

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 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 No. 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 Virtual Store (VS) 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 Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philoes.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-philoes.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 the PART I of 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 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philoes.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/ho58>.
- 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 (VS) 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 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 through its mobile numbers 0927-8478245 (Globe) or 0918-2054426 (Smart), or email apccse@ps-philoes.gov.ph, or visit the PS-DBM website (www.ps-philoes.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: <u>Department of Tourism</u>	Agency Code/UAUC: <u>5A001</u>	Contact Person: <u>Rodel Amor Espanes</u>
Region: <u>Central Office</u>	Organization Type: <u>National Government Agency</u>	Position: <u>Administrative Aide VI</u>
Address: <u>391 Senator Gil Puyat Ave.,</u>		E-mail: <u>rapccse@ps-philoes.gov.ph</u>
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Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	1219100-AL-01H ALCOHOL, Ethyl, 500 ml	bottle	139	102	83	324	16,511.04	102	112	73	287	14,625.52	139	104	79	322	16,400.12	101	111	70	282	14,370.72	1215	50.96	61,916.40
2	1219100-AL-03D ALCOHOL, Ethyl, 1 gallon	gallon	3	3	3	9	4,062.24	3	2	2	7	3,159.52	2	3	2	7	3,159.52	3	2	2	7	3,159.52	30	451.36	13,540.80
TOOLS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	6012113-CP-P01 CLEARBOOK, A4 size	box	100	25	36	161	5,692.96	38	13	14	65	2,298.40	88	12	16	116	4,101.28	47	10	13	70	2,475.20	412	35.36	14,568.32
4	6012113-CP-P02 CLEARBOOK, Legal size	box	90	22	29	141	5,435.68	25	13	7	45	1,731.60	70	11	9	90	3,453.20	26	11	6	43	1,656.64	319	38.48	12,275.12
5	6012154-ER-P01 ERASER, plastic/rubber	piece	31	14	20	65	608.40	7	7	12	26	243.36	21	14	12	47	439.92	9	7	12	28	262.08	166	9.36	1,553.76
6	6012154-SP-G01 SIGN PEN, Extra Fine Tip, Black	piece	169	95	99	363	9,438.00	130	100	100	330	8,580.00	159	100	95	354	9,204.00	127	96	100	325	8,450.00	1372	26.00	35,672.00
7	6012154-SP-G04 SIGN PEN, Fine Tip, Black	piece	63	63	62	188	8,407.36	59	63	60	182	8,139.04	62	63	59	184	8,228.48	62	61	59	182	8,139.04	736	44.72	32,913.92
8	6012154-SP-G07 SIGN PEN, Medium Tip, Black	piece	79	72	49	200	11,440.00	79	65	49	193	11,039.60	79	72	49	200	11,440.00	81	63	49	193	11,039.60	786	57.20	44,999.16
9	6012154-SP-G02 SIGN PEN, Extra Fine Tip, Blue	piece	141	73	67	281	7,306.00	102	78	72	252	6,552.00	131	76	67	274	7,124.00	97	78	72	247	6,422.00	1054	26.00	27,404.00
10	6012154-SP-G05 SIGN PEN, Fine Tip, Blue	piece	28	38	24	90	4,024.80	24	38	25	87	3,890.64	27	36	24	87	3,890.64	25	38	24	87	3,890.64	351	44.72	15,696.72
11	6012154-SP-G08 SIGN PEN, Medium Tip, Blue	piece	57	94	71	222	12,698.40	73	101	87	261	14,929.20	73	108	89	270	15,444.00	68	98	72	238	13,813.60	991	57.20	56,685.20
12	6012154-SP-G03 SIGN PEN, Extra Fine Tip, Red	piece	56	33	53	168	4,368.00	53	58	54	165	4,290.00	55	58	53	166	4,316.00	49	53	48	150	3,900.00	649	26.00	16,874.00
13	6012154-SP-G06 SIGN PEN, Fine Tip, Red	piece	5	22	5	32	1,494.32	5	21	5	31	1,418.56	5	21	5	31	1,418.56	5	21	5	31	1,418.56	125	45.76	5,720.00
14	6012154-SP-G09 SIGN PEN, Medium Tip, Red	piece	17	29	29	75	4,290.00	27	31	39	97	5,548.40	27	36	27	80	5,262.40	27	26	27	80	4,576.00	344	57.20	19,676.80
15	6012124-WR-P01 WRAPPING PAPER	pack	1	0	0	1	214.24	0	1	0	1	214.24	0	5	1	6	1,285.44	0	0	1	1	214.24	9	214.24	1,928.16
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	25,536.16	0.00
17	4511869-MH-P01 MULTIMEDIA PROJECTOR	unit	2	0	0	2	36,940.80	1	1	0	2	36,940.80	1	0	0	1	18,470.40	1	0	0	1	18,470.40	6	18,470.40	110,822.40
BATTERIES AND CELLS AND ACCESSORIES																									
18	25111702-RT-A02 BATTERY, dry cell, size AA	pack	90	47	36	173	3,778.32	58	48	38	144	3,144.96	85	49	38	172	3,736.48	99	43	38	140	3,057.60	629	21.84	13,737.36
19	25111702-RT-A03 BATTERY, dry cell, size AAA	pack	73	41	26	140	2,766.40	43	40	28	111	2,192.36	68	41	28	137	2,707.12	42	37	28	107	2,314.32	495	19.76	9,781.20
20	25111702-RT-A01 BATTERY, dry cell, size D	pack	5	3	2	10	925.60	0	2	2	4	370.24	0	2	2	4	370.24	0	2	2	4	370.24	22	92.56	2,036.32
CLEANING EQUIPMENT AND SUPPLIES																									
21	47131813-AP-A01 AIR FRESHENER	can	23	20	19	62	5,416.32	10	12	7	29	2,533.44	12	11	9	32	2,795.52	19	22	19	60	5,241.60	183	87.36	15,986.64
22	47131804-BS-501 BROOM (with Tambo)	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	127.92	0.00
23	47131604-BR-T01 BROOM (Walls Tinging)	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	23.92	0.00
24	47131829-TB-C01 CLEANER, Toilet Bowl and Urinal	bottle	1	0	0	1	44.72	1	0	0	1	44.72	1	0	0	1	44.72	1	0	0	1	44.72	4	44.72	178.88
25	47131805-CL-P01 CLEANSER, Scouring Powder	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	36.00	0.00
26	47131811-DE-B02 DETERGENT BAR	bar	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	9.36	0.00
27	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	88.40	0.00
28	47131803-DS-A01 DISINFECTANT SPRAY	can	12	12	14	38	5,730.40	10	10	14	34	5,127.20	12	11	15	38	5,730.40	10	11	14	35	5,278.00	145	150.80	21,866.00
29	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
30	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	135.20	0.00
31	47131830-FC-A01 FURNITURE CLEANER	can	5	0	0	5	1,133.60	0	0	0	0	0.00	5	0	0	5	1,133.60	0	0	0	0	0.00	10	226.72	2,267.20
32	73101612-HS-L01 HAND SOAP, liquid	bottle	3	2	1	6	257.70	3	2	1	6	257.70	3	2	1	6	257.70	3	2	1	6	257.70	24	42.95	1,030.80
33	47121804-MP-P01 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
34	47131612-MP-H02 MOPHANDLE, heavy duty	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	134.16	0.00

