

ANNUAL PROCUREMENT PLAN - COMMON-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

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
- 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
- 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
- 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

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: Department of Agrarian Reform
 Region: V-Bicol
 Address: DAR Provincial Office, Barcelona Bull
 Magallanes Iraya St., Brgy. III, Daet, C

Agency Code/UACS:
 Organization Type: NGA

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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	ALCOHOL, Ethyl, 500 mL	bottle	40	172	0	212	10,144.20	16	0	0	16	765.60	0	0	0	0	0.00	0	0	0	0	0.00	228	47.85	10,909.80
2	ALCOHOL, Ethyl, 1 Gallon	gallon	1	12	8	21	6,941.55	2	0	0	2	661.10	0	0	0	0	0.00	0	0	0	0	0.00	23	330.55	7,602.65
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	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	CLEARBOOK, 20 transparent pockets, legal	piece	0	8	0	8	290.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	36.36	290.88
5	ERASER, plastic/ rubber	piece	0	0	0	0	0.00	3	0	0	3	13.41	0	0	0	0	0.00	0	0	0	0	0.00	3	4.47	13.41
6	SIGN PEN, Black, liquid or gel	piece	48	0	40	88	1,953.60	40	0	0	40	888.00	0	0	0	0	0.00	0	0	0	0	0.00	128	22.20	2,841.60
7	SIGN PEN, Blue, liquid or gel	piece	0	0	0	0	0.00	12	0	0	12	266.40	0	0	0	0	0.00	0	0	0	0	0.00	12	22.20	266.40
8	SIGN PEN, Red, liquid or gel	piece	0	0	0	0	0.00	12	0	0	12	266.40	0	0	0	0	0.00	0	0	0	0	0.00	12	22.20	266.40
9	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
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
10	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	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
BATTERIES AND CELLS AND ACCESSORIES																									
12	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	20	0	16	36	737.64	8	0	0	8	163.92	0	0	0	0	0.00	0	0	0	0	0.00	44	20.49	901.56
13	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	4	0	0	4	73.36	0	0	0	0	0.00	0	0	0	0	0.00	4	18.34	73.36
14	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
CLEANING EQUIPMENT AND SUPPLIES																									
15	AIR FRESHENER, Aerosol type, 150g	can	20	16	8	44	3,592.16	10	0	0	10	816.40	0	0	0	0	0.00	0	0	0	0	0.00	54	81.64	4,408.56
16	BROOM, Soft (Walis Tambu)	piece	32	48	0	80	10,899.20	2	0	0	2	272.48	0	0	0	0	0.00	0	0	0	0	0.00	82	136.24	11,171.68
17	BROOM, Stick (Walis Ting-ting)	piece	0	6	0	6	136.68	4	0	0	4	91.12	0	0	0	0	0.00	0	0	0	0	0.00	10	22.78	227.80
18	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	25	40	8	73	3,036.80	12	0	0	12	499.20	0	0	0	0	0.00	0	0	0	0	0.00	85	41.60	3,536.00
19	CLEANSER, Scouring Powder, 350g	can	5	0	0	5	119.60	12	0	0	12	287.04	0	0	0	0	0.00	0	0	0	0	0.00	17	23.92	406.64
20	DETERGENT BAR, 140g as packed	piece	5	24	0	29	240.70	4	0	0	4	33.20	0	0	0	0	0.00	0	0	0	0	0.00	33	8.30	273.90
21	DETERGENT POWDER, all purpose, 1kg	pouch	24	0	0	24	1,297.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	54.08	1,297.92
22	DISINFECTANT SPRAY, Aerosol type, 400g	can	5	0	0	5	699.45	8	0	0	8	1,119.12	0	0	0	0	0.00	0	0	0	0	0.00	13	139.89	1,818.57
23	DUST PAN, rigid non-breakable plastic	piece	3	0	0	3	82.92	1	0	0	1	27.64	0	0	0	0	0.00	0	0	0	0	0.00	4	27.64	110.56
24	FLOOR WAX, paste type, red, 2kg	can	5	4	0	9	2,787.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	309.76	2,787.84
25	FURNITURE CLEANER, Aerosol type, 300mL	can	0	8	0	8	960.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	120.12	960.96
26	LIQUID HAND SOAP, 500mL	bottle	2	12	0	14	601.30	2	0	0	2	85.90	0	0	0	0	0.00	0	0	0	0	0.00	16	42.95	687.20
27	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	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	2,288.00	0.00
28	MOPHANDLE, heavy duty	piece	6	0	0	6	748.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	124.80	748.80
29	MOPHEAD, made of rayon	piece	1	0	0	1	122.51	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	122.51	122.51

