SEPT. 2022

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM #01

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 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 account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature 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 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: _____
Region: _____
Address: _____
_____
Agency Code/UACS: _____
Organization Type: _____
Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 2022)*	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 DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	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	47.85	0.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	20	0	20	6,611.00	0	20	0	20	6,611.00	0	20	0	20	6,611.00	0	0	0	0	0.00	60	330.55	19,833.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	5	0	5	102.45	0	0	0	0	0.00	0	5	0	5	102.45	0	0	0	0	0.00	10	20.49	204.90
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	10	0	10	183.40	0	0	0	0	0.00	0	10	0	10	183.40	0	0	0	0	0.00	20	18.34	366.80
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	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	96.20	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	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	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	50	0	50	10,291.00	0	0	0	0	0.00	0	50	0	50	10,291.00	0	0	0	0	0.00	100	205.82	20,582.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	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	70.72	0.00
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	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	22.55	0.00
64	31151804-SW-S01	STAPLE WIRE, standard	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	23.76	0.00
65	31201502-TA-E01	TAPE, electrical	roll	0	5	0	5	97.25	0	0	0	0	0.00	0	5	0	5	97.25	0	0	0	0	0.00	10	19.45	194.50
66	31201503-TA-M01	TAPE, masking, 24mm	roll	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	61.88	0.00
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	5	0	5	605.80	0	0	0	0	0.00	0	5	0	5	605.80	0	0	0	0	0.00	10	121.16	1,211.60
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	5	0	5	111.80	0	0	0	0	0.00	0	5	0	5	111.80	0	0	0	0	0.00	10	22.36	223.60
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	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	11.18	0.00
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	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	22.57	0.00
71	31151507-TW-P01	TWINE, plastic	roll	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	66.62	0.00

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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			
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
108	44121708-MP-B01	MARKER, Permanent, Black	piece	0	10	0	10	74.70	0	0	0	0	0.00	0	10	0	10	74.70	0	0	0	0	0.00	20	7.47	149.40
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	10	0	10	74.70	0	0	0	0	0.00	0	10	0	10	74.70	0	0	0	0	0.00	20	7.47	149.40
110	44121708-MP-B03	MARKER, Permanent, Red	piece	0	10	0	10	74.70	0	0	0	0	0.00	0	10	0	10	74.70	0	0	0	0	0.00	20	7.47	149.40

A. TOTAL		₱ 43,064.60
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 4,306.46
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 47,371.06
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		

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 the year.

Prepared by:

Genie P. Paloma
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Milo V. Zantua
Accountant / Budget Officer

Approved by:

Mar Joy V. Abrenica
Head of Office/Agency

Date Prepared: 14 February 2023

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PROJECT PROCUREMENT MANAGEMENT PLAN 2023

FUND	*CORPORATE*
COMMON SUPPLIES AND EQUIPMENT AVAILABE AT PROCUREMENT SERVICE	

CODE	GENERAL DESCRIPTION	UNITS	UNIT PRICE	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES				NOTE /REMARKS if ANY CHANGES
							1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	330.55	60	19,833.00	Agency to Agency	20	20	20	0	
26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	20.49	10	204.90		5	0	5	0	
26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	18.34	20	366.80		10	0	10	0	
39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	205.82	100	20,582.00		50	0	50	0	
31201502-TA-E01	TAPE, electrical	roll	19.45	10	194.50		5	0	5	0	
31201503-TA-M02	TAPE, masking, 48 mm	roll	121.16	10	1,211.60		5	0	5	0	
31201517-TA-P01	TAPE, packaging, 48 mm	roll	22.36	10	223.60		5	0	5	0	
44121708-MP-B01	MARKER, Permanent, Black	piece	7.47	20	149.40		10	0	10	0	
44121708-MP-B02	MARKER, Permanent, Blue	piece	7.47	20	149.40		10	0	10	0	
44121708-MP-B03	MARKER, Permanent, Red	piece	7.47	20	149.40		10	0	10	0	
	----------*NOTHING FOLLOWS*----------										

TOTAL BUDGET:				*43,064.60*
TOTAL ESTIMATED BUDGET:				43,064.60

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

JOSEPH ANGELO B. NUÑEZ
End-User

Funds Certified by:

NILO V. ZANTUA
Budget Officer

Approved By:

LAARNI C. ESCRESA-GUILLERMO
Division Chief III