

**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](http://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](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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: <u>Department of Education</u>	Agency Code/UACS: _____	Contact Person: _____
Region: <u>VIII</u>	Organization Type: _____	Position: _____
Address: <u>REAL ST., TACLOBAN CITY</u>		E-mail : _____
		Telephone/Mobile No: _____

Item #	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>																										
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	10	10	3,305.50	0	0	10	10	3,305.50	0	10	0	10	3,305.50	0	0	10	10	3,305.50	40	330.55	13,222.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	60	60	1,974.60	0	0	60	60	1,974.60	0	0	60	60	1,974.60	0	0	60	60	1,974.60	240	32.91	7,898.40
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	58	58	2,108.88	0	0	58	58	2,108.88	0	0	58	58	2,108.88	0	0	58	58	2,108.88	232	36.36	8,435.52
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	144	0	15	159	3,529.80	145	135	15	295	6,549.00	0	0	14	14	310.80	0	0	14	14	310.80	482	22.20	10,700.40
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	138	0	13	151	3,352.20	138	135	13	286	6,349.20	0	0	13	13	288.60	0	0	13	13	288.60	463	22.20	10,278.60
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	10	10	222.00	0	0	9	9	199.80	0	0	9	9	199.80	0	0	9	9	199.80	37	22.20	821.40
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	42	0	0	42	860.58	43	0	0	43	881.07	0	0	0	0	0.00	0	0	0	0	0.00	85	20.49	1,741.65
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										

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	
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	0	0	0.00	0	9	0	9	734.76	0	0	0	0	0.00	0	0	0	0	0.00	9	81.64	734.76	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	0	0	49	49	2,038.40	0	8	49	57	2,371.20	0	0	48	48	1,996.80	0	0	48	48	1,996.80	202	41.60	8,403.20	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	18	18	973.44	0	0	18	18	973.44	0	0	18	18	973.44	0	0	18	18	973.44	72	54.08	3,893.76	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	38	38	5,315.82	0	0	38	38	5,315.82	0	0	38	38	5,315.82	0	0	37	37	5,175.93	151	139.89	21,123.39	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	9	9	1,296.36	0	0	9	9	1,296.36	0	0	9	9	1,296.36	0	0	9	9	1,296.36	36	144.04	5,185.44	
<b>FACE MASK</b>																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	10	10	775.00	0	0	10	10	775.00	0	0	9	9	697.50	0	0	9	9	697.50	38	77.50	2,945.00	
<b>FILMS</b>																											
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	9	9	1,989.00	0	0	8	8	1,768.00	0	0	8	8	1,768.00	0	0	8	8	1,768.00	33	221.00	7,293.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	0	0	75	75	5,304.00	0	0	75	75	5,304.00	0	0	75	75	5,304.00	0	0	75	75	5,304.00	300	70.72	21,216.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	13	13	3,461.12	0	0	13	13	3,461.12	0	0	13	13	3,461.12	0	0	12	12	3,194.88	51	266.24	13,578.24	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	0	174	174	2,006.22	0	0	174	174	2,006.22	0	0	173	173	1,994.69	0	0	173	173	1,994.69	694	11.53	8,001.82	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	114	114	3,811.02	0	0	114	114	3,811.02	0	0	114	114	3,811.02	0	0	113	113	3,777.59	455	33.43	15,210.65	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	59	59	1,798.91	0	0	59	59	1,798.91	0	0	59	59	1,798.91	0	0	59	59	1,798.91	236	30.49	7,195.64	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	2	2	578.24	0	0	2	2	578.24	0	0	1	1	289.12	0	0	1	1	289.12	6	289.12	1,734.72	
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	0	0	6	6	1,999.56	0	0	5	5	1,666.30	0	0	5	5	1,666.30	0	0	5	5	1,666.30	21	333.26	6,998.46	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	800	7.47	5,976.00	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	800	7.47	5,976.00	
110	44121708-MP-B03	MARKER, Permanent, Red	piece	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	0	0	200	200	1,494.00	800	7.47	5,976.00	
124	44121615-ST-S01	STAPLER, standard type	piece	0	0	5	5	728.00	0	0	5	5	728.00	0	0	5	5	728.00	0	0	5	5	728.00	20	145.60	2,912.00	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	0	0	41	41	1,519.46	0	26	41	67	2,483.02	0	0	40	40	1,482.40	0	0	40	40	1,482.40	188	37.06	6,967.28	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	0	0	16	16	948.48	0	16	16	32	1,896.96	0	0	16	16	948.48	0	0	16	16	948.48	80	59.28	4,742.40	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	0	108	108	17,890.20	0	0	107	107	17,724.55	0	0	107	107	17,724.55	0	0	107	107	17,724.55	429	165.65	71,063.85	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	150	0	0	150	20,661.00	150	216	0	366	50,412.84	0	0	0	0	0.00	0	0	0	0	0.00	516	137.74	71,073.84	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	70	0	53	123	19,545.93	70	187	53	310	49,262.10	0	0	53	53	8,422.23	0	0	52	52	8,263.32	538	158.91	85,493.58	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	43	0	0	43	3,711.76	43	0	0	43	3,711.76	0	0	0	0	0.00	0	0	0	0	0.00	86	86.32	7,423.52	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	0	29	29	2,344.65	0	0	29	29	2,344.65	0	0	28	28	2,263.80	0	0	28	28	2,263.80	114	80.85	9,216.90	

