

This file has been cleaned of potential threats.

To view the reconstructed contents, please SCROLL DOWN to next page.

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

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: Philippine Statistics Authority  
 Region: VII  
 Address: Gaisano Capital South Bldg., Colon St., Brgy. Kalubihan, Cebu City

Agency Code/UACS: 24008030000700  
 Organization Type: National Government Agency

Contact Person: Irish B. Velasco  
 Position: Property and Supply Officer  
 E-mail : psa07.rso@gmail.com  
 Telephone/Mobile Nos: (032)412-6794

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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	114	52	62	228	10,909.80	87	47	62	196	9,378.60	93	46	67	206	9,857.10	83	43	11	137	6,555.45	767	47.85	36,700.95
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	13	8	0	21	6,941.55	9	5	0	14	4,627.70	11	6	3	20	6,611.00	9	5	15	29	9,585.95	84	330.55	27,766.20
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	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	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	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	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	123	128	42	293	1,309.71	84	122	42	248	1,108.56	99	120	42	261	1,166.67	100	103	45	248	1,108.56	1050	4.47	4,693.50
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	89	79	26	194	4,306.80	59	79	10	148	3,285.60	69	44	11	124	2,752.80	39	44	10	93	2,064.60	559	22.20	12,409.80
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	21	68	9	98	2,175.60	24	54	3	81	1,798.20	24	19	3	46	1,021.20	24	19	3	46	1,021.20	271	22.20	6,016.20
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	1	6	7	155.40	2	3	2	7	155.40	2	3	2	7	155.40	2	3	2	7	155.40	28	22.20	621.60
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per 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	161.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	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	23,623.60	0.00
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	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	16,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	15	22	5	42	860.58	18	2	2	22	450.78	15	2	2	19	389.31	15	2	2	19	389.31	102	20.49	2,089.98
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	32	2	5	39	715.26	32	2	2	36	660.24	32	2	2	36	660.24	29	2	2	33	605.22	144	18.34	2,640.96
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
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	29	40	3	72	5,878.08	13	3	3	19	1,551.16	29	3	3	35	2,857.40	11	3	3	17	1,387.88	143	81.64	11,674.52
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	6	4	4	14	1,907.36	1	3	1	5	681.20	7	1	1	9	1,226.16	0	1	1	1	136.24	29	136.24	3,950.96
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0	2	2	45.56	0	0	0	0	0.00	2	0	0	2	45.56	2	0	0	2	45.56	6	22.78	136.68
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	15	22	12	49	2,038.40	15	22	12	49	2,038.40	15	12	12	39	1,622.40	15	12	12	39	1,622.40	176	41.60	7,321.60
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	7	1	1	9	215.28	7	1	1	9	215.28	7	1	1	9	215.28	7	1	1	9	215.28	36	23.92	861.12
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	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	8.30	0.00















132	44103103-SA-B03	TONER CARTRIDGE, SAMSUNG ML-D2850B, Black	cart	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	5,116.80	0.00
133	44103103-SA-B06	TONER CARTRIDGE, SAMSUNG MLT-D101S, Black	cart	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	3,484.00	0.00
134	44103103-SA-B07	TONER CARTRIDGE, SAMSUNG MLT-D103S, Black	cart	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	2,689.44	0.00
135	44103103-SA-B08	TONER CARTRIDGE, SAMSUNG MLT-D104S, Black	cart	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	2,454.40	0.00
136	44103103-SA-B09	TONER CARTRIDGE, SAMSUNG MLT-D105L, Black	cart	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	3,380.00	0.00
137	44103103-SA-B14	TONER CARTRIDGE, SAMSUNG MLT-D108S, Black	cart	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	3,289.52	0.00
138	44103103-SA-B21	TONER CARTRIDGE, SAMSUNG MLT-D203E, Black	cart	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	8,304.40	0.00
139	44103103-SA-B18	TONER CARTRIDGE, SAMSUNG MLT-D203L, Black	cart	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	3,956.16	0.00
140	44103103-SA-B20	TONER CARTRIDGE, SAMSUNG MLT-D203U, Black	cart	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	6,442.80	0.00
141	44103103-SA-B12	TONER CARTRIDGE, SAMSUNG MLT-D205E, Black	cart	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	7,321.14	0.00
142	44103103-SA-B05	TONER CARTRIDGE, SAMSUNG MLT-D205L, Black	cart	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	4,533.36	0.00
143	44103103-SA-B10	TONER CARTRIDGE, SAMSUNG SCX-D6555A, Black	cart	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	4,066.40	0.00

**SOFTWARE**

1	43231513-SFT-001	Business function specific software	license	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
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	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
3	43232004-SFT-003	Computer game or entertainment software	license	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
4	43232107-SFT-004	Content authoring and editing software	license	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
5	43232202-SFT-005	Content management software	license	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
6	43232304-SFT-006	Data management and query software	license	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
7	43232402-SFT-007	Development software	license	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
8	43232505-SFT-008	Educational or reference software	license	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
9	43232603-SFT-009	Industry specific software	license	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
10	43233501-SFT-016	Information exchange software	license	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
11	43232701-SFT-010	Network applications software	license	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	43232802-SFT-011	Network management software	license	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	43232905-SFT-012	Networking software	license	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	43233004-SFT-013	Operating environment software	license	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
15	43233205-SFT-014	Security and protection software	license	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	43233405-SFT-015	Utility and device driver software	license	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

**PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00































