

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 26 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 Modernized Philippine Government System (mPHIGEPS) 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).

Annexes:

- 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 mPHIGEPS and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the "PART I" of this form otherwise the items will be deemed invalid.
- For items not included on the list of PART I, 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-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hw55>.
- Once signed and approved by the Property/Supply Officer, Accountant/Dudget 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 mPHIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPHIGEPS 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.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0919-2954426 (Smart), or email appcse@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: ADMINISTRATIVE
 Region: ADMINISTRATIVE OFFICERS IV
 Address: PS-DBM

Agency Code/LACC: 0-022
 Organization Type: GOVERNMENT AGENCY

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.
 Contact Person: ROSE J. SANTOS
 Position: ADMINISTRATIVE OFFICERS IV
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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	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4		
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTIEMETICS																										
1. 120302 AL 004	ALCOHOL, Ethyl, 500 mL	bottle	0	0	100	100	5,200.00	0	0	100	100	5,200.00	0	0	100	100	5,200.00	0	0	100	100	5,200.00	400	20.50	8,200.00	
2. 120302 AL 003	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	20	20	27,851.00	0	0	20	20	27,851.00	0	0	20	20	27,851.00	0	0	20	20	27,851.00	20	491.76	128,120.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3. 500310 020 001	CLEARBOOK, 8 1/2 x 11	box	0	0	30	30	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	50.00	1,500.00	
4. 500310 020 002	CLEARBOOK, Legal size	box	0	0	30	30	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	50.00	1,500.00	
5. 500310 020 001	ERASER, Plastic/Rubber	piece	0	0	30	30	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	20.00	600.00	
6. 500310 020 001	SDGN PEN, Extra Fine Tip, Black	piece	10	10	40	60	1,800.00	30	10	40	60	1,800.00	30	10	40	60	1,800.00	30	10	40	60	1,800.00	340	5.30	1,803.00	
7. 500310 020 002	SDGN PEN, Fine Tip, Black	piece	10	10	40	60	2,581.50	30	10	40	60	2,581.50	30	10	40	60	2,581.50	30	10	40	60	2,581.50	340	7.62	2,591.00	
8. 500310 020 003	SDGN PEN, Medium Tip, Black	piece	10	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	340	4.41	1,503.00	
9. 500310 020 004	SDGN PEN, Extra Fine Tip, Blue	piece	10	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	340	4.41	1,503.00	
10. 500310 020 005	SDGN PEN, Fine Tip, Blue	piece	10	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	30	10	40	60	1,500.00	340	4.41	1,503.00	
11. 500310 020 006	SDGN 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	0.00	0.00	
12. 500310 020 007	SDGN 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	0.00	0.00	
13. 500310 020 008	SDGN 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	0.00	0.00	
14. 500310 020 009	SDGN 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	0.00	0.00	
15. 500310 020 010	WRAPPING PAPER	ROLL	0	0	2	2	429.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	214.50	429.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16. 450310 020 001	DOCUMENT CAMERA	unit	0	0	2	2	14,072.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	28,145.00	56,290.00	
17. 450310 020 002	PHOTODUPLICATION PROJECTOR	unit	0	0	2	2	36,940.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	73,880.00	147,760.00	
BATTERIES AND CELLS AND ACCESSORIES																										
18. 260310 020 001	BATTERY, dry cell, size AA	PACK	10	10	10	30	551.00	0	10	10	30	551.00	10	10	30	551.00	10	10	30	551.00	10	30	551.00	40	22.03	881.20
19. 260310 020 002	BATTERY, dry cell, size AAA	PACK	10	10	10	30	352.00	0	10	10	30	352.00	10	10	30	352.00	10	10	30	352.00	10	30	352.00	40	19.76	790.40
20. 260310 020 003	BATTERY, dry cell, size D	PACK	0	0	10	10	2,276.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	52.96	2,276.00	
CLEANING EQUIPMENT AND SUPPLIES																										
21. 410310 020 001	AIR FRESHENER	can	10	10	30	50	7,862.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	157.44	7,862.40	
22. 410310 020 002	BROOM (with Tines)	piece	0	0	30	30	3,937.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	131.25	3,937.50	
23. 410310 020 003	BROOM (with Ties)	piece	0	0	30	30	1,710.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	57.00	1,710.00	
24. 410310 020 004	CLEANER, Toilet Bowl and Urinal	bottle	10	10	10	30	1,700.00	10	10	10	30	1,700.00	10	10	10	30	1,700.00	10	10	10	30	1,700.00	150	56.67	8,500.50	
25. 410310 020 005	CLEANER, Sealing Powder	can	10	10	10	30	1,840.00	10	10	10	30	1,840.00	10	10	10	30	1,840.00	10	10	10	30	1,840.00	150	56.67	8,500.50	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	APR	April	May	June	Q2	Q3	July	Aug	Sept	Q3	Q4	Oct	Nov	Dec	Q4	Q4	Q4	Q4					
48	440101014-0101 DM CARTRIDGE, HP 7010A (HP60) Yellow Original	cartr	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	48.00	4.80				
49	440101014-0102 DM CARTRIDGE, HP 7010A (HP60) Black Original	cartr	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	48.00	4.80				
50	440101014-0103 RIBBON CARTRIDGE, EPSON C130015108 (HP702) Black	cartr	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	48.00	4.80				
51	440101014-0104 RIBBON CARTRIDGE, EPSON C130015102 Black	cartr	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	48.00	4.80				
52	440101014-0107 RIBBON CARTRIDGE, EPSON C130015103 (D1500)	cartr	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	48.00	4.80				
53	440101014-0109 TONER CARTRIDGE, BROTHER DR-4520C, High Yield 3000	cartr	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	48.00	4.80				