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<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																										
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	5	0	0	5	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	249.60	1,248.00
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	5	0	0	5	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	249.60	1,248.00
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	5	0	0	5	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	249.60	1,248.00
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	4	0	0	4	998.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	249.60	998.40
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
		INK CARTRIDGE, EPSON (L3110), Black	bottle	11			11	4,345.00		25		25	9,875.00				0	0.00				0	0.00	36	395.00	14,220.00
		INK CARTRIDGE, EPSON (L3110), Cyan	bottle	11			11	4,345.00		25		25	9,875.00				0	0.00				0	0.00	36	395.00	14,220.00
		INK CARTRIDGE, EPSON (L3110), Magenta	bottle	10			10	3,950.00		25		25	9,875.00				0	0.00				0	0.00	35	395.00	13,825.00
		INK CARTRIDGE, EPSON (L3110), Yellow	bottle	10			10	3,950.00		25		25	9,875.00				0	0.00				0	0.00	35	395.00	13,825.00
		INK CARTRIDGE, BROTHER LC539XL, Black	bottle	6			6	3,300.00				0	0.00				0	0.00				0	0.00	6	550.00	3,300.00
		INK CARTRIDGE, BROTHER LC539XL, Cyan	bottle	4			4	2,200.00				0	0.00				0	0.00				0	0.00	4	550.00	2,200.00
		INK CARTRIDGE, BROTHER LC539XL, Magenta	bottle	4			4	2,200.00				0	0.00				0	0.00				0	0.00	4	550.00	2,200.00
		INK CARTRIDGE, BROTHER LC539XL, Yellow	bottle	4			4	2,200.00				0	0.00				0	0.00				0	0.00	4	550.00	2,200.00
		DTR (Daily Time Record)	pads	30			30	1,050.00	30			30	1,050.00				0	0.00				0	0.00	60	35.00	2,100.00
		Dishwashing Liquid 500ml	bottle				0	0.00	3			3	357.00				0	0.00				0	0.00	3	119.00	357.00
		INK CARTRIDGE, EPSON (L360), Black	bottle				0	0.00	2			2	760.00				0	0.00				0	0.00	2	380.00	760.00
		INK CARTRIDGE, EPSON (L360), Cyan	bottle				0	0.00	2			2	760.00				0	0.00				0	0.00	2	380.00	760.00
		INK CARTRIDGE, EPSON (L360), Magenta	bottle				0	0.00	2			2	760.00				0	0.00				0	0.00	2	380.00	760.00
		INK CARTRIDGE, EPSON (L360), Yellow	bottle				0	0.00	2			2	760.00				0	0.00				0	0.00	2	380.00	760.00
		INK CARTRIDGE, EPSON (L120), Black	bottle				0	0.00	1			1	380.00				0	0.00				0	0.00	1	380.00	380.00
		INK CARTRIDGE, EPSON (L120), Cyan	bottle				0	0.00	1			1	380.00				0	0.00				0	0.00	1	380.00	380.00
		INK CARTRIDGE, EPSON (L120), Magenta	bottle				0	0.00	1			1	380.00				0	0.00				0	0.00	1	380.00	380.00
		INK CARTRIDGE, EPSON (L120), Yellow	bottle				0	0.00	1			1	380.00				0	0.00				0	0.00	1	380.00	380.00
<b>A. TOTAL</b>																								<b>P</b>	<b>531,182.82</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																								<b>P</b>	<b>53,118.28</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																								<b>P</b>	<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>																								<b>P</b>	<b>584,301.10</b>	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue <i>(as of 28 July 2022)</i>	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			
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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 or

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

\_\_\_\_\_  
Sgd. JENNETH S. LAGUNZAD  
Property/Supply Officer

\_\_\_\_\_  
Sgd. RODEL R. NAVAL  
Accountant / Budget Officer

\_\_\_\_\_  
Sgd. MARIZA S. MAGAN, EdD. CESO V  
Head of Office/Agency

Date Prepared: \_\_\_\_\_