

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

APP-CSE 2024 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. 2021-4 and 2021-4-A.

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).

Disclaimer:

- 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-philippines.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-philippines.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 name or rows on the PART II of this form; otherwise the form will be deemed invalid.
- 5.0 Check mark and initial on the line 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-philippines.gov.ph) and must be submitted to PS-DBM through the soft copy or the PDF file in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) in the Agency's 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 honored if not covered by a supplemental APP-CSE.
- 6.0 For further assistance or clarifications, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-9478245 (Globe) or 0918-2954426 (Smart), or email appcsehelpdesk@ps-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: Ministry of Science, Technology, and Innovation
Region: MIMAROPA
Address: Science Information Park

Agency Code/ADS: SCIC
Organization Type: SCC
Contact Person: Helen G. Gavarran, Ph. D.
Position: OTC Procurement Officer
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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	Jul	Aug	Sep	Oct	Nov	Dec	Q4	Q4
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																	
1. <u>ALCOHOL OR ALCOHOL-BASED ANTISEPTIC</u>	ALCOHOL, Ethyl, 500 mL	none	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. <u>DISINFECTANT</u>	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARTS AND CHAMTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																	
3. <u>CALENDAR, A4 size</u>	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. <u>CLOTHING, Legal Size</u>	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. <u>EMBOSSED, PLASTIC-LABELED</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. <u>ERASER, ERASER-PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15. <u>ERASER, PRINTER</u>	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																	
16. <u>DOCUMENT CAMERA</u>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17. <u>MULTIMEDIA PROJECTOR</u>	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MATERIALS AND CELLS AND ACCESSORIES																	
18. <u>BATTERY, dry cell, size AA</u>	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19. <u>BATTERY, dry cell, size AAA</u>	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20. <u>BATTERY, dry cell, size C</u>	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CLEANING EQUIPMENT AND SUPPLIES												
21	4731112-46-001	AIR FRESHENER	can	0	0	0	0	0.00	0	0	0	0.00
22	4731104-00-001	BROOM (With Handle)	piece	0	0	0	0	0.00	0	0	0	0.00
23	4731104-96-701	BROOM (With Trigger)	piece	0	0	0	0	0.00	0	0	0	0.00
24	4731105-78-001	CLEANER, Glass, Floor and Urine	bottle	0	0	0	0	0.00	0	0	0	0.00
25	4731105-24-001	CLEANER, Scrubbing Powder	bottle	0	0	0	0	0.00	0	0	0	0.00
26	4731111-08-001	DEGREASER, BAA	bottle	0	0	0	0	0.00	0	0	0	0.00
27	4731111-28-001	DETACHMENT POMER, all purpose	pouch	0	0	0	0	0.00	0	0	0	0.00
28	4731100-05-001	DUST HAMMAMET, SWAB	carb	0	0	0	0	0.00	0	0	0	0.00
29	4731101-24-001	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0.00
30	4731102-76-001	KICK WAX, auto type, red	carb	0	0	0	0	0.00	0	0	0	0.00
31	4731103-PC-001	PAINT/PAINT CLEANER	carb	0	0	0	0	0.00	0	0	0	0.00
32	7701021-24-501	HAND SOAP, liquid	bottle	0	0	0	0	0.00	0	0	0	0.00
33	4731200-06-001	HOT BLOCK	unit	0	0	0	0	0.00	0	0	0	0.00
34	4731213-34-001	HORN/HORN, Heavy Duty	piece	0	0	0	0	0.00	0	0	0	0.00
35	4731319-46-001	KETCHUP/SAUCE, made of tomato	piece	0	0	0	0	0.00	0	0	0	0.00
36	4731320-46-001	MASU	bottle	0	0	0	0	0.00	0	0	0	0.00
37	4731320-96-001	POODLING HAM	pack	0	0	0	0	0.00	0	0	0	0.00
38	4731201-18-001	TRASHBAG, Large size	piece	0	0	0	0	0.00	0	0	0	0.00
39	4731210-19-001	TRASHBAG, Small size	piece	0	0	0	0	0.00	0	0	0	0.00
40	4731215-76-001	TRASHBAG, XL size	piece	0	0	0	0	0.00	0	0	0	0.00
41	4731202-96-001	WASTEBAG	piece	0	0	0	0	0.00	0	0	0	0.00
COLOR COMPONADE AND INSURGENTS												
42	4731203-59-001	TOP, for sample pot	piece	0	0	0	0	0.00	0	0	0	0.00
CONSUMABLE ELECTRONICS												
43	4731320-76-001	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0.00
FACIAL CARE												
44	4731321-24-001	FACE MASK	box	0	0	0	0	0.00	0	0	0	0.00
FLUIDS												
45	4731320-96-001	ACETATE	roll	0	0	0	0	0.00	0	0	0	0.00
46	1311201-07-001	CARBON FILM, Light blue	box	0	0	0	0	0.00	0	0	0	0.00
FIRE FIGHTING EQUIPMENT												
47	4731201-39-001	FIRE EXTINGUISHERS, dry chemical	unit	0	0	0	0.30	0	0	0	0.00	0.30
48	4731201-96-001	PIPE EXTRUSION, Blue PVC	unit	0	0	0	0	0.00	0	0	0	0.00
49	4731201-96-001	PIPE EXTRUSION, Blue PVC	piece	0	0	0	0	0.00	0	0	0	0.00
FOAM ON INSULATORS												
50	4731201-96-001	PHILIPPINE MATERIAL FLAG	piece	0	0	0	0	0.00	0	0	0	0.00
FURNITURE AND FURNISHINGS												
51	4731201-96-001	ARMCHAIR, Chair, Single	piece	0	0	0	0	0.00	0	0	0	0.00
52	4731201-96-001	ARMCHAIR, Chair, white	piece	0	0	0	0	0.00	0	0	0	0.00
53	4731201-96-001	ARMCHAIR, Chair, white	piece	0	0	0	0.00	0	0	0	0	0.00
54	4731201-96-001	ARMCHAIR, Chair, beige	piece	0	0	0	0	0.00	0	0	0	0.00
HEATING AND VENTILATION AND AIR CIRCULATION												
55	4731204-96-001	ELECTRIC Fan, ceiling mount, open type	unit	0	0	0	0	0.00	0	0	0	0.00
56	4731204-96-001	ELECTRIC Fan, window, ground type	unit	0	0	0	0.00	0	0	0	0	0.00
57	4731204-96-001	ELECTRIC Fan, stand type	unit	0	0	0	0.00	0	0	0	0	0.00
58	4731204-96-001	ELECTRIC Fan, wall mount	unit	0	0	0	0.00	0	0	0	0	0.00
59	4731204-96-001	VENTILATOR, open type	unit	0	0	0	0.00	0	0	0	0	0.00