54	440101014-0109 TONER CARTRIDGE, BROTHER TN-3300, Black	cartr	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	48.00	4.80				
55	440101014-0111 TONER CARTRIDGE, BROTHER TN-3300, Black	cartr	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	48.00	4.80				
56	440101014-0113 TONER CARTRIDGE, BROTHER TN-3420, Black	cartr	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	48.00	4.80				
57	440101014-0114 TONER CARTRIDGE, BROTHER TN-450, Back, High Yield	cartr	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	48.00	4.80				
58	440101014-0115 TONER CARTRIDGE, BROTHER TN-450 Cyan, High Yield	cartr	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	48.00	4.80				
59	440101014-0117 TONER CARTRIDGE, BROTHER TN-450 Magenta, High Yield	cartr	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	48.00	4.80				
60	440101014-0119 TONER CARTRIDGE, BROTHER TN-450 Yellow, High Yield	cartr	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	48.00	4.80				
61	440101014-0120 TONER CARTRIDGE, CANON CRG-324 II	cartr	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	48.00	4.80				
62	440101014-0122 TONER CARTRIDGE, HP CE380A, Black	cartr	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	48.00	4.80				
63	440101014-0124 TONER CARTRIDGE, HP CE380A, Black	cartr	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	48.00	4.80				
64	440101014-0126 TONER CARTRIDGE, HP CE255A, Black	cartr	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	48.00	4.80				
65	440101014-0128 TONER CARTRIDGE, HP CE270A, Black	cartr	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	48.00	4.80				
66	440101014-0127 TONER CARTRIDGE, HP CE255A (HP58A), Black	cartr	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	48.00	4.80				
67	440101014-0129 TONER CARTRIDGE, HP CE255A, Black	cartr	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	48.00	4.80				
68	440101014-0131 TONER CARTRIDGE, HP CE280A, Cyan	cartr	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	48.00	4.80				
69	440101014-0133 TONER CARTRIDGE, HP CE280A, Yellow	cartr	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	48.00	4.80				
70	440101014-0135 TONER CARTRIDGE, HP CE280A, Magenta	cartr	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	48.00	4.80				
71	440101014-0137 TONER CARTRIDGE, HP CE280A, Black	cartr	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	48.00	4.80				
72	440101014-0139 TONER CARTRIDGE, HP CE252A, Cyan	cartr	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	48.00	4.80				
73	440101014-0141 TONER CARTRIDGE, HP CE252A, Yellow	cartr	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	48.00	4.80				
74	440101014-0143 TONER CARTRIDGE, HP CE252A, Magenta	cartr	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	48.00	4.80				
75	440101014-0145 TONER CARTRIDGE, HP CE280A, Black	cartr	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	48.00	4.80				
76	440101014-0147 TONER CARTRIDGE, HP CE280A, Black	cartr	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	48.00	4.80				
77	440101014-0149 TONER CARTRIDGE, HP CE280A, Cyan	cartr	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	48.00	4.80				
78	440101014-0151 TONER CARTRIDGE, HP CE280A, Yellow	cartr	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	48.00	4.80				
79	440101014-0153 TONER CARTRIDGE, HP CE280A, Magenta	cartr	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	48.00	4.80				
80	440101014-0155 TONER CARTRIDGE, HP CE280A (HP55), Black	cartr	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	48.00	4.80				
81	440101014-0157 TONER CARTRIDGE, HP CE280A (HP55), Cyan	cartr	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	48.00	4.80				
82	440101014-0159 TONER CARTRIDGE, HP CE280A (HP55), Yellow	cartr	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	48.00	4.80				
83	440101014-0161 TONER CARTRIDGE, HP CE280A (HP55), Magenta	cartr	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	48.00	4.80				
84	440101014-0163 TONER CARTRIDGE, HP CE280A, Black	cartr	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	48.00	4.80				
85	440101014-0165 TONER CARTRIDGE, HP CE280A, Back, High Cap	cartr	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	48.00	4.80				
86	440101014-0167 TONER CARTRIDGE, HP CE252A (HP57A), Back LaserJet	cartr	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	48.00	4.80				
87	440101014-0169 TONER CARTRIDGE, HP CE252A (HP57A), Back LaserJet	cartr	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	48.00	4.80				
88	440101014-0171 TONER CARTRIDGE, HP CE280A, LaserJet Pro HP410A25	cartr	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	48.00	4.80				
89	440101014-0173 TONER CARTRIDGE, HP CE280A	cartr	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	48.00	4.80				
90	440101014-0175 TONER CARTRIDGE, HP CE280A (HP58A), Back LaserJet	cartr	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	48.00	4.80				
91	440101014-0177 TONER CARTRIDGE, HP CE280A (HP58A), LaserJet Black	cartr	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	48.00	4.80				
92	440101014-0179 TONER CARTRIDGE, HP CE280A (HP58A), Back Contrast L	cartr	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	48.00	4.80				
93	440101014-0181 TONER CARTRIDGE, HP CE280A (HP58A), Black -	cartr	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	48.00	4.80				
94	440101014-0183 TONER CARTRIDGE, HP CE252C (HP57), Back LaserJet	cartr	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	48.00	4.80				
95	440101014-0185 TONER CARTRIDGE, HP CE280A, Back LaserJet	cartr	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	48.00	4.80				
96	440101014-0187 TONER CARTRIDGE, HP CE280A, Cyan LaserJet	cartr	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	48.00	4.80				
97	440101014-0189 TONER CARTRIDGE, HP CE280A, Yellow LaserJet	cartr	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	48.00	4.80				

