

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 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-phillgeps.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-phillgeps.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-phillgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hoss8>.
- 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 appcse.helpdesk@ps-phillgeps.gov.ph, or visit the PS-DBM website (www.ps-phillgeps.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: IVA
Address: GRANDE BLDG, NATIONAL HIGHWAY
CALAMBA CITY, LAGUNA

Agency Code/IACS: A0001
Organization Type: Government Agency

Contact Person: MA. CRISTINA C. ARZADON
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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																
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																																				
ALCOHOL OR ACETONE BASED ANTISEPTICS																																				
1	12191601-A4-B04		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50.96	0	0.00		
	ALCOHOL, Ethyl, 500 mL						0.00																													
2	12191601-A4-E03		1	0	0	1	451.36	1	0	0	1	451.36	1	0	0	1	451.36	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	451.36	4	1,805.44	
	ALCOHOL, Ethyl, 1 Gallon																																			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																																				
3	60121413-CP-R01		0	0	0	0	0.00	0	0	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	35.36	0	0.00
	CLEARBOOK, A4 size																																			
4	60121413-CP-R02		0	0	0	0	0.00	0	0	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	38.48	0	0.00
	CLEARBOOK, Legal size																																			
5	60121524-ER-P01		0	0	0	0	0.00	0	0	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	9.36	0	0.00
	ERASER, plastic/rubber																																			
6	60121524-SP-G01		20	0	0	20	520.00	0	0	0	0	0	0.00	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	40	1,040.00	
	SIGN PEN, Extra Fine Tip, Black																																			
7	60121524-SP-G04		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44.72	0	0.00	
	SIGN PEN, Fine Tip, Black																																			
8	60121524-SP-G07		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0	0.00	
	SIGN PEN, Medium Tip, Black																																			
9	60121524-SP-G02		20	0	0	20	520.00	0	0	0	0	0	0.00	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	40	1,040.00	
	SIGN PEN, Extra Fine Tip, Blue																																			
10	60121524-SP-G05		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44.72	0	0.00		
	SIGN PEN, Fine Tip, Blue																																			
11	60121524-SP-G08		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0	0.00		
	SIGN PEN, Medium Tip, Blue																																			
12	60121524-SP-G03		20	0	0	20	520.00	0	0	0	0	0	0.00	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	40	1,040.00		
	SIGN PEN, Extra Fine Tip, Red																																			
13	60121524-SP-G06		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45.76	0	0.00		
	SIGN PEN, Fine Tip, Red																																			
14	60121524-SP-G09		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0	0.00		
	SIGN PEN, Medium Tip, Red																																			
15	60121124-WR-P01		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	214.24	0	0.00		
	WRAPPING PAPER																																			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																																				
16	45121517-DD-C03		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,536.16	0	0.00		
	DOCUMENT CAMERA																																			
17	45116009-MP-P01		0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,470.40	0	0.00		
	MULTIMEDIA PROJECTOR																																			
BATTERIES AND CELLS AND ACCESSORIES																																				
18	2611702-6T-402		5	0	0	5	109.20	5	0	0	5	109.20	5	0	0	5	109.20	5	0	0	5	0	0	5	0	0	0	0	0	0	0	21.84	20	436.80		
	BATTERY, dry cell, size AA																																			
19	2611702-6T-401		5	0	0	5	96.80	5	0	0	5	96.80	5	0	0	5	96.80	5	0	0	5	0	0	5	0	0	0	0	0	0	0	19.76	20	395.20		
	BATTERY, dry cell, size AAA																																			
20	2611702-6T-403		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	0	0	0	0	0	0	91.26	0	0.00		
	BATTERY, dry cell, size D																																			

