

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-philgepa.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.
7.0 Any APP-CSE form that is unsubmitted or has incomplete signature shall be deemed invalid.
8.0 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.
9.0 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@ps-philgepa.gov.ph, or visit the PS-DBM website (www.ps-philgepa.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2023-1 issued by the AO 25 dated 24 March 2023, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
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Table with columns: Item & Specifications, Unit of Measure, Monthly Quantity Requirement (Jan-Dec), Q1-Q4 Amount, Total Quantity for the year, Price Catalogue (of 2023), Total Amount for the year. Includes sections for Part I (Alcohol/Acetone based Antiseptics), Arts and Crafts Equipment, Audio and Visual Equipment, and Batteries and Cells.

Item No.	Description	Unit	QTY	PRICE	AMOUNT	TAX	TOTAL	QTY	PRICE	AMOUNT	TAX	TOTAL	QTY	PRICE	AMOUNT	TAX	TOTAL
125	44121615-ST-B01 STAPLER, heavy duty (binder type), desktop	unit	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	888.16	0.00	0.00	888.16
126	44121613-SR-P01 STAPLE REMOVER, plier type	piece	20	557.40	11148.00	0.00	11148.00	0	0.00	0.00	0.00	0.00	20	27.87	0.00	0.00	557.40
127	44121605-TD-T01 TAPE DISPENSER, table top	piece	2	145.60	291.20	0.00	291.20	0	0.00	0.00	0.00	0.00	2	72.80	0.00	0.00	145.60
PAPER MATERIALS AND PRODUCTS																	
128	I4111525-CA-A01 CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	83.72	0.00	0.00	83.72
129	I4111505-CF-L11 COMPUTER CONTINUOUS FORM, 1 PW, 280mm x 241mm, 2,000 sheets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	883.55	0.00	0.00	883.55
130	I4111505-CF-L12 COMPUTER CONTINUOUS FORM, 1 PW, 280mm x 378mm, 2,000 sheets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,166.88	0.00	0.00	1,166.88
131	I4111505-CF-L22 COMPUTER CONTINUOUS FORM, 2 PW, 280mm x 378mm, 1,000 sets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,578.80	0.00	0.00	1,578.80
132	I4111505-CF-L21 COMPUTER CONTINUOUS FORM, 2 PW, 280mm x 241mm, 1,000 sets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,026.48	0.00	0.00	1,026.48
133	I4111505-CF-L31 COMPUTER CONTINUOUS FORM, 3 PW, 280mm x 241mm, 500 sets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	794.40	0.00	0.00	794.40
134	I4111505-CF-L32 COMPUTER CONTINUOUS FORM, 3 PW, 280mm x 378mm, 500 sets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,598.00	0.00	0.00	1,598.00
135	I4111609-LL-C01 LOOSELEAF COVER, 50 sets per bundle	bundle	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	794.96	0.00	0.00	794.96
136	I4111514-NP-502 NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	0	222.36	0.00	0.00	222.36	6	222.36	0.00	0.00	222.36	12	37.06	0.00	0.00	444.72
137	I4111514-NP-504 NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	0	355.68	0.00	0.00	355.68	6	355.68	0.00	0.00	355.68	12	59.28	0.00	0.00	711.36
138	I4111514-NP-503 NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	0	312.00	0.00	0.00	312.00	6	312.00	0.00	0.00	312.00	12	52.00	0.00	0.00	624.00
139	I4111514-NB-501 NOTEBOOK, stenographer	piece	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	40	12.04	0.00	0.00	481.60
140	I4111507-PP-M01 PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	42	6,957.30	0.00	6,957.30	44	6,957.30	0.00	0.00	6,957.30	170	165.65	0.00	0.00	28,166.50
141	I4111507-PP-M02 PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	18	3,405.24	0.00	3,405.24	18	3,405.24	0.00	0.00	3,405.24	72	195.18	0.00	0.00	13,605.96
142	I4111507-PP-C01 PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	137.74	0.00	0.00	137.74
143	I4111507-PP-C02 PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	158.91	0.00	0.00	158.91
144	I4111531-PP-R01 PAD PAPER, ruled	pad	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	21.53	0.00	0.00	21.53
145	I4111503-PA-P01 PAPER, parchment, 100 sheets per box	box	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	96.05	0.00	0.00	96.05
146	I4111531-RE-B01 RECORD BOOK, 300 PAGES	book	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	62.40	0.00	0.00	62.40
147	I4111531-RE-B02 RECORD BOOK, 500 PAGES	book	0	0.00	0.00	0.00	0.00	20	2,080.00	0.00	0.00	2,080.00	20	104.00	0.00	0.00	2,080.00
148	I4111818-TH-P02 THERMAL PAPER, 216mm	roll	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	55.64	0.00	0.00	55.64
149	I4111704-TT-P04 TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	31.80	0.00	0.00	31.80
150	I4111704-TT-P02 TOILET TISSUE PAPER, 2 PW, 12 rolls in a pack	pack	0	0.00	0.00	0.00	0.00	50	4,316.00	0.00	0.00	4,316.00	100	86.32	0.00	0.00	8,632.00
PERFUMES OR COLOGNES OR FRAGRANCES																	
151	53191626-HS-S01 LIQUID HAND SANITIZER, 500ml	bottle	20	1,617.00	32,340.00	0.00	32,340.00	20	1,617.00	0.00	0.00	1,617.00	40	80.65	0.00	0.00	3,234.00
PESTICIDES OR PEST REPELLENTS																	
152	I0191503-IN-A01 INSECTICIDE, 600ml	can	10	1,393.60	13,936.00	0.00	13,936.00	10	1,393.60	0.00	0.00	1,393.60	20	139.36	0.00	0.00	2,787.20
PRINTED PUBLICATIONS																	
153	55101524-04-A01 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	7	260.47	1,823.29	0.00	1,823.29	0	0.00	0.00	0.00	0.00	7	37.21	0.00	0.00	260.47
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																	
1	44103105-BR-005 DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	6,947.20	0.00	0.00	6,947.20
2	44103105-BR-004 INK CARTRIDGE, BROTHER LC578, Black	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	910.00	0.00	0.00	910.00
3	44103105-BR-005 INK CARTRIDGE, BROTHER LC579BK, Black	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,601.60	0.00	0.00	1,601.60
4	44103105-CA-C04 INK CARTRIDGE, CANON CL-741, Colored	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,126.32	0.00	0.00	1,126.32
5	44103105-CA-C02 INK CARTRIDGE, CANON CL-811, Colored	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	1,178.32	0.00	0.00	1,178.32
6	44103105-CA-B04 INK CARTRIDGE, CANON PG-740, Black	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	861.12	0.00	0.00	861.12
7	44103105-CA-B02 INK CARTRIDGE, CANON PG-810, Black	cart	0	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	892.32	0.00	0.00	892.32

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