

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-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 09278478245, or email appcse.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 AD 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: PHILIPPINE INFORMATION AG
 Region: 10
 Address: Door 14-12, Cahileogan Square
 Upper Baidang

Agency Code/UNCS: _____
 Organization Type: _____
 Contact Person: _____
 Position: _____
 Email: _____
 Telephone/Mobile Nos: (088) 858 5955

IRENE JOY B. DAYO
 Information Officer II
irene.dayob@ps-phillips.gov.ph

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue (as of 28 July 2022)	Total Amount for the Year										
		Jan	Feb	Mar	Q1	SI	April	May	June	Q2	SI	July	Aug				Sept	Q3	SI	Oct	Nov	Dec	Q4	SI		
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-EM	ALCOHOL, Ethyl, 500 ml	bottle	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	47.85	0.00
2	12191601-AL-EO3	ALCOHOL, Ethyl, 1 gallon	gallon	0	4	0	4	1,322.20	0	4	0	4	1,322.20	0	4	0	4	1,322.20	0	4	0	4	1,322.20	16	330.55	5,288.80
ARTS AND CRAFTS EQUIPMENT AND SUPPLIES																										
3	60121413-CB-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	0.00	0	32.91	0.00
4	60121413-CB-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	0.00	0	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	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	4.47	0.00
6	60121534-SP-601	SIGN PEN, Black, liquid or gel	piece	0	20	0	20	444.00	0	20	0	20	444.00	0	20	0	20	444.00	0	20	0	20	444.00	80	22.20	1,776.00
7	60121534-SP-602	SIGN PEN, Blue, liquid or gel	piece	0	50	0	50	1,110.00	0	50	0	50	1,110.00	0	50	0	50	1,110.00	0	50	0	50	1,110.00	200	22.20	4,440.00
8	60121534-SP-603	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	0.00	0	22.20	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	0.00	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
10	45121517-PO-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	0.00	0	23,622.60	0.00
11	45111609-MM-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	0.00	0	15,586.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	30	0	30	614.70	0	30	0	30	614.70	0	30	0	30	614.70	0	30	0	30	614.70	60	20.49	1,229.40
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	30	0	30	550.20	0	30	0	30	550.20	0	30	0	30	550.20	0	30	0	30	550.20	60	18.34	1,100.40

4	INK CART CANON 821, Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	1,000.00	0.00
5	INK CART CANON 821, Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	1,000.00	0.00
6	INK CART CANON 750, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	900.00	0.00
7	INK CART CANON 751, Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	900.00	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	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	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	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	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	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	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	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	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	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	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	0.00	0	0.00	0	800.00	0.00
19	INK CART EPSON 001 (C13T03Y100), Black	cart	0	0.00	0	0.00	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 001 (C13T03Y200), Cyan	cart	0	0.00	0	0.00	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 001 (C13T03Y300), Magenta	cart	0	0.00	0	0.00	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 001 (C13T03Y400), Yellow	cart	0	0.00	0	0.00	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 003, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	300.00	0.00
24	INK CART EPSON 003, Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	300.00	0.00
25	INK CART EPSON 003, Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	300.00	0.00
26	INK CART EPSON 003, Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	300.00	0.00
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	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	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	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	0.00	0	0.00	0	1,000.00	0.00
31	INK CART HP 8722A (HP22), Black	cart	0	0.00	0	0.00	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 CE114A (126A), Imaging Drum	cart	0	0.00	0	0.00	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 CF210A (131A), Black	cart	0	0.00	0	0.00	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 CF211A (131A), Cyan	cart	0	0.00	0	0.00	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 CF212A (131A), Yellow	cart	0	0.00	0	0.00	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 CF213A (131A), Magenta	cart	0	0.00	0	0.00	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 MLTD1115	cart	0	0.00	0	0.00	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-019FT (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	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	0.00	0	0.00	0	7,000.00	0.00
3	TONER CART SHARP AR-199FT (Copier Model: SHARP AR-1535N)	cart	0	0.00	0	0.00	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	0.00	0	0.00	0	7,000.00	0.00

5	TONER CART, SHARP AR-319FT (Copier Model: SHARP AR-5525)	cart	0	0.00	0	0.00	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 KX-237FT (Copier Model: SHARP AR-6026N, 6031N, 6052N, 6023N)	cart	0	0.00	0	0.00	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 KX-312FT (Copier Model: SHARP AR-5731, KX-M250N)	cart	0	0.00	0	0.00	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-209FT (Copier Model: SHARP AR-M160)	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	8,000.00	0.00
9	TONER CART, SHARP KX-829FT (Copier Model: SHARP KX-R200)	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	8,000.00	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	0	0.00	0	0.00	0	0.00	0	12,000.00	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	0	0.00	0	0.00	0	0.00	0	9,000.00	0.00
ADDITIONAL (Items not listed above but regularly used by your division. Kindly indicate the prices.)																					
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
A. TOTAL																					91,262.53
B. ADDITIONAL PROVISION FOR INFLATION (10% of Total)																					
																					9,126.25
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					
D. GRAND TOTAL (A + B + C)																					
																					106,388.78
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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

IRENE JOY B. DAYO
Property/Supply Officer

WILMER M. CARABANES
Accountant / Budget Officer

FRANKLIN P. GUMAPON
Head of Office/Agency

Date Prepared: 09 September 2022

Received by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

FLORITA A. RAMOS
Administrative Officer IV

CIERYVYN A. SALLAO / BENJAMIN C. SY, JR.
Accountant / Budget Officer

DE RAMON LEE CUALOPTING III
Head of Office/Agency

FLORITA A. RAMOS
Administrative Officer IV