

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-phillips.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 092278478245, or email apposa.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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: _____ Agency Code/LUCS: _____ Contact Person: _____
 Region: _____ Organization Type: _____ Position: _____
 Address: _____ E-mail: _____
 Telephone/Mobile Nos: _____

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

Item & Specifications

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 Feb 2022)	Total Amount for the year									
		Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount				Oct	Nov	Dec	Q4 amount					
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1 1219601-4L-BM4 ALCOHOL, Ethyl, 500 mL	bottle	3	3	3	9	430.65	3	3	3	9	430.65	3	3	3	9	430.65	3	3	3	9	430.65	12	331.55	1,722.60	
2 1219601-4L-893 ALCOHOL, Ethyl, 1 Gallon	gallon	0	3	0	3	991.65	0	3	0	3	991.65	0	3	0	3	991.65	0	3	0	3	991.65	0	991.65	3,966.60	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3 60121413-GR-P01 CLEARBOOK, 20 transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
4 60121413-GR-P02 CLEARBOOK, 20 transparent pockets, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
5 6012154-ER-P01 ERASER, plastic/ rubber	piece	1	1	1	3	13.41	1	1	1	3	13.41	1	1	1	3	13.41	1	1	1	3	13.41	12	4.97	51.64	
6 6012154-SP-G01 SIGN PEN, Black, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
7 6012154-SP-G02 SIGN PEN, Blue, liquid or gel	piece	12	12	12	36	799.20	12	12	12	36	799.20	12	12	12	36	799.20	12	12	12	36	799.20	144	22.20	3,196.80	
8 6012154-SP-G03 SIGN PEN, Red, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
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	0	0	0.00	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
10 45121517-00-C02 DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
11 45111609-4M-P01 MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																									
12 26111702-8T-A02 BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	1	1	1	3	61.47	1	1	1	3	61.47	1	1	1	3	61.47	1	1	1	3	61.47	12	20.49	245.88	
13 26111702-8T-A01 BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	1	1	1	3	55.02	1	1	1	3	55.02	1	1	1	3	55.02	1	1	1	3	55.02	24	18.34	440.16	
14 26111702-8T-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	0	0	0.00	0.00
CLEANING EQUIPMENT AND SUPPLIES																									
15 47131812-AF-A01 AIR FRESHENER, Aerosol type, 150g	can	6	6	6	18	1,469.52	6	6	6	12	979.68	6	6	6	18	1,469.52	6	6	6	18	1,469.52	66	81.64	5,388.24	
16 47131804-BR-S01 BROOM, Soft (Walis Tando)	piece	1	1	1	3	408.72	1	1	1	3	408.72	1	1	1	3	408.72	1	1	1	3	408.72	12	136.24	1,634.88	

