

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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 23 August 2011 and 28 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 Electronic Procurement System (mPhilGEPS) 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:**
- 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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-phillips.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-phillips.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 this form, otherwise this 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 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillips.gov.ph) and must be submitted to PS-DBM through this link: nhortuajal@depo.gov.ph. Instructions on how to fill-out is included in the reminders of the forms.
 - 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 mPhilGEPS 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 mPhilGEPS 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 0918-2954436 (Smart) or 0962-8255199 (Smart), or email appsales@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DEPARTMENT OF TRADE & INDUSTRY
 Region: REGION V
 Address: RAJAH MANSING LUNA
 1173

Agency Code/LACS: 220010300008
 Organization Type: NATIONAL GOVERNMENT AGENCY

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
 Contact Person: NOEL B. MANOJIL
 Position: ADMINISTRATIVE OFFICER III
 E-mail: MANOJILNOEL@DOST.gov.ph
 Telephone/Mobile No: 09023201047

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																										
ALCOHOL OR ALCOHOL-BASED ANTISEPTICS																										
1	0219051-4-014 ALCOHOL, Ethyl, 500 ml.	units	47	80	90	217	10,943.31	47	80	90	217	10,943.31	47	80	90	217	10,943.31	47	80	90	217	10,943.31	668	90.43	43,779.34	
2	0219051-4-030 ALCOHOL, Ethyl, 1 Gallon	gallons	27	0	0	27	9,641.43	27	0	0	27	9,641.43	27	0	0	27	9,641.43	27	0	0	27	9,641.43	108	337.09	36,508.72	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	9021043-08-002 CLEARBOOK, A4 size	PACK	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00
4	9021043-08-002 CLEARBOOK, Legal size	PACK	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00
5	9021044-08-001 BRUSH, plastic/hubber	PACK	9	0	10	19	156.94	9	0	10	19	156.94	9	0	10	19	156.94	9	0	10	19	156.94	78	8.38	657.74	
6	9021024-09-001 SON PEN, Extra Fine Tip, Black	PACK	30	0	0	30	666.00	30	0	0	30	666.00	30	0	0	30	666.00	30	0	0	30	666.00	120	22.20	2,664.00	
7	9021024-09-004 SON PEN, Fine Tip, Black	PACK	130	45	0	175	7,826.00	130	45	0	175	7,826.00	130	45	0	175	7,826.00	130	45	0	175	7,826.00	705	44.72	31,394.00	
