

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

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 (PDF) to the agency's Virtual Store 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 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: DEPARTMENT OF TRADE AND INCOME TAXATION  
 Region: REGION 13 - CARAGA  
 Address: 3/F & 4/F D & V Plaza Building,  
 J.C. Aquino Avenue, Butuan City

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: National Government Agency

Contact Person: MARRY ANN L. PASCUAL  
 Position: AO V  
 E-mail: [caraga@dti.gov.ph](mailto:caraga@dti.gov.ph)  
 Telephone/Mobile Nos: (085) 2255955

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	25	55	58	138	6,603.30	23	53	56	132	6,316.20	23	53	56	132	6,316.20	23	64	45	132	6,316.20	534	47.85	25,551.90
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	25	10	19	54	17,849.70	10	6	19	35	11,569.25	30	5	20	55	18,180.25	6	7	19	32	10,577.60	176	330.55	58,176.80
<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	15	0	15	545.40	15	0	0	15	545.40	15	0	0	15	545.40	15	0	0	15	545.40	60	36.36	2,181.60
5	60121534-ER-P01	ERASER, plastic/ rubber	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	4.47	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	168	61	102	331	7,348.20	143	51	87	281	6,238.20	163	41	98	302	6,704.40	153	77	40	270	5,994.00	1184	22.20	26,284.80
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	84	35	72	191	4,240.20	74	30	62	166	3,685.20	84	20	73	177	3,929.40	81	53	27	161	3,574.20	695	22.20	15,429.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	3	3	4	10	222.00	3	3	4	10	222.00	3	3	5	11	244.20	0	0	0	0	0.00	31	22.20	688.20
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	10	10	1,612.00	0	0	10	10	1,612.00	0	0	10	10	1,612.00	0	0	10	10	1,612.00	40	161.20	6,448.00
<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	1	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	12	51	20	83	1,700.67	15	11	13	39	799.11	20	41	21	82	1,680.18	15	11	12	38	778.62	242	20.49	4,958.58
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	7	32	23	62	1,137.08	12	11	18	41	751.94	12	27	23	62	1,137.08	12	14	14	40	733.60	205	18.34	3,759.70
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	5	5	10	962.00	5	0	0	5	481.00	5	0	5	10	962.00	5	0	0	5	481.00	30	96.20	2,886.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										