147	[4111519-96-502]	STENO NOTEBOOK	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
148	[4111519-96-502]	PAPER, MULTICOPY 14	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
149	[4111519-96-502]	PAPER, MULTICOPY, LEGAL	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
150	[4111519-96-502]	PAPER, MULTIPURPOSE 14	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
151	[4111519-96-502]	PAPER, MULTIPURPOSE, LEGAL	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
152	[4111519-96-502]	PAD, PAPER, USED	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
153	[4111519-96-502]	PAPER, PARCHMENT	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
154	[4111519-96-502]	RECORD BOOK, 300 PAGES	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
155	[4111519-96-502]	RECORD BOOK, 500 PAGES	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
156	[4111519-96-502]	TESSUE, INTRODUCED PAPER TOWEL	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
157	[4111519-96-502]	TOILET TISSUE PAPER, 2 PLY	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
158	[4111519-96-502]	PURCHASES ON COLORANTS OR FRAGRANCES	item	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
159	[4111519-96-502]	PURCHASES ON INSECTICIDES	item	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
160	[4111519-96-502]	PUBLISHED PUBLICATIONS	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. TOTAL		HANDBOOK ON PHILIPPINE GOVERNMENT PROCEDUREMENT (PA 914)	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)			item	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)			item	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. GRAND TOTAL (A + B - C)			item	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. APPROVED BUDGET BY THE AGENCY HEAD (To be signed and Warranted)																													

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for this year.

Prepared by:

HELEN G. CLEMENTO, PhD
OIC - Property/Supply Officer

ROELINE S. LIMA, CPA
Accountant / Audit Officer

Approved by:

DOMINICK L. LISAO, Ed. D.
Head of Office/Agency

Date Prepared:
July 28, 2023