	0	0	8	288.00		0	0	0	288.00	0	0	0	0	288.00	0	0	36.00	
26	DETERGENT BAR	bar		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	9.36		
27	DETERGENT POWDER, ab purpose	pouch		0	0	4	4	353.60		0	0	4	353.60	0	0	4	4	353.60	0	0	88.40	
28	DISINFECTANT SPRAY	can		0	0	6	6	904.80		0	0	6	904.80	0	0	6	6	904.80	0	0	180.80	
29	DUST PAN	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	46.80		
30	FLOOR WAX, paste type, red	can		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	153.20		
31	FURNITURE CLEANER	can		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	236.72		
32	HAND SOAP, liquid	bottle		0	0	5	5	214.75		0	0	5	214.75	0	0	3	3	128.85	0	0	42.95	
33	MOP BUCKET	unit		0	U	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	2,080.00		
34	MOPHANDLE, heavy duty	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	134.76		
35	MOPHEAD, made of rayon	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	114.04		
36	RAGS	kilo		0	1	0	1	57.20		0	0	0	0.00	0	0	0	0	0.00	0	57.20		
37	SCOURING PAD	pack		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	89.44		
38	TRASHBAG, XL size	sack(roll)		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	130.08		
39	TRASHBAG, Large size	sack(roll)		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	59.28		
40	TRASHBAG, XL size	sack(roll)		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	92.56		
41	WASTEBASKET	piece		0	0	5	5	218.40		0	0	0	0.00	0	0	0	0	0.00	0	43.68		
Total for cleaning and maintenance																						
42	INK, for stamp pad	bottle		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	21.20		
CONSUMER ELECTRONICS																						
43	DIGITAL VOICE RECORDER	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	4,803.76		
FACE MASK																						
44	FACE MASK	box		0	0	0	0	8.00		0	0	0	0.00	0	0	0	0	0.00	0	52.00		
FILMS																						
45	ACETATE	roll		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,048.32		
46	CARBON FILM, Legal size	box		0	0	0	0	8.00		0	0	0	0.00	0	0	0	0	0.00	0	256.58		
FIRE FIGHTING EQUIPMENT																						
47	FIRE EXTINGUISHER, dry chemical	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,398.80		
48	FIRE EXTINGUISHER, pure MOPC	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	5,612.26		
FACE MASK ACCESSORIES																						
49	PHILIPPINE NATIONAL FLAG	piece		0	0	0	0	8.00		0	0	0	0.00	0	0	0	0	0.00	0	264.94		
FURNITURE AND FURNISHINGS																						
50	MONOBLOC CHAIR, beige	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	176.44		
51	MONOBLOC CHAIR, white	piece		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	372.32		
52	MONOBLOC TABLE, white	unit		0	0	0	0	3.00		0	0	0	0.00	0	0	0	0	0.00	0	1,346.58		
53	MONOBLOC TABLE, beige	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,346.88		
HEATING AND VENTILATION AND AIR CONDITIONING																						
54	ELECTRIC FAN, ceiling mount, oval type	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,960.08		
55	ELECTRIC FAN, industrial, ground type	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,109.68		
56	ELECTRIC FAN, stand type	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	1,006.72		
57	ELECTRIC FAN, wall mount	unit		0	0	0	0	0.00		0	0	0	0.00	0	0	0	0	0.00	0	914.16		

[illegible]

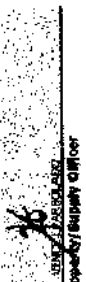
PART I: SUPPLIES										PART II: OTHER ITEMS									
Item										Item									
Item	QTY	UNIT	PRICE	QTY	UNIT	PRICE	QTY	UNIT	PRICE	Item	QTY	UNIT	PRICE	QTY	UNIT	PRICE	QTY	UNIT	PRICE
113	4403103-HP-463	TONER CARTRIDGE, HP CH13A (HP4100), Magenta		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
114	4403103-HP-464	TONER CARTRIDGE, HP CH13XC (HP4100), Magenta		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
115	4403103-HP-464	TONER CARTRIDGE, HP Q6612A, Black		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
116	4403103-HP-464	TONER CARTRIDGE, HP Q7553A, Black		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
PART III: OTHER ITEMS																			
1	4323151-3FT-001	Business function specific software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
2	4323152-3FT-002	Finance accounting and enterprise resource planning ERP software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
3	4323204-3FT-003	Computer game or entertainment software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
4	4323110-3FT-004	Content authoring and editing software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
5	4323203-3FT-005	Content management software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
6	4323204-3FT-006	Data management and query software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
7	4323205-3FT-007	Development software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
8	4323206-3FT-008	Educational or reference software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
9	4323207-3FT-009	Industry specific software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
10	4323301-3FT-010	Information exchange software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
11	4323270-3FT-011	Network application software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
12	4323280-3FT-012	Network management software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
13	4323208-3FT-013	Networking software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
14	4323304-3FT-014	Operating environment software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
15	4323205-3FT-015	Security and protection software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
16	4323306-3FT-016	Utility and device driver software		0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
PART IV: OTHER ITEMS NOT AVAILABLE AT 75-DOLLAR ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of item)																			
1	80141505-TS-601	BALLPEN		1	1	50	92	27,500.00	0	0	0	0	0	0	0	0	0	0	0.00
2	80141506-TS-602	MULTIFUNCTION PRINTER		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
3	80141507-TS-603	LAMINATING FILM		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
4	80141508-TS-604	STICKER PAPER		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
5	80141509-TS-605	DOUBLE SIDED TAPE		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
6	80141508-TS-606	PHOTO PAPER		0	0	15	21	0.00	0	0	0	0	0	0	0	0	0	0	0.00
7	80141505-TS-607	RECHARGING SOLUTION		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
8	80141505-TS-608	CERTIFICATE FRAME		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
9	80141506-TS-609	CERTIFICATE HOLDER		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
10	80141508-TS-610	UNIVERSITY/STATE POWER SUPPLY		0	0	0	0	45,000.00	0	0	0	0	0	0	0	0	0	0	0.00
11	80141505-TS-611	AIR CONDITIONING UNIT		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
12	80141505-TS-612	SMART TELEVISION		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
13	80141505-TS-613	WHITE BOARD		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
14	80141505-TS-614	MICROPHONE		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
15	80141505-TS-615	HEADSET		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
16	80141505-TS-616	DISHWASHER LIQUID		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
17	80141505-TS-617	PASTIC PASTEURIZER		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
18	80141505-TS-618	STEL FILM CABINET		0	0	0	0	10,000.00	0	0	0	0	0	0	0	0	0	0	0.00
19	80141505-TS-619	VILLUM BOARD PAPER		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
20	80141505-TS-620	EXTENSION CORD		0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00
21	80141505-TS-621	PAINT		0	0	0	0	6.00	0	0	0	0	0	0	0	0	0	0	0.00
22	80141505-TS-622	COUGHED PAPER		0	0	0	0	9.00	0	0	0	0	0	0	0	0	0	0	0.00
23	80141505-TS-623	BOND PAPER		25	25	25	75	22,500.00	25	0	0	0	25	7,500.00	0	0	0	0	0.00

[illegible]

Item		Description		Quantity		Unit Price		Total Price		Total	
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31	31	31	31
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99	99	99	99	99	99	99	99	99	99	99	99
100	100	100	100	100	100	100	100	100	100	100	100

We hereby warrant that the total services 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 this year.

Prepared by:



 Property/Supply Officer

Certified Funds Available / Certified Appropriations Funds Available:



 Accountant/Budget Officer

Approved by:



 Chief of Office/Agency

Date Prepared: _____