

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).

Reminders:

- 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).
- All information must be provided accurately.
- 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.
- Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 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/adeq0>. Instructions on how to fill-out is included in the reminders of the form.
- 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.
- 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.
- 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: DARPO BENGUET
 Region: CAR
 Address: KKM-LBFI BUILDING, PICO ROAD,
 PICO, LA TRINIAD, BENGUET

Agency Code/UACS: 40010500007
 Organization Type: NATIONAL GOVERNMENT AGENCY

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

Contact Person: YVONNE KRYZA D. LUNES
 Position: ARPO TV BAC SEC. MEMBER
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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 ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	10	10	504.30	0	0	15	15	756.45	0	0	10	10	504.30	0	0	15	15	756.45	50	50.43	2,521.50
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	1	1	357.09	0	0	1	1	357.09	0	0	1	1	357.09	0	0	1	1	357.09	4	357.09	1,428.36
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	0	0	10	10	351.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	35.16	351.60
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	0	10	10	363.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	36.36	363.60
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	30	30	247.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	8.26	247.80
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	10	10	222.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	22.20	222.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	2	32	48	82	3,667.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	22.20	222.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	2	2	2	6	343.20	0	0	0	0	0.00	2	2	38	42	1,878.24	0	0	0	0	0.00	124	44.72	5,545.28
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	0	10	10	222.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	57.20	686.40
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	2	32	2	36	1,609.92	0	0	0	0	0.00	2	2	2	6	268.32	0	0	0	0	0.00	10	22.20	222.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	2	38	42	2,402.40	0	0	0	0	0.00	42	44.72	1,878.24
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	15	0	15	686.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	84	57.20	4,804.80
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	24	24	1,372.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	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	24	24	1,372.80	0	0	0	0	0.00	15	45.76	686.40
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	48	57.20	2,745.60
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	161.20	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	23,623.60	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	1	1	16	18	368.82	1	1	1	3	61.47	1	1	16	18	368.82	1	1	1	3	61.47	42	20.49	860.58

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				
19 26111702-BT-A01 BATTERY, dry cell, size AAA	pack	1	6	16	23	421.82	1	1	1	3	55.02	1	6	16	23	421.82	1	1	1	3	55.02	52	18.34	953.68	
CLEANING EQUIPMENT AND SUPPLIES																									
20 47131812-AF-A01 AIR FRESHENER	can	0	0	10	10	873.10	0	0	0	0	0.00	0	0	10	10	873.10	0	0	0	0	0.00	20	87.31	1,746.20	
21 47131804-BR-S01 BROOM (Walls Tambo)	piece	0	0	10	10	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	124.80	1,248.00	
22 47131804-BR-T01 BROOM (Walls 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	0	0	10	10	416.00	0	0	0	0	0.00	0	0	10	10	416.00	0	0	0	0	0.00	20	41.60	832.00	
24 47131805-CL-P01 CLEANSER, Scouring Powder	plastic container	0	0	10	10	239.20	0	0	0	0	0.00	0	0	10	10	239.20	0	0	0	0	0.00	20	23.92	478.40	
25 47131811-DE-B02 DETERGENT BAR	piece	0	0	5	5	46.70	0	0	0	0	0.00	0	0	5	5	46.70	0	0	0	0	0.00	10	9.34	93.40	
26 47131811-DE-P02 DETERGENT POWDER, all purpose	pouch	0	0	5	5	270.40	0	0	0	0	0.00	0	0	5	5	270.40	0	0	0	0	0.00	10	54.08	540.80	
27 47131803-DS-A01 DISINFECTANT SPRAY	can	0	0	5	5	699.45	0	0	0	0	0.00	0	0	5	5	699.45	0	0	0	0	0.00	10	139.89	1,398.90	
28 47131801-DU-P01 DUST PAN	piece	0	0	10	10	468.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	46.80	468.00	
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	5	5	706.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	141.39	706.95	
31 73101612-HS-L01 HAND SOAP, liquid, 500ml	bottle	0	0	10	10	429.50	0	0	0	0	0.00	0	0	10	10	429.50	0	0	0	0	0.00	20	42.95	859.00	
32 47121804-MP-B01 MOP BUCKET	unit	0	0	1	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00	
33 47131801-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 47131802-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	0	0	10	10	592.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	59.28	592.80	
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	11	11	316.69	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	28.79	316.69	
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-F01 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	
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	

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					
46	80141505-TS-046	KEYBOARD	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	0.00	0.00
47	80141505-TS-047	DSLR 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	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	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
49	80141505-TS-049	LAMINATING MACHINE	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	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	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	0.00	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	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
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	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
53	80141505-TS-053	CAR (Sedan or Hatchback)	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	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	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	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	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	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	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	0.00	0.00
49	80141505-TS-057	VAN	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	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	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	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	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	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	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	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	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	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	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	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	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	0.00	0.00
52	80141505-TS-064	BUS	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	0.00	0.00
53	80141505-TS-065	MINI BUS	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	0.00	0.00

A. TOTAL		P	226,827.27
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	22,682.73
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	249,510.00
E. APPROVED BUDGET BY THE AGENCY HEAD 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 our approved budget for the year.

Prepared by: 
 YVONNE KRYZA B. LUNAS, BAC Secretariat Member
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 JULIE A. MANUEL / DONNA LYN P. CHING
 Accountant / Budget Officer

Approved by: 
 LAILANI A. CORTEZ
 Head of Office/Agency

Date Prepared: _____



POSTING CERTIFICATION

This is to certify that the **DEPARTMENT OF AGRARIAN REFORM PROVINCIAL OFFICE – Benguet (DARPO – Benguet)** has posted its Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for FY2025 on the Department of Agrarian Reform Website under the Transparency Seal and can be accessed through this link: www.dar.gov.ph.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 29th day of July 2024.

SYLVIA C. MARIANO

Head, Bids and Awards Committee Secretariat