

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Services - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 (VS) 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).

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 (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 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) under the "What We Sell" tab 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 form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hos5B>.
- 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 (VS) 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 0927-8478245 (Globe) or 0918-2954426 (Smart), or email aprcse@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: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: PHILIPPINE INFORMATION AGEN
Region: MIMAROPA
Address: BRGY. CAMALILI, CALAPAN CITY
ORIENTAL MINDORO

Agency Code/UAACS: _____
Organization Type: NGA

Contact Person: LUIS T. CUJETO
Position: OFFICER-IN-CHARGE
E-mail: aprcse@ps-philgeps.gov.ph
Telephone/Mobile Nos.: 43286216

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	1219501-AL-E04 ALCOHOL, EHY, 500 mL	bottle	0	1	0	1	50.96	0	1	0	1	50.96	0	1	0	1	50.96	0	1	0	1	50.96	4	50.96	203.84
2	1219501-AL-E03 ALCOHOL, EHY, 1 Gallon	gallon	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	451.36	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	6012413-CB-P01 CLEARBOOK, A4 size	box	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	35.35	0.00
4	6012413-CB-P02 CLEARBOOK, Legal size	box	0	2	0	2	76.96	0	2	0	2	76.96	0	2	0	2	76.96	0	2	0	2	76.96	8	38.48	307.84
5	6012434-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	9.36	0.00
6	6012434-SP-G01 SIGN PEN, Extra Fine Tip, Black	piece	0	5	0	5	130.00	0	5	0	5	130.00	0	5	0	5	130.00	0	5	0	5	130.00	20	26.00	520.00
7	6012434-SP-G04 SIGN PEN, Fine Tip, Black	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	44.72	0.00
8	6012434-SP-G07 SIGN PEN, Medium Tip, Black	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	57.20	0.00
9	6012434-SP-G02 SIGN PEN, Extra Fine Tip, Blue	piece	0	20	0	20	520.00	0	20	0	20	520.00	0	20	0	20	520.00	0	20	0	20	520.00	80	26.00	2,080.00
10	6012434-SP-G05 SIGN PEN, Fine Tip, Blue	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	44.72	0.00
11	6012434-SP-G08 SIGN PEN, Medium Tip, Blue	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	57.20	0.00
12	6012434-SP-G03 SIGN PEN, Extra Fine Tip, Red	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	26.00	0.00
13	6012434-SP-G06 SIGN PEN, Fine Tip, Red	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	45.76	0.00
14	6012434-SP-G09 SIGN PEN, Medium Tip, Red	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	57.20	0.00
15	6012124-WR-P01 WRAPPING PAPER	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	214.24	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	4512157-DO-C03 DOCUMENT CAMERA	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	25,536.16	0.00
17	4511509-MH-P01 MULTIMEDIA PROJECTOR	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	18,470.40	0.00