18	80141505-TS-018	STEEL FILING CABINET	piece	1	0	0	1	3,500.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	3,500.00	3,500.00	
19	80141505-TS-019	VELLUM BOARD PAPER	pack	7	5	5	17	875.50	5	5	5	15	772.50	5	5	5	15	772.50	5	5	5	15	772.50	3,193.00	
20	80141505-TS-020	EXTENSION CORD	piece	3	0	0	3	1,197.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,197.00	
21	80141505-TS-021	PAINT	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	
22	80141505-TS-022	COLORED 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	0.00	
23	80141505-TS-023	BOND PAPER	ream	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	
24	80141505-TS-024	PUSH PIN	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	
25	80141505-TS-025	DOOR MAT	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	0.00	
26	80141505-TS-026	GLUE STICK (PASTE)	piece	5	2	2	9	472.50	5	2	2	9	472.50	3	0	0	3	157.50	3	0	0	3	157.50	24	52.50
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	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	1,260.00	
28	80141505-TS-028	DECORANT CARE	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	0.00	
29	80141505-TS-029	DISPOSABLE GLOVES	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	
30	80141505-TS-030	OFFICE CHAIR	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	0.00	
31	80141505-TS-031	MANGA PAPER	pack	2	2	2	6	150.00	2	2	2	6	150.00	2	2	2	6	150.00	2	2	2	6	150.00	24	25.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	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	0.00	
33	80141505-TS-033	PADLOCK	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	0.00	
34	80141505-TS-034	MOBILE PHONE	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	
35	80141505-TS-035	COMPACT DISC	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	0.00	
36	80141505-TS-036	AMPLIFIER	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	
37	80141505-TS-037	STORAGE BOX	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	0.00	
38	80141505-TS-038	PLASTIC ENVELOPE	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	0.00	
39	80141505-TS-039	DOCUMENT SCANNER	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	
40	80141505-TS-040	WATER DISPENSER	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	
41	80141505-TS-041	PARACETAMOL	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	
42	80141505-TS-042	GLUE GUN	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	
43	80141505-TS-043	INKJET PRINTER	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	
44	80141505-TS-044	SPEAKERS	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	
45	80141505-TS-045	POYDONE IODINE	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	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
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	0.00	
50	80141505-TS-062	ASSEMBLED PASSENGER JEEP/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	0.00	
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	0.00	
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	0.00	
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	0.00	

A. TOTAL	6,743,737.24
B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)	474,373.24
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COSTS (If Applicable)	0.00
D. GRAND TOTAL (A + B + C)	7,218,110.48
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: 
HSE JENNIFER A. TIMMOS
OIC, Head - Supply and Property Section

Certified Funds Available / Certified Appropriate Funds Available:

HSE JOSEPHINE G. ANDAYA
Chief, Budget Division

Approved by: 
ATTY. MAE ELAINE T. BATHAN
Undersecretary, Legal and Special Concern and Chief-of-Staff

Date Prepared: 21-Jul-23