30	RAGS, all cotton, 1 kilo per bundle	bundle	1	0	0	1	53.14	2	0	0	2	106.28	0	0	0	0	0.00	0	0	0	0	0.00	3	53.14	159.42	
31	SCOURING PAD, 5 pieces 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	57.93	0.00	
32	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	24	0	24	3,456.96	6	0	0	6	864.24	0	0	0	0	0.00	0	0	0	0	0.00	30	144.04	4,321.20	
33	WASTEBASKET, rigid plastic	piece	10	0	0	10	319.10	1	0	0	1	31.91	0	0	0	0	0.00	0	0	0	0	0.00	11	31.91	351.01	
COLOR COMPOUNDS AND DISPERSIONS																										
34	INK, for stamp pad, 50mL	bottle	0	0	0	0	0.00	4	0	0	4	115.64	0	0	0	0	0.00	0	0	0	0	0.00	4	28.91	115.64	
CONSUMER ELECTRONICS																										
35	DIGITAL VOICE RECORDER	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	7,339.16	0.00	
FACE MASK																										
36	FACE MASK, 3 ply, fifty (50) pieces per box	box	100	72	0	172	13,330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	172	77.50	13,330.00	
FILMS																										
37	ACETATE, 50 meters	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	969.88	0.00	
38	CARBON FILM, A4, 100 sheets per box	box	0	2	0	2	442.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	221.00	442.00	
39	CARBON FILM, Legal, 100 sheets per box	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	238.54	0.00	
FIRE FIGHTING EQUIPMENT																										
40	FIRE EXTINGUISHER, dry chemical	unit	0	15	0	15	17,160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	1,144.00	17,160.00	
41	FIRE EXTINGUISHER, pure HCFC	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	5,613.25	0.00	
FLAG OR ACCESSORIES																										
42	PHILIPPINE NATIONAL FLAG	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	284.84	0.00	
FURNITURE AND FURNISHINGS																										
43	MONOBLOC CHAIR, beige	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	347.41	0.00	
44	MONOBLOC CHAIR, white	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	344.92	0.00	
45	MONOBLOC TABLE, white, 4 seater capacity	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	1,248.00	0.00	
46	MONOBLOC TABLE, beige, 4 seater capacity	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	1,248.00	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	1	0	0	1	1,222.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,222.00	1,222.00	
48	ELECTRIC FAN, industrial, ground type	unit	1	0	0	1	1,109.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,109.68	1,109.68	
49	ELECTRIC FAN, stand type	unit	3	0	0	3	2,570.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	856.86	2,570.58	
50	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	1	0	0	1	768.56	0	0	0	0	0.00	0	0	0	0	0.00	1	768.56	768.56	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	DESKTOP, for Basic Users	unit	2	0	0	2	49,587.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	24,793.60	49,587.20	
52	DESKTOP, for Mid-Range Users	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	42,390.40	0.00	
53	EXTERNAL HARD DRIVE, 1TB	unit	2	0	0	2	5,584.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,792.40	5,584.80	
54	LAPTOP, for Mid-range Users	unit	2	0	0	2	84,760.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	42,380.00	84,760.00	
55	LAPTOP, Lightweight	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	46,800.00	0.00	
56	MOUSE, OPTICAL, USB connection type	unit	5	6	0	11	1,647.36	2	0	0	2	299.52	0	0	0	0	0.00	0	0	0	0	0.00	13	149.76	1,946.88	
57	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	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	38,100.97	0.00	
58	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	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	10,189.92	0.00	
59	PRINTER, Laser, Monochrome	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	2,636.89	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	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	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 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	205.82	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	GLUE, all-purpose, 200 grams	jar	5	0	32	37	2,616.64	10	0	0	10	707.20	0	0	0	0	0.00	0	0	0	0	0.00	47	70.72	3,323.84	
63	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	8	16	24	541.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	22.55	541.20	
64	STAPLE WIRE, standard	box	0	0	0	0	0.00	12	0	0	12	285.12	0	0	0	0	0.00	0	0	0	0	0.00	12	23.76	285.12	
65	TAPE, electrical	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	19.45	0.00	
66	TAPE, masking, 24mm	roll	24	0	16	40	2,475.20	12	0	0	12	742.56	0	0	0	0	0.00	0	0	0	0	0.00	52	61.88	3,217.76	
67	TAPE, masking, 48 mm	roll	0	0	16	16	1,938.56	8	0	0	8	969.28	0	0	0	0	0.00	0	0	0	0	0.00	24	121.16	2,907.84	
68	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	12	0	0	12	268.32	0	0	0	0	0.00	0	0	0	0	0.00	12	22.36	268.32	
69	TAPE, transparent, 24mm	roll	40	24	0	64	715.52	12	0	0	12	134.16	0	0	0	0	0.00	0	0	0	0	0.00	76	11.18	849.68	
70	TAPE, transparent, 48 mm	roll	20	0	0	20	451.40	8	0	0	8	180.56	0	0	0	0	0.00	0	0	0	0	0.00	28	22.57	631.96	
71	TWINE, plastic	roll	5	0	0	5	333.10	1	0	0	1	66.62	0	0	0	0	0.00	0	0	0	0	0.00	6	66.62	399.72	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	RULER, plastic, 450 mm	piece	0	0	0	0	0.00	2	0	0	2	33.28	0	0	0	0	0.00	0	0	0	0	0.00	2	16.64	33.28	