27	47131604-8R-T01	BROOM, Sock (Walls-Tring)	piece	1	1	1	3	68.34	1	1	1	3	68.34	1	1	1	3	68.34	1	1	1	3	68.34	1	1	1	3	68.34	12	22.78
28	47131829-7R-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	6	6	6	18	748.80	6	6	0	12	499.20	6	6	6	18	748.80	6	6	6	18	748.80	66	41.60	2,745.60				
29	47131805-Q-F01	CLEANER, Scouring Powder, 350g	can	6	6	6	18	430.56	6	6	6	18	430.56	6	6	6	18	430.56	6	6	6	18	430.56	72	23.92	1,722.24				
30	47131811-0E-B02	DETERGENT BAR, 140g as packed	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
31	47131811-0E-B02	DETERGENT POWDER, all purpose, 1kg	pouch	6	6	6	18	973.44	6	6	6	18	973.44	6	6	6	18	973.44	6	6	6	18	973.44	72	54.08	3,893.76				
32	47131803-09-A01	DISINFECTANT SPRAY, Aerosol Type, 400g	can	6	6	6	18	2318.02	6	6	6	18	2318.02	6	6	6	18	2318.02	6	6	6	18	2318.02	72	139.89	10,072.08				
23	47131601-0U-F01	DUST PMU, rigid non-breakable plastic	piece	1	0	0	1	27.64	1	0	0	1	27.64	1	0	0	1	27.64	1	0	0	1	27.64	4	27.64	110.56				
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
25	47131800-FC-A01	FURNITURE CLEANER, Aerosol Type, 300mL	can	3	3	3	9	1,081.08	3	3	3	9	1,081.08	3	3	3	9	1,081.08	3	3	3	9	1,081.08	36	120.12	4,324.32				
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	6	6	6	18	773.10	6	6	6	18	773.10	6	6	6	18	773.10	6	6	6	18	773.10	72	42.95	3,092.40				
27	47131804-9P-R01	MOP BUCKET, heavy duty, hard plastic, 30 liter capacity	unit	0	0	0	0	0.00	2	0	0	2	4,376.00	0	0	0	0	0.00	2	0	0	2	4,376.00	4	2,288.00	9,152.00				
28	47131613-9P-R02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	1	0	0	1	124.80	0	0	0	0	0.00	1	0	0	1	124.80	2	124.80	249.60				
29	47131619-9P-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
30	47131501-8C-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
31	47131602-SC-N01	SCOURING PAD, 5 pieces 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	0	0.00	0	0	0	0.00	
32	47131701-7R-P04	TWASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	12	12	12	36	5,185.44	12	12	12	36	5,185.44	12	12	12	36	5,185.44	12	12	12	36	5,185.44	144	144.04	20,741.76				
33	47131702-9R-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
COLOR COMPONENTS AND DISPERSIONS																														
34	12171703-SI-H01	INK, for stamp pad, 50mL	bottle	2	2	2	6	173.46	2	2	2	6	173.46	2	2	2	6	173.46	2	2	2	6	173.46	24	28.91	693.84				
CONSUMER ELECTRONICS																														
35	57161535-0V-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
FACE MASK																														
36	42131713-SM-H06	FACE MASK, 3 ply, 10ly (50) pieces per box	box	0	16	0	16	1,240.00	0	16	0	16	1,240.00	0	16	0	16	1,240.00	0	16	0	16	1,240.00	64	77.50	4,960.00				
FILMS																														
37	13111203-KC-R01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
38	13111201-0-F01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
39	13111201-0-F02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
FIRE FIGHTING EQUIPMENT																														
40	46131601-FF-R01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
41	46131601-FF-R01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
FLAG OR ACCESSORIES																														
42	55171905-RH-R01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
FURNITURE AND FURNISHINGS																														
43	56101504-CH-R01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
45	56101519-7M-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
46	56101519-7M-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																														
47	46101604-FF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0.00	