8	9021024-09-007 SON PEN, Medium Tip, Black	PACK	49	45	20	114	6,320.80	49	45	20	114	6,320.80	49	45	20	114	6,320.80	49	45	20	114	6,320.80	408	37.20	15,283.20	
9	9021024-09-002 SON PEN, Extra Fine Tip, Blue	PACK	25	0	0	25	855.00	25	0	0	25	855.00	25	0	0	25	855.00	25	0	0	25	855.00	100	22.20	2,220.00	
10	9021024-09-005 SON PEN, Fine Tip, Blue	PACK	130	0	0	130	5,813.60	130	0	0	130	5,813.60	130	0	0	130	5,813.60	130	0	0	130	5,813.60	520	44.72	23,254.40	
11	9021024-09-008 SON PEN, Medium Tip, Blue	PACK	40	0	20	60	3,432.00	40	0	20	60	3,432.00	40	0	20	60	3,432.00	40	0	20	60	3,432.00	240	37.20	8,928.00	
12	9021024-09-003 SON PEN, Extra Fine Tip, Red	PACK	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00
13	9021024-09-006 SON PEN, Fine Tip, Red	PACK	24	0	0	24	1,096.24	24	0	0	24	1,096.24	24	0	0	24	1,096.24	24	0	0	24	1,096.24	96	45.76	4,392.96	
14	9021024-09-009 SON PEN, Medium Tip, Red	PACK	5	0	0	5	343.20	5	0	0	5	343.20	5	0	0	5	343.20	5	0	0	5	343.20	20	37.20	744.00	
15	9021024-08-001 WRAPPING PAPER	PACK	0	0	10	10	1,812.00	0	0	10	10	1,812.00	0	0	10	10	1,812.00	0	0	10	10	1,812.00	40	162.20	6,488.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	4021012-00-003 DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00
17	4021009-00-001 MULTIMEDIA PROJECTOR	unit	0	0	2	2	23,176.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	2	16,988.00	30,176.00	
BATTERIES AND CELLS AND ACCESSORIES																										
18	2611010-07-002 BATTERY, dry cell, size AA	PACK	50	5	0	55	1,311.36	50	5	0	55	1,311.36	50	5	0	55	1,311.36	50	5	0	55	1,311.36	230	20.49	4,712.70	
19	2611010-07-001 BATTERY, dry cell, size AAA	PACK	64	5	0	69	1,368.46	64	5	0	69	1,368.46	64	5	0	69	1,368.46	64	5	0	69	1,368.46	278	18.34	5,091.84	
CLEANING EQUIPMENT AND SUPPLIES																										
20	4713010-07-001 AIR FRESHENER	unit	46	5	30	81	7,248.72	46	5	30	81	7,248.72	46	5	30	81	7,248.72	46	5	30	81	7,248.72	192	37.75	7,248.72	
21	4713004-08-001 BOOTH (Walk Turbo)	PACK	40	14	0	54	6,795.20	40	14	0	54	6,795.20	40	14	0	54	6,795.20	40	14	0	54	6,795.20	108	63.31	6,837.96	
22	4713004-08-101 BOOTH (Walk Trip-Up)	PACK	30	2	0	32	1,066.00	30	2	0	32	1,066.00	30	2	0	32	1,066.00	30	2	0	32	1,066.00	132	28.00	3,703.20	
23	4713009-09-001 CLEANER, Toilet Bowl and Urinal	unit	23	2	0	25	1,466.00	23	2	0	25	1,466.00	23	2	0	25	1,466.00	23	2	0	25	1,466.00	100	41.60	4,160.00	
24	4713009-09-002 CLEANER, Scouring Powder	unit	6	5	0	11	263.12	6	5	0	11	263.12	6	5	0	11	263.12	6	5	0	11	263.12	38	23.02	868.96	

