

APP-CSE 2022 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 (UNSPC) 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 (PDF) to the agency's Virtual Store account
- 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 at (02) 8-689-7750 local 4004, 4005, 4019, 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 Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.*

Department/Bureau/Office: DEPARTMENT OF TRADE AND INDUSTRY - CARAGA  
 Region: CARAGA REGION XIII  
 Address: 4/F D & V PLAZA BUILDING, J.C. AQUINO AVENUE, BUTUAN CITY, AGUSAN DEL NORTE, PHILIPPINES

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: NATIONAL GOVERNMENT AGENCY

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	44	4	2	50	6,968.00	34	5	1	40	5,574.40	34	4	2	40	5,574.40	43	5	1	49	6,828.64	179.00	139.36	24945.44
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	58	33	27	118	17,868.74	59	32	27	118	17,868.74	61	30	27	118	17,868.74	61	32	25	118	17,868.74	472.00	151.43	71474.96
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	125	50	108	283	18,836.48	133	50	84	267	17,771.52	136	50	101	287	19,102.72	136	61	81	278	18,503.68	1,115.00	66.56	74214.40
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	37	3	8	48	18,620.16	39	3	5	47	18,232.24	39	3	5	47	18,232.24	38	3	5	46	17,844.32	188.00	387.92	72928.96
5	51471901-AL-101	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	1	11	2	14	610.12	1	1	1	3	130.74	1	1	1	3	130.74	0	0	0	0	0.00	20.00	43.58	871.60
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	1	0	0	1	455.00	1	0	0	1	455.00	1	0	1	2	910.00	1	1	0	2	910.00	6.00	455.00	2730.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	1	1	1	3	623.25	1	1	1	3	623.25	1	1	1	3	623.25	1	1	1	3	623.25	12.00	207.75	2493.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	INK, for stamp pad	bottle	23	4	27	54	1,702.08	10	3	1	14	441.28	11	4	1	16	504.32	7	3	1	11	346.72	95.00	31.52	2994.40
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE	roll	4	4	0	8	6,782.56	1	0	0	1	847.82	2	0	1	3	2,543.46	1	0	0	1	847.82	13.00	847.82	11021.66
10	13111201-CF-P01	CARBON FILM, A4	box	2	2	1	5	1,105.00	0	2	1	3	663.00	2	2	0	4	884.00	0	2	0	2	442.00	14.00	221.00	3094.00
11	13111201-CF-P02	CARBON FILM, legal	box	5	0	0	5	1,042.60	0	0	0	0	0.00	4	0	0	4	834.08	0	0	0	0	0.00	9.00	208.52	1876.68
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	18	9	25	52	4,353.44	32	7	11	50	4,186.00	23	17	1	41	3,432.52	48	7	1	56	4,688.32	199.00	83.72	16660.28
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1528.80	0.00
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	906.36	0.00
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	884.00	0.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	0.00