

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. 2018-10 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 listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

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 Virtual Store.
- 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) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 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 Virtual Store 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 requirement, 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 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 09182954426 or 09278478245, 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: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2022 must be submitted on or before 30 September 2022.

Department/Bureau/Office: DPMW 24 (Int'l DO)

Agency Code/UCS: 1800-1880-0140

Contact Person:

VANESSA R. PASAGUE

Position:

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30th Sept)	Total Amount	
		Jan	Feb	Mar	Q1	Q1 Actual	April	May	June	Q2	Q2 Actual	July	Aug	Sept	Q3	Q3 Actual	Oct	Nov	Dec	Q4	Q4 Actual			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1. 1219.001-AI-E01	ALCOHOL, Ethyl, 500 ml.	bottle	55	55	57	167	7,990.95	55	55	57	167	1,990.95	35	55	57	167	7,990.95	59	59	58	170	3117.30	679	4,851
2. 1219.001-AI-E02	ALCOHOL, Ethyl, 1 Gallon	gallon	13	13	13	45	14,804.75	13	13	13	45	11,804.75	15	13	13	45	14,804.75	13	13	13	39	12,891.45	124	380.35
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3. 4021.411-CB-P01	CLEARBOOK, 20 transparent pocket, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	32.95	
4. 4021.413-CH-P02	CLEARBOOK, 20 transparent pocket, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	
5. 4021.539-ER-P01	ERASER, plastic/rubber	piece	12	12	14	36	169.06	12	12	14	36	169.06	12	12	14	36	169.06	12	12	14	36	169.06	132	1.47
6. 4021.539-SP-G01	SIGN PEN, Black, liquid or gel	piece	173	173	175	521	11,366.20	158	169	171	369	11,299.00	129	129	131	380	10,251.20	123	121	123	367	8,030.60	172	32.20
7. 4021.539-SP-G02	SIGN PEN, Blue, liquid or gel	piece	119	119	119	357	7,925.40	118	119	119	357	7,825.40	79	79	79	237	5,281.40	87	87	87	261	5,794.20	121	22.81
8. 4021.539-SP-G03	SIGN PEN, Red, liquid or gel	piece	40	40	42	122	2,700.90	40	40	42	122	1,700.40	40	40	42	122	2,700.40	40	40	40	146	3,241.20	512	12.20
9. 4021.539-WN-P01	WRAPPING PAPER, irsf, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																								
10. 4021.517-DO-P02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	
11. 4011109-IM4-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	2	2	1	5	82,040.00	1	1	1	7	49,794.00	1	1	1	7	49,794.00	1	1	1	0	11,176.00	13	16,500.00
BATTERIES AND CELLS AND ACCESSORIES																								
12. 2611102-011-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	21	21	22	64	1,311.30	21	21	21	63	1,290.82	21	21	22	64	1,211.36	18	19	20	36	1,338.42	249	10.40
13. 2611102-011-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	21	21	21	63	1,135.42	21	21	21	63	1,135.42	21	21	21	67	1,159.43	19	19	20	38	1,063.72	247	8.34
14. 2611102-011-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	
CLEANING EQUIPMENT AND SUPPLIES																								
15. 4713181-2-AP-P01	AIR FRESHENER, Aerosol type, 150g	can	14	14	15	43	3,310.52	14	14	15	43	3,310.52	14	14	15	41	3,310.52	17	17	19	53	4,326.92	182	11.64
