

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).

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.
- 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](http://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 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 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](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: DENR PENRO LEYTE  
 Region: REGION VIII  
 Address: BRGY. BARAS, PALO, LEYTE

Agency Code/UAACS:  
 Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person:  
 Position:  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue / as of 31 July 2022	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		
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	300	0	0	300	14,355.00	0	0	0	0	0.00	0	0	0	0	0.00	416	0	0	416	15,905.60	716	47.85	34,260.60
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	15	0	0	15	4,958.25	0	0	0	0	0.00	0	0	0	0	0.00	15	0	0	15	4,958.25	30	330.55	9,915.50
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	80	0	0	80	2,632.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	32.91	2,632.80
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	100	0	0	100	3,636.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	36.36	3,636.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	35	0	0	35	156.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35	4.47	156.45
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	300	0	0	300	6,660.00	0	0	0	0	0.00	300	0	0	300	6,660.00	0	0	0	0	0.00	600	22.20	13,320.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	227	0	0	227	5,036.40	0	0	0	0	0.00	200	0	0	200	4,400.00	0	0	0	0	0.00	427	22.20	9,479.40
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	200	0	0	200	4,440.00	0	0	0	0	0.00	212	0	0	212	4,706.40	0	0	0	0	0.00	412	22.20	9,146.40
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	2	0	0	2	47,247.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,623.60	47,247.20
11	45111609-MN-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	5	0	0	5	82,940.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	16,588.00	82,940.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	50	0	0	50	1,024.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	20.49	1,024.50
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	50	0	0	50	917.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	18.34	917.00
14	26111702-BT-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	0.00	0	0	0	0	0.00	0	96.20	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										



Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 27 July 2022)	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	
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	181	0	0	181	14,776.84	0	0	0	0	0	0	0	0.00	100	0	0	100	8,164.00	281	81.64	22,940.84		
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	50	0	0	50	6,812.00	0	0	0	0	0	0	0	0.00	48	0	0	48	6,539.52	98	136.24	13,351.52		
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	39	0	0	39	888.42	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	39	22.78	888.42		
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	100	0	0	100	4,160.00	0	0	0	0	0	0	0	0.00	85	0	0	85	3,536.00	185	41.60	7,696.00		
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	35	0	0	35	837.20	0	0	0	0	0	0	0	0.00	30	0	0	30	717.60	65	23.92	1,554.80		
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	115	0	0	115	954.50	0	0	0	0	0	0	0	0.00	100	0	0	100	830.00	215	8.30	1,784.50		
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	124	0	0	124	6,705.92	0	0	0	0	0	0	0	0.00	100	0	0	100	5,408.00	224	54.08	12,113.92		
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	170	0	0	170	23,781.30	0	0	0	0	0	0	0	0.00	100	0	0	100	13,989.00	270	139.89	37,770.30		
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	40	0	0	40	1,105.60	0	0	0	0	0	0	0	0.00	30	0	0	30	829.20	70	27.64	1,934.80		
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00		
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	22	0	0	22	2,642.64	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	22	120.12	2,642.64		
26	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	100	0	0	100	4,295.00	0	0	0	0	0	0	0	0.00	65	0	0	65	2,791.75	165	42.95	7,086.75		
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	10	0	0	10	22,880.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	2,288.00	22,880.00		
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	30	0	0	30	3,744.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	30	124.80	3,744.00		
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	112	0	0	112	13,721.12	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	112	122.51	13,721.12		
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	40	0	0	40	2,125.60	0	0	0	0	0	0	0	0.00	58	0	0	58	3,082.12	98	53.14	5,207.72		
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	80	0	0	80	4,634.40	0	0	0	0	0	0	0	0.00	45	0	0	45	2,606.85	125	57.93	7,241.25		
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	100	0	0	100	14,404.00	0	0	0	0	0	0	0	0.00	100	0	0	100	14,404.00	200	144.04	28,808.00		
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	130	0	0	130	4,148.30	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	130	31.91	4,148.30		
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SI-P01	INK, for stamp pad, 50ml	bottle	80	0	0	80	2,312.80	0	0	0	0	0	0	0	0.00	51	0	0	51	1,474.41	131	28.91	3,787.21		
CONSUMER ELECTRONICS																										
35	52161535-OV-R01	DIGITAL VOICE RECORDER	unit	4	0	0	4	29,356.64	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	4	7,339.16	29,356.64		
FACE MASK																										
36	42131713-SH-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	100	0	0	100	7,750.00	0	0	0	0	0	0	0	0.00	100	0	0	100	7,750.00	200	77.50	15,500.00		
FILMS																										
37	13111203-AC-P01	ACETATE, 50 meters	roll	10	0	0	10	9,698.80	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	969.88	9,698.80		
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	20	0	0	20	4,420.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	221.00	4,420.00		
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	15	0	0	15	3,578.10	0	0	0	0	0	0	0	0.00	19	0	0	19	4,532.26	34	238.54	8,110.36		
FIRE FIGHTING EQUIPMENT																										
40	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	10	0	0	10	11,440.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	1,144.00	11,440.00		
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCF	unit	5	0	0	5	28,066.25	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	5	5,613.25	28,066.25		
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	30	0	0	30	8,545.20	0	0	0	0	0	0	0	0.00	23	0	0	23	6,551.32	53	284.84	15,096.52		
FURNITURE AND FURNISHINGS																										
43	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	148	0	0	148	51,416.68	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	148	347.41	51,416.68		
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	20	0	0	20	6,898.40	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	344.92	6,898.40		
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00		