BATTERIES AND CELLS AND ACCESSORIES																																	
18	2611702-SF-A02	BATTERY, dry cell, size AA	pack	0	10	0	10	0	10	0	10	0	218.40	0	10	0	10	0	218.40	0	10	0	2	0	2	0	174.72	0	8	87.36	174.72	8	87.36
19	2611702-SF-A01	BATTERY, dry cell, size AAA	pack	0	10	0	10	0	10	0	10	0	197.60	0	10	0	10	0	197.60	0	10	0	2	0	2	0	255.84	0	8	127.92	255.84	8	127.92
20	2611702-SF-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0.00	0	0	0.00	
CLEANING EQUIPMENT AND SUPPLIES																																	
21	47131812-AF-A01	AIR FRESHENER	can	0	2	0	2	0	2	0	2	0	174.72	0	2	0	2	0	174.72	0	2	0	2	0	2	0	9.36	0	4	9.36	9.36	4	9.36
22	47131604-BR-301	BROOM (Walls Tambo)	piece	0	2	0	2	0	2	0	2	0	255.84	0	2	0	2	0	255.84	0	2	0	2	0	2	0	47.84	0	8	47.84	47.84	8	47.84
23	47131604-BR-701	BROOM (Walls Ting-Ting)	piece	0	2	0	2	0	2	0	2	0	47.84	0	2	0	2	0	47.84	0	2	0	2	0	2	0	89.44	0	8	23.92	89.44	8	23.92
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	2	0	2	0	2	0	2	0	89.44	0	2	0	2	0	89.44	0	2	0	2	0	2	0	36.00	0	6	44.72	36.00	6	44.72
25	47131805-Q-A01	CLEANSER, Scouring Powder	can	0	1	0	1	0	1	0	1	0	36.00	0	1	0	1	0	36.00	0	1	0	1	0	1	0	9.36	0	4	36.00	9.36	4	36.00
26	47131811-DE-B02	DETERGENT BAR	bar	0	1	0	1	0	1	0	1	0	9.36	0	1	0	1	0	9.36	0	1	0	1	0	1	0	176.80	0	8	88.40	176.80	8	88.40
27	47131811-DE-A02	DETERGENT POWDER, all purpose	pouch	0	2	0	2	0	2	0	2	0	176.80	0	2	0	2	0	176.80	0	2	0	2	0	2	0	150.80	0	4	150.80	150.80	4	150.80
28	47131803-DS-A01	DISINFECTANT SPRAY	can	0	1	0	1	0	1	0	1	0	150.80	0	1	0	1	0	150.80	0	1	0	1	0	1	0	46.80	0	4	46.80	46.80	4	46.80
29	47131601-DU-P01	DUST PAN	piece	0	1	0	1	0	1	0	1	0	46.80	0	1	0	1	0	46.80	0	1	0	1	0	1	0	0.00	0	0	0.00	0.00	0	0.00
30	47131802-PH-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	236.72	0	2	236.72	236.72	2	236.72	
31	47131830-FC-A01	FURNITURE CLEANER	can	0	1	0	1	0	1	0	1	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0.00	0.00	0	0.00	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0.00	0.00	0	0.00	
33	47131804-HP-801	MOP BUCKET	unit	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	268.32	0	4	134.16	268.32	4	134.16	
34	47131603-HP-A02	MOPHANDLE, heavy duty	piece	0	2	0	2	0	2	0	2	0	0.00	0	2	0	2	0	0.00	0	2	0	2	0	2	0	228.08	0	4	114.04	228.08	4	114.04
35	47131619-HP-R01	MOPHEAD, made of rayon	piece	0	2	0	2	0	2	0	2	0	0.00	0	2	0	2	0	0.00	0	2	0	2	0	2	0	286.00	0	20	57.20	286.00	20	57.20
36	47131501-RG-C01	RAIS	kit	0	5	0	5	0	5	0	5	0	286.00	0	5	0	5	0	286.00	0	5	0	5	0	5	0	0.00	0	0	0.00	0.00	0	0.00
37	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	650.00	0	5	130.00	650.00	5	130.00	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	0	5	0	5	0	5	0	5	0	650.00	0	5	0	5	0	650.00	0	5	0	5	0	5	0	296.40	0	20	59.28	296.40	20	59.28
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	5	0	5	0	5	0	5	0	296.40	0	5	0	5	0	296.40	0	5	0	5	0	5	0	462.80	0	20	92.56	462.80	20	92.56
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	5	0	5	0	5	0	5	0	462.80	0	5	0	5	0	462.80	0	5	0	5	0	5	0	218.40	0	10	43.68	218.40	10	43.68
41	47121702-WB-P01	WASTEBASKET	piece	0	5	0	5	0	5	0	5	0	0.00	0	5	0	5	0	0.00	0	5	0	5	0	5	0	31.20	0	2	31.20	31.20	2	31.20
COLOR COMPOUNDS AND DISPERSIONS																																	
42	12171703-SI-P01	INK, for stamp pad	bottle	0	1	0	1	0	1	0	1	0	0.00	0	1	0	1	0	0.00	0	1	0	1	0	1	0	0.00	0	0	0.00	0.00	0	0.00
CONSUMER ELECTRONICS																																	
43	52161535-DV-A01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	4,883.76	0.00	0	4,883.76	
FACE MASK																																	
44	42131713-SM-H06	FACE MASK	box	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0.00	0.00	0	0.00	
FILMS																																	
45	1311203-AC-P01	ACETATE	roll	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	1,046.32	0	0	1,046.32	1,046.32	0	1,046.32	
46	1311201-CF-P02	CARBON FILM, legal size	box	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	255.88	0.00	0	255.88	
FIRE FIGHTING EQUIPMENT																																	
47	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	1,398.80	0.00	0	1,398.80	
48	46191501-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	5,613.25	0.00	0	5,613.25	
FLAG OR ACCESSORIES																																	
49	53121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	4	0	4	0	4	0	4	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	4	284.84	0.00	4	284.84	
FURNITURE AND FURNISHINGS																																	
50	56101504-CH-B01	MONOLOC CHAIR, beige	piece	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	373.44	0.00	0	373.44	