16. 4713191-PR-P01	BROOM, Soft (Wala/Tambo)	piece	6	6	8	20	2,724.00	6	6	8	20	2,724.00	6	6	8	20	2,724.00	6	6	8	18	2,432.32	76	10.24
17. 4713184-RR-T01	BROOM, Stick (Wala/Tambo)	piece	6	6	6	18	412.04	6	6	6	18	410.04	6	6	6	18	410.04	5	5	5	13	341.76	69	22.78
18. 4713182-TR-C01	CLEANER, Toilet Bowl and Urinal, 900ML - 1000ml.	bottle	17	17	19	53	2,264.00	17	17	19	53	2,264.00	17	17	19	53	2,264.00	18	18	17	95	2,038.40	200	11.64
19. 4713183-CL-P01	CLEANER, Scouring Powder, 250g	can	1	1	0	2	47.04	1	1	0	2	47.04	1	1	0	2	47.04	1	1	0	2	47.04	8	23.82
20. 4713181-DE-P02	DETERGENT BAR, 140g as packed	piece	11	11	11	31	273.00	11	11	11	31	273.00	11	11	11	31	273.00	11	11	11	31	273.96	117	0.30
22. 4713181-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	2	2	2	6	524.48	2	2	2	6	524.48	2	2	2	6	524.48	1	1	1	1	162.24	21	34.00
23. 4713183-DS-P01	DISINFECTANT SPRAY, Aerosol type, 400g	can	11	11	13	35	4,096.15	11	11	13	35	4,096.15	11	11	13	31	4,096.15	11	11	18	36	4,094.30	155	139.81
23. 4713181-DR-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	0	24	663.30	0	0	0	24	663.30	0	0	0	24	663.30	2	2	8	22	668.00	94	27.64
24. 4713182-FW-P02	FLOOR WAX, paste type, red, 2kg	can	7	7	9	23	7,124.40	7	7	9	23	7,124.40	7	7	9	22	7,124.40	7	7	9	23	7,124.40	92	309.76
25. 4713183-FC-P01	FURNITURE CLEANER, Aerosol type, 300ml.	can	12	12	13	37	4,444.44	12	12	13	37	4,444.44	12	12	13	31	4,444.44	11	12	13	37	4,444.44	148	120.12
26. 7310112-HS-L01	LIQUID HAND SOAP, 300ml	bottle	8	8	8	24	1,030.00	8	8	8	24	1,030.00	8	8	8	24	1,030.00	8	8	6	14	601.30	86	42.93
27. 4712104-MP-P01	HOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	1	3	4	10	22,080.00	1	3	4	10	22,080.00	2	3	4	10	22,080.00	2	3	3	7	16,018.00	37	2,260.00
28. 4713113-HP-R02	HOP HANDLE, heavy duty	piece	9	9	10	26	3,494.40	9	9	10	26	3,494.40	9	9	10	26	3,494.40	9	9	10	26	3,494.40	112	124.00
29. 4713119-HP-R01	HOPHEAD, made of rayon	piece	5	5	6	16	1,060.16	5	5	6	16	1,060.16	5	5	6	16	1,060.16	5	5	6	16	1,060.16	64	12.34
30. 47131904-MG-C01	RAGS, of cotton, 1kg per bundle	bundle	8	9	11	29	1,241.00	9	9	11	29	1,241.00	9	9	11	28	1,241.00	9	9	8	28	1,275.30	111	53.14

A	B	C	Item & Specifications	D	Unit of Measure	Monthly Quantity Requirement												E	F	G					
						Jan	Feb	Mar	Q1	Q1 Approved	April	May	June	Q2	Q2 Approved	July	Aug	Sept	Q3	Q3 Approved	Oct	Nov	Dec	Q4	Q4 Approved
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00
						0	0.00				0	0.00		0	0.00				0	0.00		0	0.00	0.00	0.00

A. TOTAL	P	17,286,146.18
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	1,725,614.63
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B + C)	P	18,991,760.80
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		

Item & Specifications	Unit of Measure	Monthly Quantity Requirement														Total Quantity for the year	Price Catalogue as of 30 June 2022		Total Amount for the year
		Jan	Feb	Mar	Q1 MAY-JUN	April	May	June	Q2 JULY-SEP	July	Aug	Sept	Q3 OCT-DEC	Oct	Nov	Dec	Q4 JAN-MAR		

We hereby warrant that the total amount reflected in this Areal 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:

VANESSA R. PASAGUE
Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

JESUSA S. VILLAFRETER
Accountant / Budget Officer

Approved by:

AMING O. M. MURI
Head of Office / Agency

Date Prepared: SEPTEMBER 23, 2022