

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 (UNSPC) 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) 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
- 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: OFFICE OF THE SOLICITOR GENERAL	Agency Code/UACS: M024	Contact Person: Remyrose G. Dungao
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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)																											
PESTICIDES OR PEST REPELLENTS																											
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	0	0	25	25	3,484.00	0	0	0	0	0.00	0	25	0	25	3,484.00	0	0	0	0	0.00	50.00	139.36	6968.00	
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	151.43	0.00	
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	66.56	0.00	
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 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	0.00	387.92	0.00	
5	51471901-AL-101	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	1800	0	0	1800	78,444.00	1800	0	0	0	1800	78,444.00	1800	0	0	1800	78,444.00	1800	0	0	1800	78,444.00	7,200.00	43.58	313776.00
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	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	0.00	455.00	0.00	
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	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	0.00	207.75	0.00	
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SI-P01	INK, for stamp pad	bottle	0	0	30	30	945.60	0	0	0	0	0.00	0	30	0	30	945.60	0	0	0	0	0.00	60.00	31.52	1891.20	
FILMS																											
9	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	0.00	847.82	0.00	
10	13111201-CF-P01	CARBON FILM, A4	box	0	0	40	40	8,840.00	0	0	0	0	0.00	0	40	0	40	8,840.00	0	0	0	0	0.00	80.00	221.00	17680.00	
11	13111201-CF-P02	CARBON FILM, legal	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	0.00	208.52	0.00	
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	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	0.00	83.72	0.00	
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	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	0.00	882.55	0.00	
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	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	0.00	1029.60	0.00	
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	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	0.00	1528.80	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
16 1411506-CF-L21 COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	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	0.00	906.36	0.00
17 1411506-CF-L31 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	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	0.00	884.00	0.00
18 1411506-CF-L32 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	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	0.00	1508.00	0.00
19 1411609-LL-C01 LOOSELEAF COVER, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	794.96	0.00
20 1411514-NP-S02 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	600	0	600	22,236.00	0	600	0	600	22,236.00	0	600	0	600	22,236.00	0	600	0	600	22,236.00	2,400.00	37.06	8944.00
21 1411514-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	59.28	0.00
22 1411514-NP-S03 NOTE PAD, stick on, 3" x 3"	pad	0	600	0	600	32,448.00	0	600	0	600	32,448.00	0	600	0	600	32,448.00	0	600	0	600	32,448.00	2,400.00	54.08	129792.00
23 1411514-NB-S01 NOTEBOOK, stenographer	piece	0	100	0	100	1,204.00	0	0	0	0	0.00	0	100	0	100	1,204.00	0	0	0	0	0.00	200.00	12.04	2408.00
24 1411507-PP-M01 PAPER, MULTICOPY, A4, 80 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	136.66	0.00
25 1411507-PP-M02 PAPER, MULTICOPY, Legal, 80gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	127.71	0.00
26 1411507-PP-C01 PAPER, Multi-Purpose, A4, 70 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	98.26	0.00
27 1411507-PP-C02 PAPER, multi-purpose, legal, 70gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	118.46	0.00
28 1411531-PP-R01 PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.12	0.00
29 1411503-PA-P01 PAPER, parchment	box	0	10	0	10	980.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	98.05	980.50
30 1411818-TH-P02 Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	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	0.00	55.64	0.00
31 1411531-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	60	0	60	4,243.20	0	0	0	0	0.00	0	0	0	0	0.00	60	0	0	60	4,243.20	120.00	70.72	8486.40
32 1411531-RE-B02 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	50	0	50	5,096.00	0	0	0	0	0.00	0	0	0	0	0.00	50	0	0	50	5,096.00	100.00	101.92	10192.00
33 1411704-TT-P02 TOILET TISSUE PAPER, 2-ply, 100% recycled	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	0.00	86.84	0.00
34 1411704-IFPT01 TISSUE, interfolded paper towel	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	0.00	34.84	0.00
35 1411704-TT-P04 TOILET TISSUE PAPER, Interfolded Paper Towel	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	0.00	33.80	0.00
BATTERIES AND CELLS AND ACCESSORIES																								
36 2611702-BT-A02 BATTERY, dry Cell, size AA	pack	0	0	480	480	17,424.00	0	0	0	0	0.00	0	0	480	480	17,424.00	0	0	0	0	0.00	960.00	36.30	34848.00
37 2611702-BT-A01 BATTERY, dry Cell, size AAA	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	0.00	19.73	0.00
38 2611702-BT-A03 BATTERY, dry Cell, size D	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	0.00	96.20	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																								
39 31201610-GL-J01 GLUE, all purpose	jar	0	0	100	100	7,150.00	0	0	0	0	0.00	0	0	100	100	7,150.00	0	0	0	0	0.00	200.00	71.50	14300.00
40 31151804-SW-H01 STAPLE WIRE, heavy duty, binder type, 23/13	box	0	0	0	0	0.00	0	20	0	20	395.20	0	0	0	0	0.00	0	15	0	15	296.40	35.00	19.76	691.60
41 31151804-SW-S01 STAPLE WIRE, standard	box	0	250	0	250	5,602.50	0	250	0	250	5,602.50	0	250	0	250	5,602.50	0	0	0	0	0.00	750.00	22.41	16807.50
42 31201502-TA-E01 TAPE, electrical	roll	0	0	40	40	746.80	0	0	0	0	0.00	0	0	0	0	0.00	40	0	0	40	746.80	80.00	18.67	1493.60
43 31201503-TA-M01 TAPE, masking, 24mm	roll	0	60	0	60	3,276.00	0	60	0	60	3,276.00	0	60	0	60	3,276.00	0	60	0	60	3,276.00	240.00	54.60	13104.00
44 31201503-TA-M02 TAPE, MASKING, 48mm	roll	0	60	0	60	6,396.00	0	60	0	60	6,396.00	0	60	0	60	6,396.00	0	60	0	60	6,396.00	240.00	106.60	25584.00
45 31201517-TA-P01 TAPE, packaging, 48mm	roll	0	50	0	50	1,118.00	0	60	0	60	1,341.60	0	50	0	50	1,118.00	0	60	0	60	1,341.60	220.00	22.36	4919.20
46 31201512-TA-T01 TAPE, transparent, 24mm	roll	0	750	0	750	7,567.50	0	750	0	750	7,567.50	0	750	0	750	7,567.50	0	750	0	750	7,567.50	3,000.00	10.09	30270.00
47 31201512-TA-T02 TAPE, transparent, 48mm	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	0.00	19.97	0.00
48 31151507-TW-P01 TWINE, plastic	roll	0	0	60	60	3,494.40	0	0	0	0	0.00	60	0	0	60	3,494.40	0	0	0	0	0.00	120.00	58.24	6988.80
HEATING AND VENTILATION AND AIR CIRCULATION																								
49 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	0.00	1109.68	0.00
50 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	0.00	1369.68	0.00
51 40101604-EF-S01 ELECTRIC FAN, stand type	unit	0	0	7	7	5,998.02	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	856.86	5998.02
52 40101604-EF-W01 ELECTRIC FAN, wall mount, plastic blade	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	0.00	674.96	0.00
MEDICAL THERMOMETERS AND ACCESSORIES																								