8	INK CART CANON 751, Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	900.00		0.00		
9	INK CART CANON 751, Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	900.00		0.00		
10	INK CART CANON 751, Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	900.00		0.00		
11	INK CART CANON 790, Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	400.00		0.00		
12	INK CART CANON 790, Cyan	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	400.00		0.00		
13	INK CART CANON 790, Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	400.00		0.00		
14	INK CART CANON 790, Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	400.00		0.00		
15	INK CART BROTHER LC40, Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	800.00		0.00		
16	INK CART BROTHER LC40, Cyan	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	800.00		0.00		
17	INK CART BROTHER LC40, Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	800.00		0.00		
18	INK CART BROTHER LC40, Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	800.00		0.00		
19	INK CART EPSON 901 (C13T03100), Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	350.00		0.00		
20	INK CART EPSON 901 (C13T03200), Cyan	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	350.00		0.00		
21	INK CART EPSON 901 (C13T03300), Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	350.00		0.00		
22	INK CART EPSON 901 (C13T03400), Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	350.00		0.00		
23	INK CART EPSON 903, Black	cart		3	900.00		3	900.00		3	900.00		3	900.00		3	900.00		3	900.00		12	300.00		3,600.00		
24	INK CART EPSON 903, Yellow	cart		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		4	300.00		1,200.00		
25	INK CART EPSON 903, Cyan	cart		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		4	300.00		1,200.00		
26	INK CART EPSON 903, Magenta	cart		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		1	300.00		4	300.00		1,200.00		
27	INK CART HP 932, Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	1,000.00		0.00		
28	INK CART HP 933, Cyan	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	1,000.00		0.00		
29	INK CART HP 933, Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	1,000.00		0.00		
30	INK CART HP 933, Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	1,000.00		0.00		
31	INK CART HP 8772A (HP27), Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	1,300.00		0.00		
32	HP CE314A (126A), Imaging Drum	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	6,000.00		0.00		
33	TONER CART HP CP210A (131A), Black	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	5,000.00		0.00		
34	TONER CART HP CP211A (131A), Cyan	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	5,300.00		0.00		
35	TONER CART HP CP212A (131A), Yellow	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	5,300.00		0.00		
36	TONER CART HP CP213A (131A), Magenta	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	5,300.00		0.00		
37	TONER CART SAMSUNG MLTD111S	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	4,000.00		0.00		
COPYING MACHINE CONSUMABLES																											
1	TONER CART SHARP AR-016FT (Copier Model: SHARP AR-5320)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	7,000.00		0.00		
2	TONER CART SHARP AR-020T/AR-021FT (Copier Model: SHARP AR-5520)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	7,000.00		0.00		
3	TONER CART SHARP AR-188FT (Copier Model: SHARP AR-153BN)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	5,000.00		0.00		
4	TONER CART SHARP AR-235FT (Copier Model: SHARP AR-5620N)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	7,000.00		0.00		
5	TONER CART SHARP AR-316FT (Copier Model: SHARP AR-5625)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	9,000.00		0.00		
6	TONER CART SHARP MX-237FT (Copier Model: SHARP AR-6026N, 6031N, 6025N, 6029N)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	8,000.00		0.00		
7	TONER CART SHARP MX-312FT (Copier Model: SHARP AR-5721, MX-4026N)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	9,000.00		0.00		
8	TONER CART SHARP AR-202FT (Copier Model: SHARP AR-4160)	cart		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	0.00		0	8,000.00		0.00		

ADDITIONAL (Items not listed above but regularly used by your division. Kindly indicate the price.)												
9	TONER CART, SHARP MX-B201 (Copier Model: SHARP MX-B200)	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
10	Riso Master (roll) E Type-A3 - S 5521 A	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
11	Riso Ink G1 E Type - S 5521 A	drum	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
1	Air Conditioner, 1HP	unit	1	24,738.00	0	0.00	0	0.00	0	0.00	1	24,738.00
2	Camera, Canon EOS 200D II	unit	0	0.00	1	49,800.00	0	0.00	0	0.00	1	49,800.00
3	Laptop Aspire Vero A115-51K-5822	unit	0	0.00	1	38,499.00	0	0.00	0	0.00	1	38,499.00
4	Projector X1226AH	unit	1	21,849.00	0	0.00	0	0.00	0	0.00	1	21,849.00
5	Sony IC Recorder	unit	1	8,500.00	0	0.00	0	0.00	1	8,500.00	2	17,000.00
6	Toner m115, BH 164	pc	1	4,653.00	0	0.00	0	0.00	0	0.00	1	4,653.00
7	Toner, Kyocera	pc	1	6,028.00	0	0.00	0	0.00	0	0.00	1	6,028.00
A. TOTAL												438,031.96
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)												43,803.20
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)												
D. GRAND TOTAL (A + B + C)												481,835.16
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:												

We hereby warrant that the total amount 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 the year.

Prepared by:

[Signature]
EDGAR B. DELA CRUZ

Certified Funds Available / Certified Appropriate Funds Available:

Property/Supply Officer

Received by:

[Signature]
FLORITA A. RAMOS
Administrative Officer IV

Approved by:

[Signature]
EDEN Z. NEBRILIA
Accountant / Budget Officer

[Signature]
CIEKLYN A. SALLIO/BENJAMIN C. SY, JR.
Accountant / Budget Officer

[Signature]
FRYAN E. ANITILAN
Head of Office/Agency

[Signature]
RAYMON LEE CALLOPING III
Head of Office/Agency

Note: Acquisition of semi-expendable items are still subject to the approval of the municipality / reassignment request by the Head of the Agency prior to the procurement of such items.

not realize, but appropriation, subject to audit with