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			Jan	Feb	Mar	Q1	Q1 amount	Apr	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
							Q1 amount				Q2 amount									Q3 amount						Q4 amount
4	8014305-75-004	STICKER PAPER	pack	15	0	0	28	780.00	15	0	0	15	450.00	15	0	0	28	780.00	15	0	0	15	450.00	84	20.00	1,680.00
5	8014305-75-005	DOUBLE SIDED TAPE	roll	13	0	0	18	840.00	7	0	0	7	210.00	7	0	0	12	360.00	7	0	0	7	210.00	44	30.00	1,320.00
6	8014305-75-006	PHOTO PAPER	pack	17	0	0	17	1,155.00	11	0	0	11	715.00	11	0	0	11	715.00	11	0	0	11	715.00	50	65.00	3,275.00
7	8014305-75-007	BLEACHING SOLUTION	gallon	9	0	0	9	1,125.00	3	0	0	3	375.00	3	0	0	3	875.00	3	0	0	3	375.00	18	125.00	2,250.00
8	8014305-75-008	CERTIFICATE FRAME	pack	124	0	0	124	6,200.00	74	0	0	74	3,700.00	124	0	0	124	6,200.00	74	0	0	74	3,700.00	296	50.00	14,800.00
9	8014305-75-009	CERTIFICATE HOLDER	pack	105	0	0	115	5,750.00	89	0	0	89	4,450.00	105	0	0	105	5,250.00	89	0	0	89	4,450.00	442	50.00	22,100.00
10	8014305-75-010	UNREPLACEMENTABLE POWER SUPPLY	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	3,000.00	3,000.00
11	8014305-75-011	ASB CORRECTING UNIT	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	0.00	0.00
12	8014305-75-012	SMART TELEVISION	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	0.00	0.00
13	8014305-75-013	WHITE BOARD	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	0.00	0.00
14	8014305-75-014	RECORDPHONE	unit	2	0	0	2	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	8014305-75-015	MEDAL	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	0.00	0.00
16	8014305-75-016	SPRINGING LIQUID	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	0.00	0.00
17	8014305-75-017	PLASTIC FACTINER	box	33	0	0	33	1,815.00	33	0	0	33	1,815.00	33	0	0	33	1,815.00	33	0	0	33	1,815.00	132	55.00	7,260.00
18	8014305-75-018	STEEL FILING CABINET	box	4	0	0	4	200.00	4	0	0	4	200.00	4	0	0	4	200.00	4	0	0	4	200.00	16	50.00	800.00
19	8014305-75-019	VELLUM BOARD PAPER	pack	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	120	250.00	30,000.00
20	8014305-75-020	EXTENSION CORD	pack	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
21	8014305-75-021	PAINT	gallon	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
22	8014305-75-022	COLORING PAPER	pack	7	0	0	7	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
23	8014305-75-023	BOARD PAPER	unit	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	40	200.00	8,000.00
24	8014305-75-024	PUSH PIN	pack	4	0	0	4	341.68	4	0	0	4	341.68	4	0	0	4	341.68	4	0	0	4	341.68	16	85.42	1,366.72
25	8014305-75-025	DOOR MAT	pack	12	0	0	12	2,340.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
26	8014305-75-026	GLUE STICK (WHITE)	pack	27	0	0	27	1,485.00	15	0	0	15	825.00	27	0	0	27	1,485.00	15	0	0	15	825.00	84	55.00	4,620.00
27	8014305-75-027	GLUE STICK (FOR GLUE GUN)	pack	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
28	8014305-75-028	DEODORANT CREAM	pack	30	0	0	30	2,000.00	30	0	0	30	2,000.00	30	0	0	30	2,000.00	30	0	0	30	2,000.00	120	60.00	7,200.00
29	8014305-75-029	DISPOSABLE GLOVES	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	0.00	0.00
30	8014305-75-030	OFFICE CHAIR	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	0.00	0.00
31	8014305-75-031	WASHER PAPER	pack	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
32	8014305-75-032	AUTOMATIC BATTERIES	pack	2	0	0	2	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
33	8014305-75-033	INDUCTION	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	0.00	0.00
34	8014305-75-034	MOBILE PHONE	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	0.00	0.00
35	8014305-75-035	CONTACT DISC	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	0.00	0.00
36	8014305-75-036	APPLYER	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	0.00	0.00
37	8014305-75-037	STORAGE BOX	unit	3	0	0	3	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38	8014305-75-038	PLASTIC ENVELOPE	pack	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
39	8014305-75-039	DOCUMENT SCANNER	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	0.00	0.00
40	8014305-75-040	WATER DISPENSER	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	0.00	0.00
41	8014305-75-041	FRANCE/ITALY	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	0.00	0.00
42	8014305-75-042	GLUE GUN	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	0.00	0.00
43	8014305-75-043	INKJET PRINTER	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	0.00	0.00
44	8014305-75-044	SPEAKERS	unit	2	0	0	2	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
45	8014305-75-045	PORTABLE PHONE	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	0.00	0.00
46	8014305-75-046	RECORDING	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	0.00	0.00
47	8014305-75-047	ORAL CAMERA	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	0.00	0.00
48	8014305-75-048	STEEL BACK	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	0.00	0.00
49	8014305-75-049	LAPTOPING MACHINE	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	0.00	0.00
50	8014305-75-050	FUEL FILTER	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	0.00	0.00
51	8014305-75-051	AIRLINE TICKETS (DOMESTIC)	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	0.00	0.00
52	8014305-75-052	AIRLINE TICKETS (INTERNATIONAL)	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	0.00	0.00

