

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

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).

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.

Department/Bureau/Office: Department of Agrarian Reform
 Region: 1
 Address: RSRK Bldg, Silo 5, Brgy. Blday
San Fernando City, La Union

Agency Code/UACS: CO34
 Organization Type: National Government Agency (NGA)

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

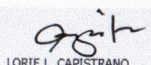
Contact Person: Lorie L. Capistrano
 Position: AO IV/BAC SEC.
 E-mail: lar_launion@yahoo.com.ph
 Telephone/Mobile Nos: (072) 2424436/8894437

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 ANTISEPTICS																										
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL	bottle	21	0	0	21	1,059.03	16	5	0	21	1,059.03	16	5	0	21	1,059.03	16	5	0	21	1,059.03	84	50.43	4,236.12
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	6	0	0	6	2,142.54	6	0	0	6	2,142.54	6	0	0	6	2,142.54	5	0	0	5	1,785.45	23	357.09	8,213.07
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	60121394-ER-P01	ERASER, plastic/rubber	piece	16	0	0	16	132.16	16	0	16	32	264.32	0	16	0	16	132.16	16	0	16	32	264.32	96	8.26	792.96
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	31	0	0	31	688.20	31	0	16	47	1,043.40	15	0	0	15	333.00	31	0	16	47	1,043.40	140	22.20	3,108.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	27	5	5	37	1,654.64	7	7	7	21	939.12	13	7	7	27	1,207.44	12	7	7	26	1,162.72	111	44.72	4,963.92
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	25	5	5	35	1,565.20	25	5	5	35	1,565.20	25	5	5	35	1,565.20	25	5	5	35	1,565.20	140	44.72	6,260.80
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	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
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	20	5	5	30	1,372.80	5	5	5	15	686.40	5	5	5	15	686.40	5	5	5	15	686.40	75	45.76	3,432.00
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	43121517-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	2	0	0	2	33,176.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	16,588.00	33,176.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	20	0	0	20	409.80	20	0	0	20	409.80	20	0	0	20	409.80	20	0	0	20	409.80	80	20.49	1,639.20
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	15	0	0	15	275.10	15	0	0	15	275.10	15	0	0	15	275.10	15	0	0	15	275.10	60	18.34	1,100.40
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	6	0	0	6	523.86	6	0	0	6	523.86	6	0	0	6	523.86	6	0	0	6	523.86	24	87.31	2,095.44
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	5	0	0	5	624.00	5	0	0	5	624.00	5	0	0	5	624.00	5	0	0	5	624.00	20	124.80	2,496.00

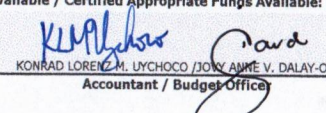
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
22	47131604-BR-T01	BROOM (Walis Ting-ting)	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	26.00	0.00	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	11	0	0	11	457.60	10	0	0	10	416.00	10	0	0	10	416.00	10	0	0	10	416.00	41	41.60	1,705.60	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	2	0	0	2	47.84	0	0	0	0	0.00	1	0	0	1	23.92	0	0	0	0	0.00	3	23.92	71.76	
25	47131811-DE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	18.68	0	0	0	0	0.00	2	9.34	18.68	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	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	54.08	0.00	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	15	0	0	15	2,098.35	15	0	0	15	2,098.35	15	0	0	15	2,098.35	15	0	0	15	2,098.35	60	139.89	8,393.40	
28	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	93.60	0	0	0	0	0.00	2	46.80	93.60	
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	15	0	0	15	644.25	15	0	0	15	644.25	15	0	0	15	644.25	0	0	0	0	0.00	45	42.95	1,932.75	
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	2,289.00	0.00	
33	47131901-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	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	130.00	0.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	17	0	0	17	1,007.76	17	0	0	17	1,007.76	17	0	0	17	1,007.76	17	0	0	17	1,007.76	68	59.28	4,031.04	
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-ST-P01	INK, for stamp pad	bottle	12	0	0	12	345.48	5	5	0	10	287.90	0	5	0	5	143.95	0	5	0	5	143.95	32	28.79	921.28	
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-F01	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	

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
A. TOTAL																							P	717,883.55
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	71,788.36
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-
D. GRAND TOTAL (A + B+ C)																							P	789,671.91
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		SEVEN HUNDRED NINETY ONE THOUSAND PESOS (PHP791,000.00)																						


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:


 LORIE L. CAPISTRANO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 KONRAD LORENZ M. UYCHOCO / JOVY ANNE V. DALAY-ON
 Accountant / Budget Officer

Approved by:


 CHRISTIANNE CASTILLO PIOS-SUGUITAN, CESO V
 Head of Office/Agency

Date Prepared: 16-Jul-24