

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) 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 Agency/Supplier's Officer, Account/Budget Officer and Head of the Agency/Office, a valid 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.
- 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, or visit the PS-DBM website (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 INDUSTRY
 Region: REGION XII
 Address: PRIME REGIONAL GOVERNMENT CENTER, CARPENTER HILL, KORONADAL C

Agency Code/UA/CS: NATIONAL GOVERNMENT AGENCY
 Organization Type: NATIONAL GOVERNMENT AGENCY
 Contact Person: JESSA MARIE O. AMAGA
 Position: ADMINISTRATIVE OFFICER
 Email: jessamarieo@ps-philgeps.gov.ph
 Telephone/Mobile Nos: (083) 228-9837

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 Sep 2022)	Total Amount for the year										
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4						
			Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Total																				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACTETONE BASED ANTISEPTICS																											
1	12191601-AL-604	ALCOHOL, Ethyl, 500 mL	bottle	70	40	50	160	756.00	70	40	50	160	756.00	70	40	50	160	756.00	770	47.85	36,694.50						
2	12191601-AL-603	ALCOHOL, Ethyl, 1 Gallon	gallon	8	4	14	26	8,994.30	8	4	14	26	8,994.30	8	4	14	26	8,994.30	7	4	14	25	8,263.75	103	339.55	34,046.65	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-F01	CLEARBOOK, 20 transparent pockets, A4	piece	16	3	5	24	789.84	0	3	5	8	263.28	0	3	10	13	427.83	0	3	10	13	427.83	58	32.91	1,906.78	
4	60121413-CB-F02	CLEARBOOK, 20 transparent pockets, legal	piece	30	3	20	53	1,927.08	0	3	5	8	280.88	0	3	10	13	472.68	0	3	10	13	472.68	87	36.36	3,163.32	
5	60121524-ER-F01	ERASER, plastic/ rubber	piece	37	0	5	42	187.74	12	3	2	17	75.99	22	0	5	27	120.69	12	0	2	14	62.88	100	4.47	447.00	
6	60121524-SP-Q01	SIGN PEN, Black, liquid or gel	piece	116	60	60	87	5,838.60	100	60	60	87	5,838.40	100	60	60	87	5,838.40	100	60	60	87	5,838.40	1004	22.20	22,288.80	
7	60121524-SP-Q02	SIGN PEN, Blue, liquid or gel	piece	116	60	60	87	5,838.60	100	60	60	87	5,838.40	100	60	60	87	5,838.40	100	60	60	87	5,838.40	1004	22.20	22,288.80	
8	60121524-SP-Q03	SIGN PEN, Red, liquid or gel	piece	33	12	12	37	82	1,820.40	27	12	27	66	1,465.20	33	12	12	82	1,820.40	27	12	27	66	1,465.20	286	22.20	6,571.20
9	60121124-WR-F01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	1	2	2	10	13	2,095.60	1	2	10	13	2,095.60	1	2	15	2,418.00	2	0	10	12	12	1,934.40	53	161.20	8,543.60
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
10	45121517-00-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	1	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	1	23,623.60	23,623.60
11	45111609-MM-F01	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	1	0	0	0	1	16,588.00	1	16,588.00	16,588.00
BATTERIES AND CELLS AND ACCESSORIES																											
12	26111702-RT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	47	19	45	111	2,274.39	47	29	35	111	2,274.39	47	29	35	111	2,274.39	47	32	37	116	2,376.94	449	20.49	9,200.01	
13	26111702-RT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	39	11	42	92	1,687.28	39	21	32	92	1,687.28	39	21	32	92	1,687.28	39	24	34	97	1,778.96	373	18.34	6,840.82	
14	26111702-RT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	2	0	0	2	192.40	0	0	0	0	0.00	0	0	0	2	192.40	0	0	0	0	0.00	4	96.20	384.80	
CLEANING EQUIPMENT AND SUPPLIES																											