

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 Service - 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 Product 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 All items to be purchased from 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/hossS.

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 0927-879245 (Globe) or 0915-2954426 (Smart), or email appcse.helpdesk@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 AGENCY
Region: IX - Mindanao
Address: 1500 C.S. Bldg., Santiago Drive, Baguio City

Contact Person: EDWIN L. DIESTO
Position: Administrative Assistant V
Email: edwinl@ps-philgeps.gov.ph
Telephone/Mobile Nos: 9209451489

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												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	Total Quantity for the year	Price							
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1. 1219861-AI-504 ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
2. 1219861-AI-503 ALCOHOL, Ethyl, 1 Gallon	gallon	0	2	0	2	0	2	0	3	0	3	0	3	0	4	0	4	0	4	0	3	1,354.08	3	1,354.08	12	15,049.20	5,446.20
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3. 6012143-CE-901 CLEARBOOK, A4 size	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
4. 6012143-CE-902 CLEARBOOK, legal size	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
5. 6012154-ER-901 ERASER, plastic/rubber	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
6. 6012154-SP-621 SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
7. 6012154-SP-620 SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
8. 6012154-SP-627 SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
9. 6012154-SP-622 SIGN PEN, Extra Fine Tip, Blue	piece	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	156.00	6	156.00	24	624.00	624.00
10. 6012154-SP-623 SIGN PEN, Fine Tip, Blue	piece	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	447.20	10	447.20	46	1,790.80	1,790.80
11. 6012154-SP-628 SIGN PEN, Medium Tip, Blue	piece	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	572.00	10	572.00	46	2,280.00	2,280.00
12. 6012154-SP-629 SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
13. 6012154-SP-626 SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
14. 6012154-SP-625 SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
15. 6012124-WR-901 WRAPPINGS PAPER	pack	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	214.24	1	214.24	2	428.48	428.48
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16. 4511517-FO-003 DOCUMENT CAMERA	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
17. 4511629-HP-PEL MULTIMEDIA PROJECTOR	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
BATTERIES AND CELLS AND ACCESSORIES																											
18. 2611702-BT-402 BATTERY, dry cell, size AA	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	65.52	3	65.52	12	265.08	265.08
19. 2611702-BT-401 BATTERY, dry cell, size AAA	pack	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	59.28	3	59.28	12	237.12	237.12
20. 2611702-BT-403 BATTERY, dry cell, size D	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
CLEANING EQUIPMENT AND SUPPLIES																											
21. 4713102-AE-901 AIR FRESHENER	can	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	873.00	10	873.00	46	34,944.00	34,944.00
22. 4713104-RR-501 BROOM (Walls Turbo)	piece	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	639.60	6	639.60	11	14,071.20	14,071.20
23. 4713104-RR-701 BROOM (Walls Triq-Urg)	piece	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0.00	2	0.00	2	0.00	0.00
24. 4713109-TB-021 CLEANER, Toilet Bowl and Urinal	bottle	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	447.20	10	447.20	46	17,688.80	17,688.80
25. 4713105-CL-F01 CLEANSER, Scouring Powder	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
26. 4713101-DE-402 DETERGENT BAR	bar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00	0.00	
27. 4713101-DE-F02 DETERGENT POWDER, all purpose	pack	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	884.00	10	884.00	46	33,568.00	33,568.00
28. 4713102-DS-402 DISINFECTANT SPRAY	can	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	0	10	1,506.00	10	1,506.00	46	69,276.00	69,276.00

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

Introduction:

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

Annexes:
 1. APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
 2.0 All items must be included in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
 4.0 Kindly upload the soft copy of this APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://dsurufil.com>
 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile number 0927-878245 (Globe) or 0918-3994426 (Smart), or email address helpdesk@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 Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Division/Office: PHILIPPINE MICROFINANCE AGENCY
 Region: VI
 Address: 48 West CG Bldg, Sarmiento District
 Ziguin City

Agency Code/UMCS: _____
 Organization Type: _____
 Contact Person: EDWIN L. DUESTO
 Position: Administrative Assistant V
 E-mail: edwin.duesto@psa.gov.ph
 Telephone/Mobile No: 3209151189

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1	Q2	Q2	Q3	Q3	Q4	Q4	Q4			
COMMON-USED SUPPLIES																		
1	-																	
2	-	BALPEN, Blue																
3	-	BALPEN, Black																
4	-	CERTIFICATE HOLDER, Blue, 5.5x11																
5	-	DATA FILE BOX, with cover, Blue, 5 1/2 x 15 x 16"		10														
6	-	DATA FILE BOX, with cover, Blue, Square-Type																
7	-	DATA FOLDER, Tangle lock on top, Red																
8	-	DATA FOLDER, Tangle lock on top, Blue																
9	-	DATA FOLDER, Tangle lock on top, Blue																
10	-	DATA FOLDER, Tangle lock on top, Blue																
11	-	DATA FOLDER, 3-hole, Blue, A4 size																
12	-	DATA FOLDER, 3-hole, Blue, Legal size																
13	-	FASTENER, PLASTIC																
14	-	PKC COVER, Transparent, A4																
15	-	SIGN SHEET, Sticker 1"		20														
16	-	INDICATOR, STICKY FLAGS																
17	-	SIGN PEN WITH TIP RETRACTABLE																
18	-	BATTERY GRY CELL, SIZE C																
19	-	PERMANENT TWINKER, (Blue Fine and Fine)																
PAPER MATERIALS AND PRODUCTS																		
21	-	COPY PAPER, Letter size, 80 gsm																
22	-	COPY PAPER, Legal, Green																
23	-	COPY PAPER, Legal, Yellow																
24	-	PHOTO PAPER																
25	-	Board Certificate Paper, Letter size																
26	-	FOUNDER, HORIZONTAL, Legal, 48 lbs, 50%		1														
27	-	STICKER PAPER, White A4, 10 pcs per pack																
COMPUTER SUPPLIES/CONSUMABLES																		
28	-	INK CART, CANON B20, Black																
29	-	INK CART, CANON B21, Black																
30	-	INK CART, CANON B21, Cyan																
31	-	INK CART, CANON B21, Yellow																
32	-	INK CART, CANON B21, Magenta																
33	-	INK CART, CANON 750, Black																
34	-	INK CART, CANON 751, Cyan																
35	-	INK CART, CANON 751, Black																
36	-	INK CART, CANON 751, Yellow																
37	-	INK CART, CANON 751, Magenta																
38	-	INK CART, CANON 750, Black																
39	-	INK CART, CANON 750, Cyan																
40	-	INK CART, CANON 750, Black																

