

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. 2015-10 dated 03 November 2015, 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 (MIGEPS).

Remarks:

- 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 specified 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.pr.philippa.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) in the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete annotations shall be deemed invalid.
- 7.0 Should there be changes to 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 media numbers 09182954428 or 09278478245, or email approachhelpdesk@ps-dbm.gov.ph, or visit the PS-DBM website (www.pr.philippa.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Circular with the Memorandum Circular 2022-1 issued by the AD 25 dated 24 March 2022, the APP-CSE for FY 2022 must be submitted on or before 30 September 2022.
 Department/Bureau/Office: MANAGEMENT SERVICES
 Region: VI
 Organization Type: STATE UNIVERSITIES OR COLLEGES (SUC)
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Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price per unit (P=) (2023)	Total Annual 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)																																					
4	CLASSROOM, 20 temporary projects, 6x4m	pieces	36	36	36	108	6,308.40	36	36	36	108	6,308.40	36	36	36	108	6,308.40	36	36	36	108	6,308.40	36	36	36	108	6,308.40	36	36	36	108	6,308.40	36	36	36	108	6,308.40
MANUFACTURING COMPONENTS AND SUPPLIES																																					
74	74011312-14-702 TAFE, transparent, 40 mm	roll	36	36	36	108	3,791.28	36	36	36	108	3,791.28	36	36	36	108	3,791.28	36	36	36	108	3,791.28	36	36	36	108	3,791.28	36	36	36	108	3,791.28	36	36	36	108	3,791.28
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																																					
80	4421206-01-002 BINDER, Spiral, Pink	pieces	36	36	36	108	5,023.32	36	36	36	108	5,023.32	36	36	36	108	5,023.32	36	36	36	108	5,023.32	36	36	36	108	5,023.32	36	36	36	108	5,023.32	36	36	36	108	5,023.32
88	4421208-01-001 WAXER, Permanent, Black	pieces	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08
88	4421208-01-002 WAXER, Permanent, Blue	pieces	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08	36	36	36	108	1,294.08
111	4421208-01-001 WAXER, Permanent, Black	pieces	23	23	23	69	884.20	23	23	23	69	884.20	23	23	23	69	884.20	23	23	23	69	884.20	23	23	23	69	884.20	23	23	23	69	884.20	23	23	23	69	884.20
114	4421204-01-001 PAPER CLIP, weightless, color, 23mm	pieces	17	17	17	51	499.82	17	17	17	51	499.82	17	17	17	51	499.82	17	17	17	51	499.82	17	17	17	51	499.82	17	17	17	51	499.82	17	17	17	51	499.82
121	4422016-01-001 RUBBER BAND No. 18, 30kg	pieces	2	2	2	6	560.80	2	2	2	6	560.80	2	2	2	6	560.80	2	2	2	6	560.80	2	2	2	6	560.80	2	2	2	6	560.80	2	2	2	6	560.80
123	4422018-01-001 SCISSORS, symmetrical & asymmetrical	pieces	4	4	4	12	402.44	4	4	4	12	402.44	4	4	4	12	402.44	4	4	4	12	402.44	4	4	4	12	402.44	4	4	4	12	402.44	4	4	4	12	402.44
127	4422005-10-101 TAPE, CLOTHESLINE, 96cm top	pieces	3	3	3	9	382.40	3	3	3	9	382.40	3	3	3	9	382.40	3	3	3	9	382.40	3	3	3	9	382.40	3	3	3	9	382.40	3	3	3	9	382.40
PAPER MATERIALS AND PRODUCTS																																					
128	1411306-C-111 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	boxes	3	3	3	9	7260.48	3	3	3	9	7260.48	3	3	3	9	7260.48	3	3	3	9	7260.48	3	3	3	9	7260.48	3	3	3	9	7260.48	3	3	3	9	7260.48
133	1411306-C-113 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 500 sheets per box	boxes	3	3	3	9	6,333.30	3	3	3	9	6,333.30	3	3	3	9	6,333.30	3	3	3	9	6,333.30	3	3	3	9	6,333.30	3	3	3	9	6,333.30	3	3	3	9	6,333.30
134	1411306-C-112 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 370mm, 500 sheets per box	boxes	2	2	2	6	4,020.00	2	2	2	6	4,020.00	2	2	2	6	4,020.00	2	2	2	6	4,020.00	2	2	2	6	4,020.00	2	2	2	6	4,020.00	2	2	2	6	4,020.00
146	1411303-01-001 RECORD BOOK, 200 PAGES	books	17	17	17	51	3,182.40	17	17	17	51	3,182.40	17	17	17	51	3,182.40	17	17	17	51	3,182.40	17	17	17	51	3,182.40	17	17	17	51	3,182.40	17	17	17	51	3,182.40
147	1411303-01-002 RECORD BOOK, 500 PAGES	books	17	17	17	51	5,204.00	17	17	17	51	5,204.00	17	17	17	51	5,204.00	17	17	17	51	5,204.00	17	17	17	51	5,204.00	17	17	17	51	5,204.00	17	17	17	51	5,204.00

