

Only agencies with uploaded APP-CSE in the Virtual Store (VS) 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).

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

- APP-CSE:**
 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 (VS) and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
 2.0 All information must be provided accurately.
 3.0 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.
 4.0 Do not delete, add, or revise any items or rows on the PART I of this form. Otherwise the form will be deemed invalid.
 5.0 For items not included on the list of PART II, 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/hoazk>.
 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 (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures 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 0927-6473245 (Doble) or 0918-3544426 (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: DEPARTMENT OF TRADE & TOURISM
 Region: REGION VII
 Address: TRINIDAD
 City: TRINIDAD

Agency Code/UNCL: 220010300008
 Organization Type: NATIONAL GOVERNMENT

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Contact Person: ANGEL B. MANUEL
 Position: ADMINISTRATIVE OFFICER III
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| 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 | May | June | Q2 | July | Aug | Sept | Q3 | | | |

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

| Item # | Item Specifications | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | or amount | Total Quantity for the year | Price | Total Amount for the year |
|--------|--------------------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------|-----------------------------|-------|---------------------------|
| 1 | ALCOHOL, 40% ALC/VOL, 500 ml | bottle | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 300 | 25.00 | 7,500.00 |
| 2 | ALCOHOL, 40% ALC/VOL, 1 gallon | gallon | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 300 | 40.00 | 12,000.00 |

PART II. ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

| Item # | Item Specifications | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | or amount | Total Quantity for the year | Price | Total Amount for the year | |
|--------|---------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------|-----------------------------|-------|---------------------------|------|
| 3 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 4 | ALBUM, Large size | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 5 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 6 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 7 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 8 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 9 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 10 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 11 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 12 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 13 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 14 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 15 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |

PART III. AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

| Item # | Item Specifications | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | or amount | Total Quantity for the year | Price | Total Amount for the year |
|--------|---------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------|-----------------------------|-------|---------------------------|
| 16 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 17 | ALBUM, 4x6 in | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |

PART IV. BATTERIES AND CELLS AND ACCESSORIES

| Item # | Item Specifications | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | or amount | Total Quantity for the year | Price | Total Amount for the year |
|--------|-----------------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------|-----------------------------|-------|---------------------------|
| 18 | BATTERY, dry cell, size AA | pack | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 600 | 1.50 | 900.00 |
| 19 | BATTERY, dry cell, size AAA | pack | 21 | 21 | 21 | 63 | 21 | 21 | 21 | 63 | 21 | 21 | 21 | 63 | 21 | 21 | 21 | 63 | 21 | 630 | 1.50 | 945.00 |
| 20 | BATTERY, dry cell, size D | pack | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |

PART V. CLEANING EQUIPMENT AND SUPPLIES

| Item # | Item Specifications | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | or amount | Total Quantity for the year | Price | Total Amount for the year |
|--------|-------------------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------|-----------------------------|-------|---------------------------|
| 21 | AIR FRESHENER | can | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 20 | 20 | 60 | 20 | 600 | 3.50 | 2,100.00 |
| 22 | BROOM (with Tinsel) | piece | 12 | 14 | 10 | 36 | 14 | 14 | 0 | 28 | 14 | 0 | 14 | 28 | 14 | 0 | 0 | 14 | 14 | 140 | 15.00 | 2,100.00 |
| 23 | BROOM (with Tinsel) | piece | 5 | 0 | 10 | 15 | 0 | 0 | 0 | 15 | 0 | 0 | 0 | 15 | 0 | 0 | 0 | 0 | 15 | 150 | 14.00 | 2,100.00 |
| 24 | BROOM, Tinsel Band and Tinsel | bundle | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 300 | 7.00 | 2,100.00 |
| 25 | BROOM, Tinsel Band and Tinsel | can | 21 | 0 | 0 | 21 | 0 | 0 | 0 | 21 | 0 | 0 | 0 | 21 | 0 | 0 | 0 | 0 | 21 | 210 | 10.00 | 2,100.00 |

