

APP-CSE 2023 FORM  
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-philgeps.gov.ph](http://www.ps-philgeps.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.
- 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-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the **Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022**, the APP-CSE for FY 2023 must be submitted on or before **30 September 2022**.

Department/Bureau/Office: <u>SASU</u>	Agency Code/UACS: _____	Contact Person: <u>EVELYN M. MADRID</u>
Region: <u>CARAGA</u>	Organization Type: _____	Position: <u>SUPPLY OFFICER</u>
Address: <u>NARCISO ST. SURIGAO CITY</u>		E-mail: _____
		Telephone/Mobile Nos: _____

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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																											
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	65	25	25	115	5,502.75	30	20	20	70	3,349.50	25	50	15	90	4,306.50	35	15	15	65	3,110.25	340	47.85		16,269.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	135	50	15	200	66,110.00	110	50	15	175	57,846.25	110	50	15	175	57,846.25	110	50	10	170	56,193.50	720	330.55		237,996.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
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	25	0	10	35	156.45	25	0	0	25	111.75	15	0	10	25	111.75	0	15	0	15	67.05	100	4.47		447.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	250	75	75	400	8,880.00	75	75	75	225	4,995.00	100	75	75	250	5,550.00	50	50	50	150	3,330.00	1025	22.20		22,755.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	250	75	75	400	8,880.00	75	75	75	225	4,995.00	100	75	75	250	5,550.00	50	50	50	150	3,330.00	1025	22.20		22,755.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	50	15	15	80	1,776.00	10	40	15	65	1,443.00	100	75	75	250	5,550.00	50	40	50	140	3,108.00	535	22.20		11,877.00
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
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																											
10	45121517-DO-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	23,623.60		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	16,588.00		0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	90	20	0	110	2,253.90	10	5	10	25	512.25	50	5	0	55	1,126.95	10	0	0	10	204.90	200	20.49		4,098.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	30	30	5	65	1,192.10	5	0	0	5	91.70	15	30	0	45	825.30	5	0	0	5	91.70	120	18.34		2,200.80
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister 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	96.20		0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	30	20	20	70	5,714.80	20	15	5	40	3,265.60	15	25	20	60	4,898.40	10	15	10	35	2,857.40	205	81.64		16,736.20
16	47131604-BR-S01	BROOM, Soft (Walis Tambon)	piece	25	30	10	65	8,855.60	15	0	15	30	4,087.20	10	25	10	45	6,130.80	15	10	10	35	4,768.40	175	136.24		23,842.00
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	25	10	10	45	1,025.10	10	10	10	30	683.40	10	10	10	30	683.40	15	10	10	35	797.30	140	22.78		3,189.20
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	25	15	20	60	2,496.00	10	10	10	30	1,248.00	20	10	20	50	2,080.00	10	10	10	30	1,248.00	170	41.60		7,072.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	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	23.92		0.00
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	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	8.30		0.00
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	30	20	20	70	3,785.60	20	20	20	60	3,244.80	20	20	20	60	3,244.80	20	20	20	60	3,244.80	250	54.08		13,520.00
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	30	0	10	40	5,595.60	10	0	0	10	1,398.90	10	0	10	20	2,797.80	10	0	10	20	1,398.90	80	139.89		11,191.20
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	25	15	5	45	1,243.80	5	5	5	15	414.60	20	20	0	40	1,105.60	0	0	0	0	0.00	100	27.64		2,764.00
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	8	0	0	8	2,478.08	5	0	0	5	1,548.80	5	0	0	5	1,548.80	5	2	0	7	2,168.32	25	309.76		7,744.00
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	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	120.12		0.00
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	10	10	10	30	1,288.50	10	10	10	30	1,288.50	10	10	10	30	1,288.50	10	10	10	30	1,288.50	120	42.95		5,154.00

















Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 May 2022)	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			
Feather Duster	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	75.00	0.00
Air Conditioning Unit, Split Type	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Water Dispenser	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Scanner	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Computer Keyboard	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Folding Ladder, Aluminum	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Smart Television	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Noise Cancelling Headset with microphone	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	2,500.00	0.00
USB Flash Drive, 32 GB					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
UPS					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Copier Machine					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
Monitor to cpu port adaptor (vga, hdmi, display port, DVI-D port, DVI-I port)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0	600.00	0.00
16GB (2x8GB) DDR4 RAM					0	0.00				0	0.00				0	0.00				0	0.00	0	1,000.00	0.00
USB 16GB					0	0.00				0	0.00				0	0.00				0	0.00	0	600.00	0.00
1X4 1080P FHD HDMI Splitter 4 Port Hub Repeater Amplifier Full HD 3D 1 in 4 out					0	0.00				0	0.00				0	0.00				0	0.00	0	1,200.00	0.00
HDMI Switch 4K, 3-Port HDMI Splitter HDMI Switcher Supports 4K/Full HD1080p/3D with High Speed Pigtail Cable					0	0.00				0	0.00				0	0.00				0	0.00	0	800.00	0.00
Steel Cabinet Lateral type 4 Layer	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	4,800.00	0.00
Stanley SKWTDPCS28 Steel Platform Truck	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	6,000.00	0.00
Toner Cartridge Fuji Xerox (DocuCentre S2011)	set				0	0.00				0	0.00				0	0.00				0	0.00	0	3,900.00	0.00
Certificate Holder, A4	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	80.00	0.00
Computer service toolkit (Model: 1PK-810A)					0	0.00				0	0.00				0	0.00				0	0.00	0	3,500.00	0.00
UTP cable (belden) cat 5e	box				0	0.00				0	0.00				0	0.00				0	0.00	0	6,500.00	0.00
UTP cable (belden) cat 6	box				0	0.00				0	0.00				0	0.00				0	0.00	0	9,000.00	0.00
RJ-45 plug passthrough	box				0	0.00				0	0.00				0	0.00				0	0.00	0	500.00	0.00
PVC Printer Cleaning kit					0	0.00				0	0.00				0	0.00				0	0.00	0	6,000.00	0.00
Matica Color Ribbon 1000 prints					0	0.00				0	0.00				0	0.00				0	0.00	0	25,500.00	0.00
Matica Retransfer Film 1000 prints					0	0.00				0	0.00				0	0.00				0	0.00	0	9,500.00	0.00
Ballpen, Black	box				0	0.00				0	0.00				0	0.00				0	0.00	0	150.00	0.00
Ballpen, Blue	box				0	0.00				0	0.00				0	0.00				0	0.00	0	150.00	0.00
Ballpen, Red	box				0	0.00				0	0.00				0	0.00				0	0.00	0	150.00	0.00
Processor	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	10,000.00	0.00
Solid state drive (sata) 500GB	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	4,000.00	0.00
Patch panel					0	0.00				0	0.00				0	0.00				0	0.00	0	2,500.00	0.00
RAM (ddr4 8GB)					0	0.00				0	0.00				0	0.00				0	0.00	0	4,000.00	0.00
5 Layer Adjustable Steel Frame Rack	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	10,500.00	0.00
Flat Screen Monitor	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	8,000.00	0.00
Biometric Fingerprint Scanner	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	15,000.00	0.00
Professional wireless microphone system	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	20,000.00	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	0.00
					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	0.00
					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	0.00
					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	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					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	0.00
					0	0.00					0	0.00					0	0.00				0	0.00	0	0.00	0.00

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							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	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00		0.00	0.00