CLEANING EQUIPMENT AND SUPPLIES																										
21	47131812-45-A01	AIR FRESHENER	can	3	0	0	3	262.68	3	0	0	3	262.68	3	0	0	3	262.68	3	0	0	3	262.68	12	87.36	1,048.32
22	47131604-B6-S01	BROOM (Walls Tempo)	piece	1	0	0	1	127.92	0	0	0	1	127.92	0	0	0	1	127.92	0	0	0	1	127.92	2	127.92	255.84
23	47131604-B6-T01	BROOM (Walls Tng-Ing)	piece	1	0	0	1	23.92	0	0	0	1	23.92	0	0	0	1	23.92	0	0	0	1	23.92	2	23.92	47.84
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	1	1	1	3	134.16	1	1	1	3	134.16	1	1	1	3	134.16	1	1	1	3	134.16	12	44.72	536.64
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	3	0	0	3	108.00	3	0	0	3	108.00	3	0	0	3	108.00	3	0	0	3	108.00	12	36.00	432.00
26	47131811-DE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	9.36	0.00
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	12	88.40	1,060.80
28	47131805-DS-A01	DISINFECTANT SPRAY	can	6	0	0	6	904.80	6	0	0	6	904.80	6	0	0	6	904.80	6	0	0	6	904.80	24	150.80	3,619.20
29	47131601-DU-P01	DUST PAN	piece	1	0	0	1	46.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	1	46.80	46.80
30	47131802-FW-P03	FLOOR WAX, paste type, red	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	135.20	0.00
31	47131839-FC-A01	FURNITURE CLEANER	can	1	0	0	1	226.72	1	0	0	1	226.72	1	0	0	1	226.72	1	0	0	1	226.72	4	226.72	906.88
32	73101614-HS-U01	HAND SOAP, liquid	bottle	1	1	1	3	128.85	1	1	1	3	128.85	1	1	1	3	128.85	1	1	1	3	128.85	12	42.95	515.40
33	47121804-MP-B01	MOP BUCKET	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	1	2,288.00	2,288.00
34	47131613-MP-B02	MOPHANDLE, heavy duty	piece	1	0	0	1	134.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	1	134.16	134.16	
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	1	0	0	1	114.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	1	114.64	114.64	
36	47131501-RG-C01	RAGS	kilo	3	0	0	3	171.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	6	57.20	340.20	
37	47131602-SC-N01	SCOURING PAD	pack	2	0	0	2	178.88	2	0	0	2	178.88	2	0	0	2	178.88	2	0	0	2	178.88	8	89.44	715.52
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	1	1	1	3	390.00	1	1	1	3	390.00	1	1	1	3	390.00	1	1	1	3	390.00	12	130.00	1,560.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	1	1	1	3	177.84	1	1	1	3	177.84	1	1	1	3	177.84	1	1	1	3	177.84	12	39.28	711.36
40	47121701-TB-P06	TRASHBAG, Xl size	pack/roll	1	1	1	3	277.68	11	1	1	13	1,203.28	1	1	1	3	277.68	1	1	1	3	277.68	22	92.56	2,098.32
41	47121702-WB-P01	WASTEBASKET	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	43.68	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171703-ST-P01	INK, for stamp pad	bottle	1	0	0	1	31.20	0	0	0	0	0.00	1	0	0	1	31.20	0	0	0	0	0	2	31.20	62.40
CONSUMER ELECTRONICS																										
43	52161513-DV-R01	DIGITAL VOICE RECORDER	unit	1	0	0	1	4,803.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	1	4,803.76	4,803.76	
FACE MASK																										
44	42131213-SM-H05	FACE MASK	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	52.00	0.00
FILMS																										
45	13111201-AC-P01	ACETATE	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	1,048.32	0.00
46	13111201-CF-P02	CARBON FILM, Legal 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	0	256.88	0.00
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-H01	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	1,398.80	0.00
48	46191601-FE-H01	FIRE EXTINGUISHER, pure H2C	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	5,613.25	0.00
FLAG OR ACCESSORIES																										
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	1	0	0	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	1	284.84	284.84	
FURNITURE AND FURNISHINGS																										
50	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	375.44	0.00
51	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	372.32	0.00
52	56101519-TM-S01	MONOBLOC TABLE, white	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	1,348.88	0.00
53	56101519-TM-S02	MONOBLOC TABLE, beige	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	1,348.88	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
54	40101604-EF-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	1,380.08	0.00
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground 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	1,109.68	0.00
56	40101604-EF-S01	ELECTRIC FAN, stand 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	1,006.72	0.00
57	40101604-EF-W01	ELECTRIC FAN, wall mount	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	915.16	0.00

C. Maloles
CECILIA C. MALOLES

Property/Supply Officer

Date Prepared: 21-Jul-23

Received by:

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Property/Supply Officer

M. Andrade
MARJANNE P. ANDRADE

Accountant / Budget Officer

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