

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

Introduction:

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 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-dbm.gov.ph](http://www.ps-dbm.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-phileps.gov.ph](http://www.ps-phileps.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-phileps.gov.ph](http://www.ps-phileps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/hwss8>.
- 6.0 CSE 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 [appsae@ps-phileps.gov.ph](mailto:appsae@ps-phileps.gov.ph), or visit the PS-DBM website ([www.ps-phileps.gov.ph](http://www.ps-phileps.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: REGION 3  
 Address: 2/F HWATT GARDEN BLDG. DOLORES, CITY OF SAN FERNANDO, PAMPANGA

Agency Code/UACS: A055  
 Organization Type: NATIONAL GOVERNMENT AGENCY

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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								
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																												
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																												
1 12151601-AL-604 ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	50.96	0.00		
2 12151601-AL-603 ALCOHOL, Ethyl, 1 Gallon	gallon	0	7	0	7	3,159.52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	451.36	6,319.04
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																												
3 60121413-CB-P01 CLEARBOOK, A4 size	box	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35.36	0.00
4 60121413-CB-P02 CLEARBOOK, Legal size	box	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.48	0.00
5 60121534-ER-P01 ERASER, plastic/rubber	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.36	0.00
6 60121524-SP-011 SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00
7 60121524-SP-014 SIGN PEN, Fine Tip, Black	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25	44.72	1,118.00
8 60121524-SP-007 SIGN PEN, Medium Tip, Black	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0.00
9 60121524-SP-002 SIGN PEN, Extra Fine Tip, Blue	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00
10 60121524-SP-005 SIGN PEN, Fine Tip, Blue	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25	44.72	1,118.00
11 60121524-SP-008 SIGN PEN, Medium Tip, Blue	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0.00
12 60121524-SP-003 SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00
13 60121524-SP-006 SIGN PEN, Fine Tip, Red	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	10	46.76	467.60	
14 60121524-SP-009 SIGN PEN, Medium Tip, Red	piece	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0.00
15 60121124-WR-P01 WRAPPING PAPER	pack	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	214.24	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																												
16 45121517-DO-C03 DOCUMENT CAMERA	unit	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,136.16	0.00
17 45111609-NH-P01 MULTIMEDIA PROJECTOR	unit	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,470.40	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																												
18 2611702-BT-A02 BATTERY, dry cell, size AA	pack	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.94	0.00
19 2611702-BT-A01 BATTERY, dry cell, size AAA	pack	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19.76	0.00
20 2611702-BT-A03 BATTERY, dry cell, size D	pack	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	92.56	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																												











































