

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 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).

Introduction:

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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.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-philgeps.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 items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders 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 mPhilGEPS 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 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 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 0918-2954426 (Smart) or 0962-8255199 (Smart), 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: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.*

Department/Bureau/Office: <u>Department of Agrarian Reform</u>	Agency Code/UACS: <u>C001</u>	Contact Person: <u>Rodiardianne E. Sambaan</u>
Region: <u>Caraga Regional Office 13</u>	Organization Type: <u>National Government Agency</u>	Position: <u>Acting Supply Officer II</u>
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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	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 ANTISEPTIC																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	60	60	3,025.80	0	0	0	0	0.00	0	0	25	25	1,260.75	0	0	0	0	0.00	85	50.43	4,286.55
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	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	357.09	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	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	35.16	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	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	0	0	16	16	132.16	0	0	0	0	0.00	0	0	8	8	66.08	0	0	0	0	0.00	24	8.26	198.24
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	46	46	1,021.20	0	0	0	0	0.00	0	0	24	24	532.80	0	0	0	0	0.00	70	22.20	1,554.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	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	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	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	57.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	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	22.20	0.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	34	34	1,520.48	0	0	0	0	0.00	0	0	12	12	536.64	0	0	0	0	0.00	46	44.72	2,057.12
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	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	57.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	17	17	377.40	0	0	0	0	0.00	0	0	5	5	111.00	0	0	0	0	0.00	22	22.20	488.40
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	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	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	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	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	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																										
16	45121517-DO-C03	DOCUMENT CAMERA	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
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	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																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	26	26	532.74	0	0	0	0	0.00	0	0	19	19	389.31	0	0	0	0	0.00	45	20.49	922.05
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	23	23	421.82	0	0	0	0	0.00	0	0	19	19	348.46	0	0	0	0	0.00	42	18.34	770.28
CLEANING EQUIPMENT AND SUPPLIES																										

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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						
20 47131812-AF-A01 AIR FRESHENER	can	0	0	25	25	2,182.75	0	0	0	0	0.00	0	0	17	17	1,484.27	0	0	0	0	0.00	42	87.31	3,667.02			
21 47131604-BR-S01 BROOM (Walis Tambo)	piece	0	0	4	4	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	124.80	499.20			
22 47131604-BR-T01 BROOM (Walis Ting-ting)	piece	0	0	2	2	52.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	26.00	52.00			
23 47131829-TB-C01 CLEANER, Toilet Bowl and Urinal	bottle	0	0	12	12	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	41.60	499.20			
24 47131805-CL-P01 CLEANSER, Scouring Powder	plastic contain	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	23.92	0.00			
25 47131811-DE-B02 DETERGENT BAR	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	9.34	0.00			
26 47131811-DE-P02 DETERGENT POWDER, all purpose	pouch	0	0	15	15	811.20	0	0	0	0	0.00	0	0	15	15	811.20	0	0	0	0	0.00	30	54.08	1,622.40			
27 47131803-DS-A01 DISINFECTANT SPRAY	can	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	139.89	0.00			
28 47131601-DU-P01 DUST PAN	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	46.80	0.00			
29 47131802-FW-P03 FLOOR WAX, paste type, red	can	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	309.76	0.00			
30 47131830-FC-A01 FURNITURE CLEANER	can	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	141.39	0.00			
31 73101612-HS-L01 HAND SOAP, liquid, 500mL	bottle	0	0	15	15	644.25	0	0	0	0	0.00	0	0	15	15	644.25	0	0	0	0	0.00	30	42.95	1,288.50			
32 47121804-MP-B01 MOP BUCKET	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			
33 47131501-RG-C01 RAGS	kilo	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	69.47	0.00			
34 47131602-SC-N01 SCOURING PAD	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	85.63	0.00			
35 47121701-TB-P04 TRASHBAG, XXL size	roll/pack	0	0	25	25	3,250.00	0	0	0	0	0.00	0	0	25	25	3,250.00	0	0	0	0	0.00	50	130.00	6,500.00			
36 47121701-TB-P05 TRASHBAG, Large size	roll/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	59.28	0.00			
37 47121701-TB-P06 TRASHBAG, XL size	roll/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	92.56	0.00			
38 47121702-WB-P01 WASTEBASKET	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	43.68	0.00			
COLOR COMPOUNDS AND DISPERSIONS																											
39 12171703-SI-P01 INK, for stamp pad	bottle	0	0	9	9	259.11	0	0	0	0	0.00	0	0	1	1	28.79	0	0	0	0	0.00	10	28.79	287.90			
CONSUMER ELECTRONICS																											
40 52161535-DV-R02 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			
FILMS																											
41 13111203-AC-P01 ACETATE	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	1,243.84	0.00			
42 13111201-CF-P02 CARBON FILM, Legal size	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	351.83	0.00			
FIRE FIGHTING EQUIPMENT																											
43 46191601-FE-M01 FIRE EXTINGUISHER, dry chemical	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	1,144.00	0.00			
FLAG OR ACCESSORIES																											
44 55121905-PH-P01 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																											
45 56101504-CM-B01 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	341.12	0.00			
46 56101504-CM-W01 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	341.12	0.00			
HEATING AND VENTILATION AND AIR CIRCULATION																											
47 40101604-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	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	1,222.00	0.00			
48 40101604-EF-G01 ELECTRIC FAN, industrial, ground type	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	1,109.68	0.00			
49 40101604-EF-S01 ELECTRIC FAN, stand type	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	1,560.00	0.00			
50 40101604-EF-W01 ELECTRIC FAN, wall mount	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	901.68	0.00			
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51 43211507-DSK003 DESKTOP, for Basic 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	24,793.60	0.00			
52 43211507-DSK004 DESKTOP, for Mid-Range Users	unit	0	0	3	3	127,171.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	42,390.40	127,171.20			
53 43201827-HD-X02 EXTERNAL HARD DRIVE	unit	0	0	3	3	9,044.88	0	0	0	0	0.00	0	0	1	1	3,014.96	0	0	0	0	0.00	4	3,014.96	12,059.84			
54 43202010-FD-U04 FLASH DRIVE	piece	0	0	18	18	2,749.32	0	0	0	0	0.00	0	0	1	1	152.74	0	0	0	0	0.00	19	152.74	2,902.06			
55 43211503-LAP004 LAPTOP COMPUTER, for Mid-range Users	unit	0	0	3	3	127,140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	42,380.00	127,140.00			
56 43211503-LAP003 LAPTOP COMPUTER, 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			
57 43211708-MO-O02 COMPUTER MOUSE, Wireless	unit	0	0	19	19	3,076.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	161.92	3,076.48			
58 43212105-PR-L01 PRINTER, Laser, Monochrome	unit	0	0	4	4	10,547.56	0	0	0	0	0.00	0	0	1	1	2,636.89	0	0	0	0	0.00	5	2,636.89	13,184.45			
LIGHTING AND FIXTURES AND ACCESSORIES																											